



## Tenant Application Form

**Please Note: Anyone 18 years of age and older intending to reside in the home is required to complete a separate application.**

### SUMMARY OF PROCESS

**STEP 1** Complete this application form in its entirety and sign the disclosure statement. All information requested must be completed for your application to be considered by a rental provider.

**STEP 2** Return this application form with 2 documents of confirmed identification, 2 documents of financial information and 2 documents of previous rental history (if any – e.g. rent ledger, copy of lease).

**STEP 3** Your application will be processed.

**STEP 4** Upon successful processing of your application, it will be presented to the applicable landlord for consideration.

**WARNING – Incomplete applications will not be processed.**

If the landlord pre-approves you for a property, we will contact you to arrange a suitable viewing time. Should your application be unsuccessful, we will contact you accordingly.

### AGENT

Elders Rural Services Australia Ltd T/A Elders Real Estate Loxton  
2 East Terrace, Loxton SA 5333  
P: 08 8584 3966 E: [loxtonrealestate@elders.com.au](mailto:loxtonrealestate@elders.com.au) W: [riverland.eldersrealestate.com.au](http://riverland.eldersrealestate.com.au)

### PROPERTY:

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**RENT:** \$ \_\_\_\_\_ per week      **BOND:** \$ \_\_\_\_\_

**PREFERRED TENANCY PERIOD**     6 MONTHS     12 MONTHS

### IMPORTANT INFORMATION: PLEASE READ CAREFULLY

- Rent Payment Method; the applicant is required to pay rent by:
  - Internet transfer (no fee) using a rent reference provided by the Agency OR if direct debit preferred, Console Pay can be used and the tenant is responsible for the third party costs (more information available on request).
- You may be liable for water usage and water supply costs.
- It is a tenant's responsibility to arrange connection of electricity and gas supply to the property once the application is approved \*\*refer to Direct Connect on last page
- Insurance: the tenant is responsible for insurance of personal contents
- Agent may confirm ownership of private landlord referees

**APPLICANT DETAILS**

Full Name: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**Are you over 18 years of age and have the legal capacity to enter into a lease?** Yes/No

Identification required per applicant	Verified/Received
<b>PROOF OF IDENTIFICATION: 2 Documents must be sighted to confirm ID (one must be photo ID)</b>	
Current Passport (only if Non-Australian Resident)	
Current Driver's Licence- with Photo	
Pension Number and type	
Tertiary Education Photo ID ( if applicable)	

**RENTAL HISTORY**
**CURRENT RENTAL DETAILS**

Landlord/Agent Name: \_\_\_\_\_

Landlord/Agent Address: \_\_\_\_\_

Landlord/Agent Phone: \_\_\_\_\_ Landlord/Agent Email: \_\_\_\_\_

Current Rental Address: \_\_\_\_\_

Length of Time at Current Address: Years \_\_\_\_\_ Months \_\_\_\_\_ Current Rent: \$ \_\_\_\_\_

**PREVIOUS RENTAL DETAILS**

Landlord/Agent Name: \_\_\_\_\_

Landlord/Agent Address: \_\_\_\_\_

Landlord/Agent Phone: \_\_\_\_\_ Landlord/Agent Email: \_\_\_\_\_

Previous Rental Address: \_\_\_\_\_

Length of Time at Previous Address: Years \_\_\_\_\_ Months \_\_\_\_\_ Previous Rent: \$ \_\_\_\_\_

**This information is to confirm your previous tenancies. We recommend providing a copy of your tenant ledger and your last routine inspection report.**

Was your lease terminated due to a breach notice being served on you?

Yes/No

Identification required per applicant	Verified/Received
<b>PREVIOUS RENTAL HISTORY: 2 Documents are also required from prior tenancy</b>	
Current Agent Rent History Ledger/Record	
Past 2 Routine Inspections reports	

## FINANCIAL INFORMATION

Please provide 2 documents confirming your financial capacity to meet the requirements of the rent not being more than 30% of the combined income of the tenants. If you provide a bank statement, please redact the account number and outgoing transactions.

## CURRENT EMPLOYMENT DETAILS

Weekly Income: \$ \_\_\_\_\_

**PLEASE PROVIDE COPIES OF YOUR 2 MOST RECENT PAY SLIP AND/OR DOCUMENTATION PROVING YOUR EMPLOYMENT WITH THIS APPLICATION.**

**IF NOT CURRENTLY EMPLOYED, PLEASE PROVIDE AN INCOME SOURCE. E.G. CENTRELINK, PENSION,**

Payment Type: \_\_\_\_\_

Identification required per applicant	Verified/Received
<b>FINANCIAL INFORMATION</b>	
2 Supporting documents of finances (bank statement with account number and outgoing transactions redacted)	

## PERSONAL/BUSINESS REFERENCES

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

## EMERGENCY CONTACT/NEXT OF KIN

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

## PETS

Do you have any pets? **Yes/No**

**If yes, please provide details:**

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## TRANSLATING AND INTERPRETING SERVICE

If you have difficulty in understanding this document, ring the Translating and Interpreting Service on 131 450. Don't hang up, your call will be answered (Local call cost only) or refer to their website.

[Interpreting and Translating Centre - Home \(translate.sa.gov.au\)](http://Interpreting and Translating Centre - Home (translate.sa.gov.au))

**DISCLOSURE STATEMENT****Privacy Statement and Applicant Acknowledgement**

**By signing this application you consent to the use and collection of Personal Information as required to process the Application.**

**Privacy Policy Statement:** Elders has adopted a Privacy Policy to ensure that it collects, holds, uses and discloses personal information, credit information, credit eligibility information, credit reporting information and CRB derived information in accordance with the APPs and Act. Elders will maintain and regularly review this Policy and intends to comply with the APPs and the Act. This Policy will be made available on Elders website (but may be requested in other forms). You may also request a printed copy from a branch, which will be provided free of charge and within a reasonable timeframe. <https://www.eldersrealestate.com.au/privacy-policy/>

I/we acknowledge that this Tenancy Application is subject to the approval of the owner/landlord.

I/we confirm that all information contained in this application is true and correct and given of my own free will.

I/we authorise the Agent to obtain Information from:

- (a) The owner or the Agent of my current or previous residence;
- (b) Any record listing or database of defaults by tenants;
- (c) Any personal references

I/we are aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner to assist in selecting a suitable tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority/Trust Account
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) complete a check with NTD (National Tenancies Database) or TICA

I/we are aware that if information is not provided or I/we do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I/we are aware that I/we may access personal information on the contact details above.

I/we acknowledge that we are not entitled to take possession of the said property until the Residential Tenancy Agreement is signed by each Applicant.

A payment of 2 weeks rent and a bond equivalent to 4 weeks rent must be provided by electronic transfer before taking possession of the Property.

**Full name of Applicant** \_\_\_\_\_

**Signature** \_\_\_\_\_ **DATE** \_\_\_\_/\_\_\_\_/\_\_\_\_

All applications will be considered in accordance with the Equal Opportunity Act 1995 along with other relevant Acts listed below. We will not discriminate against age, sex, marital, parental or carer status, pregnancy, sexual orientation, disabilities, physical features, race, religious beliefs.

- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984.
- Age Discrimination Act 2004



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MAKES MOVING EASY

**DIRECT CONNECT PROVIDES A FREE SERVICE THAT TAKES THE HASSLE OUT OF MOVING.**  
 Simply complete the form below, select the services you would like organised and return this form to your Agent.  
 Direct Connect will then contact you to confirm your details and service request.

## SERVICES WE Connect



Electricity



Gas



Phone + Internet



Pay TV



Removalists



Cleaning

### Please provide your personal details:

Title:	First Name:
Last Name:	

Date of Birth:  
 Day  Month  Year

### Please provide your contact details:

Mobile phone no:
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Email address:
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YES

I consent to;

- » Elders Real Estate providing my personal information to Direct Connect including name, address, email and phone number.
- » Direct Connect contacting me in relation to my utilities and service connections.
- » Direct Connect obtaining metering information for the premises I am moving to.

Applicant 1 Signature
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Date
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Applicant 2 Name
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Phone
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Applicant 2 Signature
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Date
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Privacy Collection Statement: Direct Connect Australia Pty Limited (DCA) is collecting your personal information for the purposes of contacting you in relation to your utilities and services connections. DCA will otherwise collect, use and disclose your personal information for purposes set out in its Privacy Policy at [www.directconnect.com.au/privacypolicy/](http://www.directconnect.com.au/privacypolicy/). This information may be disclosed to third parties that help DCA deliver its services. The Privacy Policy explains how DCA will collect, use, store and disclose your personal information, the consequences for you if DCA does not collect this information, and the way in which you can access and seek correction of your personal information or complain about a breach of the Privacy Act. To obtain

ENSURE YOUR MOVE IS SEAMLESS AND HASSLE FREE.  
 Call us on 1300 650 767 or visit [directconnect.com.au](http://directconnect.com.au)

