



Elders Real Estate Darwin
 70 Smith Street, NT 0800
 GPO Box 230, Darwin NT 0801
 Telephone: 08 8981 1822
 Fax: 08 8981 4074

Elders Rural Services Australia Limited
 Licensed Real Estate Agents

Elders Real Estate Palmerston
 Satepak Building
 4/11 Palmerston Cct, NT 0830
 PO Box 3922, Palmerston 0830
 Telephone: 08 8931 5000
 Fax: 08 8932 4722

APPLICATION FOR RESIDENTIAL TENANCY

**IT IS ESSENTIAL THAT ALL DETAILS ARE COMPLETED FOR SPEEDIER PROCESSING
 PRODUCE IDENTIFICATION WHICH TOTALS 100 POINTS - PLEASE PRINT CLEARLY**

No of Applicants:		Email Address:
Phone numbers of all applicants		
Adults		Children (under 18)
Property Address:		

ACKNOWLEDGEMENTS BY APPLICANT/S

I / we, the applicant(s) do solemnly and sincerely declare that I am / we are over 16 years of age, I am / we are not bankrupt and affirm that the information herewith is true and correct in every aspect and without omission.	
I / we have inspected the above property (internally) on	Day Month
Period of Tenancy	Number of months
Starting from	/ / Proposed start date.
Renting at	\$ Amount per week.
I / we also undertake, upon signing the Rental Agreement, to pay a Rental Bond of	\$ Amount of Rental Bond.
I / we declare that the rent to be paid is within my/our means.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever been evicted by any Landlord or Agent?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you a debt to any other Landlord or Agent?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have deductions ever been made from your Rental Bond?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does any of the following categories effect you NT Housing Commission; DHA; Police	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you agree that this information can be used for Marketing Purposes	<input type="checkbox"/> YES <input type="checkbox"/> NO

PRIVACY STATEMENT – disclosure statement of Elders Real estate - Personal information collected about you in this form will be used to assess your application for a residential tenancy. We may need to collect information about you from your previous lessors or letting agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use the database operated by TICA Default Tenancy Control Pty Ltd You can find out more information about these databases on websites www.tica.com.au Your consent to us collecting this information is set out below.

We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the landlord's insurers and valuers. We may also send personal information about you to the owners of any other properties at your request.

You have the right to access personal information we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

DECLARATION - I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay rent and a rental bond in advance, and that this application is subject to the approval of the owner/lessor.

I acknowledge that I have read the Privacy Statement of Elders Real Estate . I authorise Elders Real Estate to collect information about me from:

- (a) My previous letting agents and/or lessors
- (b) My personal referees and employer/s
- (c) Any Tenancy Default Database (Including TICA) which may contain personal information about me. I also authorise Elders Real Estate to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including TICA.

I authorize Elders Real Estate to disclose the personal information collected about me to the owner of the property even if the owner resides outside Australia. I declare that all information within this entire application is true, correct and given of my own free will. I declare that I have inspected the abovementioned property internally and externally. I declare that I am not bankrupt.

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APPLICANT(S) DETAILS:

Full Name: _____ Date of Birth (dd/mm/yy): _____
Occupation: _____ Salary: _____
Driver's Licence Number: _____ State _____
Make of car: _____ Rego Number: _____

EMERGENCY CONTACT:

Name: _____ Relationship: _____
Phone: (ah): _____ Mobile: _____
Address: _____

EMPLOYMENT HISTORY:

Current Employer name: _____ **Period of Employment:** _____
Address: _____ Phone: _____
Previous Employer name: _____ **Period of Employment:** _____
Address: _____ Phone: _____

RESIDENTIAL HISTORY:

Present Address:
Agent/Owner of Present Address: _____ Contact Number: _____
Weekly Rent Paid: _____ Length of Time: _____
Previous Address:
Agent/Owner of Previous Address: _____ Contact Number: _____
Weekly Rent Paid: _____ Length of Time: _____

REFERENCES:

Personal/Professional Reference: (e.g. previous boss, ex-flat mate, work colleague, **no relative or friend**)
Name: _____ **Relationship:** _____ **Phone:** _____
Name: _____ **Relationship:** _____ **Phone:** _____

**IT IS ESSENTIAL THAT ALL DETAILS ARE COMPLETED FOR SPEEDIER PROCESSING
PRODUCE IDENTIFICATION WHICH TOTALS 100 POINTS - PLEASE PRINT CLEARLY**

APPLICANT(S) DETAILS:

Full Name: _____ Date of Birth (dd/mm/yy): _____
Occupation: _____ salary: _____
Driver's Licence Number::: _____ State _____
Make of car: _____ Rego Number: _____

EMERGENCY CONTACT:

Name: _____ Relationship: _____
Phone: (ah): _____ Mobile: _____
Address: _____

EMPLOYMENT HISTORY:

Current Employer name: _____ **Period of Employment:** _____
Address: _____ Phone: _____
Previous Employer name: _____ **Period of Employment:** _____
Address: _____ Phone: _____

RESIDENTIAL HISTORY:

Present Address:
Agent/Owner of Present Address: _____ Contact Number: _____
Weekly Rent Paid: _____ Length of Time: _____
Previous Address:
Agent/Owner of Present Address: _____ Contact Number: _____
Weekly Rent Paid: _____ Length of Time: _____

REFERENCES:

Personal/Professional Reference: (e.g. previous boss, ex-flat mate, work colleague, **(NO RELATIVE OR FRIEND)**)
Name: _____ **Relationship:** _____ **Phone:** _____
Name: _____ **Relationship:** _____ **Phone:** _____

*****Office use – ID CHECKS***
each applicant must provide at least 100 points**

Points	Document	APPLICANT 1	APPLICANT 2
40	Drivers Licence	<input type="checkbox"/>	<input type="checkbox"/>
40	Army ID or Shooter License	<input type="checkbox"/>	<input type="checkbox"/>
20	Bank Statement	<input type="checkbox"/>	<input type="checkbox"/>
25	Car Registration Papers	<input type="checkbox"/>	<input type="checkbox"/>
25	PAWA/Telstra Account	<input type="checkbox"/>	<input type="checkbox"/>
25	Health Care Card/Medicare	<input type="checkbox"/>	<input type="checkbox"/>
35	Proof of Income (3 recent pay slips)	<input type="checkbox"/>	<input type="checkbox"/>
100	Passport – under 18 years	<input type="checkbox"/>	<input type="checkbox"/>
70	Passport – over 18 years	<input type="checkbox"/>	<input type="checkbox"/>
20	Tenancy History	<input type="checkbox"/>	<input type="checkbox"/>
20	Rental Bond Receipt	<input type="checkbox"/>	<input type="checkbox"/>
20	Previous four rent receipts	<input type="checkbox"/>	<input type="checkbox"/>
25	Council Rates	<input type="checkbox"/>	<input type="checkbox"/>
70	Birth Certificate – over 18 years	<input type="checkbox"/>	<input type="checkbox"/>

*****Office use – ID CHECKS***
each applicant must provide at least 100 points**

ALL BONDS MUST BE PAID BY BANK CHEQUE/ MONEY ORDER OR CASH. BOND TRANSFERS ARE NOT ACCEPTED by this office.

I DECLARE THAT:

- I have read and understood all pages of this application and have accepted all conditions herewith.
- I consent to the disclosures set out in the Authority to Release Tenant Information.
- I have read the Privacy Information Statements. All details herewith have been given by my own free will.
- All the information contained in this application is true and correct.
- I authorise Elders Real Estate to make enquiries considered necessary to verify the information disclosed in this application.
- **I understand that although Elders Real Estate collects and processes applications, no reason has to be given to the unsuccessful tenant.**

SIGNATURES OF APPLICANTS

Please list ALL pets which will live in the property, MUST INCLUDE BREED

Pet 1: Name:	Age:	Breed:	Is it Registered Yes/No
Pet 2: Name:	Age:	Breed:	Is it Registered Yes/No

Applicant 1.

Applicant 2.

Applicants must also sign the Authority to Obtain Tenant Information and submit with this application.

SUCCESSFUL APPLICANTS

Please be aware that we are unable to accept one cheque at the sign up, we require (1) a cheque for your rental monies and (2) a separate cheque for your bond.

Would you like to be in attendance at the Ingoing Condition Report Yes/No

ELDERS REAL ESTATE PROPERTY MANAGEMENT

DARWIN: FAX (08) 89814074

PALMERSTON: FAX (08) 8932 4722

Web Site – www.eldersdarwin.com.au

AUTHORITY TO OBTAIN TENANT INFORMATION

To:		Fax:	
From:	Property Manager's Name	Phone:	
		Mobile No:	

I/WE _____ **hereby authorise** any of the parties below to release information they have on record about me to Elders Real Estate, whom I have authorised to make investigations in relation to my application for a residential property.

Prospective Tenant: _____ Property: _____

Applicant 1:..... **Applicant 2:**.....

SIGNATURE SIGNATURE

Name of person completing this form:		Date completed:	/ /
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YES NO

Is/was the above applicant (s) the actual lessee at the property		
No of Leaseholders on lease		
Is the above applicant still on a fixed term agreement		
If so, when does it end...../...../2010 or do you no longer manage the property		
Did your office terminate the tenancy		
If so, reason for termination:		
Arrears Unsatisfactory tenant Abandonment Property withdrawn		
Were rental payments received on time		
Always Sometimes Never Other (provide comments).....		
.....		
Was the applicant ever issued an RT - Notice to Remedy Breach		
If so: How many.....What for.....		
Were periodic inspections carried out		
Was the property: Tidy & clean Untidy & clean Untidy & dirty		
Did the applicant have pets at the property		
If yes, was there every a problem.....		
Was there any reason to lodge the tenant with a Tenancy Default Agency		
Was the property left clean and undamaged apart from wear and tear		
If no, please advise.....		
Were there any deductions from the bond		
If yes: Rent Cleaning Repairs Garden maintenance Other		
Was the handover delayed		
If yes, how many days.....		
Would you rent to the applicant again		
Comments:.....		
.....		
.....		

EMPLOYER'S COMMENTS

Length of employment:	
Type of employment	Full Time Part Time Casual
NETT Salary per week:	Name of person completing this form: Date: / /10