



# TENANCY APPLICATION

Agent: Elders Real Estate Whyalla

Address: 2 Patterson Street Whyalla SA 5600

Phone: 08 86444600 Email: admin.whyalla@elders.com.au

Property .....

Rent \$ ..... per week Payable in advance Weekly ☐ Fortnightly ☐ Bond \$ .....

Please Note: WE ARE UNABLE TO PROCESS THIS APPLICATION UNLESS ALL DETAILS ARE FULLY COMPLETED,  
PRIVACY ACT ACKNOWLEDGEMENT SIGNED

## PERSON 1

Surname.....

Given Names.....

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

CONTACT Home .....

NUMBERS:

Work.....

Mobile .....

Email Address .....

### RENTAL HISTORY CURRENT LANDLORD OR AGENT

If no rental history- reason ☐ Owned Home ☐ Living With Family/Friends

Other.....

Current Rental Address .....

Private Landlord/ Agent Name.....

Property Manager Name (if applicable).....

Phone (H) ..... (W) .....

Mobile ..... Other.....

Start Date ...../...../..... end ...../...../..... Rent per week \$.....

### PREVIOUS LANDLORD OR AGENT

Previous Rental Address .....

Private Landlord/Agent Name.....

Property Manager Name (if applicable).....

Phone (H) ..... (W) .....

Mobile ..... Other.....

Start Date ...../...../..... end ...../...../..... Rent per week \$.....

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

Were you given a Form 2 to terminate your lease Yes/No

## PERSON 2

Surname.....

Given Names.....

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

CONTACT Home .....

NUMBERS:

Work.....

Mobile .....

Email Address .....

### RENTAL HISTORY CURRENT LANDLORD OR AGENT

If no rental history- reason ☐ Owned Home ☐ Living With Family/Friends

Other.....

Current Rental Address .....

Private Landlord/ Agent Name.....

Property Manager Name (if applicable).....

Phone (H) ..... (W) .....

Mobile ..... Other.....

Start Date ...../...../..... end ...../...../..... Rent per week \$.....

### PREVIOUS LANDLORD OR AGENT

Previous Rental Address .....

Private Landlord/Agent Name.....

Property Manager Name (if applicable).....

Phone (H) ..... (W) .....

Mobile ..... Other.....

Start Date ...../...../..... end ...../...../..... Rent per week \$.....

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Were you given a Form 2 to terminate your lease Yes/No



Real Estate

**Pets** \* Yes/No -Full Details (include breed and age )

Does the pet(s) come inside? **YES / NO**. If this question is not answered, we will assume you have **NO PETS**

#### EMPLOYMENT AND / OR INCOME VERIFICATION

Gross Weekly Income \$

Please provide a copy of your most recent pay slip and or documentation proving your employment with this application

If not currently employed, please provide income source EG Centrelink, pension etc

#### PERSONAL REFERENCE

Name.....

Address.....

Relationship to you.....

Phone (H) ..... (W) .....

Mobile ..... Other.....

#### EMERGENCY CONTACT

Name.....

Address.....

Relationship to you.....

Phone (H) ..... (W) .....

Mobile ..... Other.....

#### 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.

#### EMPLOYMENT AND / OR INCOME VERIFICATION

Gross Weekly income \$

Please provide a copy of your most recent pay slip and or documentation proving your employment with this application

If not currently employed, please provide income source EG Centrelink, pension etc

#### PERSONAL REFERENCE

Name.....

Address.....

Relationship to you.....

Phone (H) ..... (W) .....

Mobile ..... Other.....

#### EMERGENCY CONTACT

Name.....

Address.....

Relationship to you.....

Phone (H) ..... (W) .....

Mobile ..... Other.....

#### 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.

Identification required per applicant	Verified/Received
<b>PROOF OF IDENTIFICATION: 2 Documents must be sighted to confirm 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)	
<b>PREVIOUS RENTAL HISTORY 2 Documents are also required from prior tenancy</b>	
Current Agent Rent History Ledger/Record	
Past 2 Routine Inspections reports	
<b>FINANCIAL INFORMATION</b>	
Supporting document of finances ( with account number and outgoing transactions redacted )	



Direct Connect is a *free* service that can connect you to the following utilities and services in your *new home*



Electricity



Gas



Phone



Internet



Pay TV



Removalists



Cleaning

☐

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 Signature .....

Date

Applicant Signature .....

Date

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 further information, you can contact DCA on 1300 664 715.

## 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  
BPAY can be used and the tenant is responsible for the third party costs  
( more information available on request)

- Tenants are required to pay additional costs for services eg: Water, Electricity, Gas, Telephone. If the property is not individually metered for a service, the tenant must pay an apportionment of the cost of the service as set out below:

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- It is a tenant's responsibility to arrange connection of electricity, telephone and gas supply to the property once the application is approved. \*\* refer to Direct Connect .
- Insurance: the tenant is responsible for insurance of contents of the premises
- The Applicant acknowledges that the owner and Agent do not guarantee that a telephone line or TV aerial is connected to the premises. An outlet plug should not be proof that this connection is available and the tenant is responsible for this connection and any associated costs

## 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 acknowledges 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 acknowledges 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 ...../...../.....

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

### **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://translate.sa.gov.au)