

Elders Real Estate Greenacre
157 Waterloo Road Greenacre 2190
Ph: 9759 6299 Fax 9759 9776
mail@eldersgreenacre.com.au

RENTAL APPLICATION

**KINDLY ATTACH COPIES OF
ALL RELEVANT DOCUMENTS**

OUR OFFICE DOES NOT PHOTOCOPY

**APPLICATIONS ARE SUBJECT TO THE
OWNER'S APPROVAL, WE DO
NOT MAKE RECOMMENDATIONS.
DECLINED APPLICATIONS WILL BE
DESTROYED.**

PLEASE READ

The following items are required with your completed Application Form

REJECTED APPLICATIONS MAY BE EXPERIENCED IF THE FOLLOWING INFORMATION IS NOT PROVIDED

IF YOU ARE RENTING THEN THE FOLLOWING IS REQUIRED

1. LAST 4 RENT RECEIPTS OR AGENT RENTAL LEDGER
2. DRIVERS LICENCE OR PHOTO IDENTIFICATION
3. PASSPORT (IF APPLICABLE)
4. CURRENT MOTOR VEHICLE REGISTRATION PAPERS
5. CURRENT PHONE, GAS OR ELECTRICITY BILL

IF YOU ARE A HOME OWNER THEN THE FOLLOWING IS REQUIRED

1. RECENT COUNCIL RATES NOTICE
2. RECENT WATER RATE NOTICE

APPROVED APPLICATIONS REQUIRE THE FOLLOWING

- 1) A PAYMENT OF ONE WEEK'S RENT TO HOLD THE PROPERTY UNTIL LEASE SIGNING.
- 2) A PAYMENT OF FOUR WEEK'S BOND, ONE WEEK'S RENT IN ADVANCE AND FIFTEEN DOLLARS LEASE FEE WHEN SIGNING THE RESIDENTIAL TENANCY LEASE AGREEMENT.

APPLICATION FOR TENANCY

Property Address
Rent Amount p/w Lease Term Move In Date
Number of Adults Number of Children Ages
How Many Vehicles Will Be Parked At The Property 1 2 3 4 5 (please circle appropriate number)

PERSONAL DETAILS

Surname First Name Second Name
Phone (w) (h) (m)
(email) Date of Birth

Present Address
How long have you been there Are you renting How much p/w \$
Owner / Agent Name Phone
Address Fax.....

Previous Address
Previous Owner / Agent Name Phone
How long were you there

Do you have pets What kind Registered

OCCUPATION DETAILS

Current Employer's Name Phone
Address
How long have you been there Amount Per Week \$

Previous Employer's Name Phone
How long were you there

SELF EMPLOYED BUSINESS DETAILS

Business Name ACN
Address Phone

PERSONAL REFERENCES

1) Name Phone Relationship
2) Name Phone Relationship

EMERGENCY CONTACT

Name Phone Relationship

PRIVACY POLICY - PLEASE READ AND SIGN BELOW

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the agent to verify the applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including to the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to the agent and/or landlord.

If the applicant enters into a Residential Tenancy Agreement, and if the applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents.

If the applicant would like to access the personal information the agent holds, they can do so by contacting the agent at the address and contact numbers contained in this application. The applicant can also correct this information if it is inaccurate, incomplete or out of date.

PLEASE NOTE: WATER USAGE WILL BE CHARGED (UNDER THE USER PAYS SYSTEM) WHERE A PROPERTY HAS ITS OWN WATER METER.

I have filled in this application honestly and to the best of my knowledge. I give Elders Real Estate, Greenacre permission to telephone and check the information provided.

APPLICANT'S SIGNATURE **DATE**

(TENANT TO SIGN ONLY)

**REQUEST FOR RENTAL
REFERENCE**

I, the tenant consent to Elders Real Estate, Greenacre contacting my previous agent with regard to my tenancy.

Tenant's Signature: Name:

Current Address.....

Office Use Only
Agent to fill in section below

Date: Attention:

Fax:.....

Name of Tenant:

Property Address:

Kindly complete and fax back to our office with rental ledger on 9759 9776

Is the above person the actual tenant named on the Lease Agreement? Yes / No

During the course of the Lease Agreement was the tenant in arrears often? Yes / No

Did you need to issue the tenant with a Termination Notice? Yes / No

Does this tenant own / keep any pets at this property? Yes / No

How did the tenant look after the property? Excellent Good Average Bad

What was the rental amount per week for this property? \$

.....

Period that this tenant been residing at the property. **From:** / / **To:** / /

Why is this tenant wishing to vacate?

Would you approve this tenant again for another rental property? Yes / No

Details provided by:

Name / Position Held:

Agent's Signature:

Thank you for your prompt assistance.