



# Tenancy Application

**PLEASE ENSURE YOU PROVIDE THE DOCUMENTS REQUESTED BELOW. APPLICATIONS THAT ARE NOT COMPLETE OR DO NOT INCLUDE THE FOLLOWING DETAILS WILL NOT BE PROCESSED.**

- **Proof of your current income – i.e** Three copies of your most recent pay slips or if you are self employed, please provide your accountants details or a copy of your latest tax assessment
- **Copies (3) of recent bank statements**
- **Two forms of identification, including a least one of the following** - drivers licence, passport or photo ID
- **A rental reference from your present/previous Landlord or Agent** – If your rental reference is an Agent you should also be able to obtain a rental ledger from them, please attach where possible. If your rental reference is a private landlord, you must provide proof of tenancy i.e a copy of the tenancy agreement and a written reference. If you are a current home owner proof of ownership must be provided i.e. a copy of your most recent rates notice.

**The property will remain on the market until a lease has been signed and initial rent has been received.**

**If your application is successful:**

You will be asked to sign a lease within **24 hours**, or at another time agreed by both parties

All relevant parties must be present at the time of signing the lease.

At the signing of the lease you will need to provide **up to 4 weeks rent**.

A further amount equal to **4 weeks rent** (as your **bond**) is due prior to signing the lease for the property.

**All initial payments must be in the form of a BANK CHEQUE OR MONEY ORDER. (No cash or personal cheques), made payable to Elders Real Estate Gungahlin..**

We DO NOT accept bond transfers and we DO NOT give bond transfers

Initialed

**If your application is not successful:**

- You will be notified by phone or e-mail and
- Your application form will be destroyed

Name

Signature

Date



Property Address:		
Date Required:	Rental Amount:	Length of Lease:

<b>Who will occupy premises?</b> Please tick box or indicate the number of people below.		
<b>Single</b> <input type="checkbox"/>	<b>Couple</b> (Married/Defacto) <input type="checkbox"/>	<b>Family</b> _____ people <b>Multi-tenant</b> _____ people
1. Name:	Age:	Relationship to other lease holders?
2.		
3.		
4.		

#### APPLICANTS DETAILS:

Applicant Title:	Applicant Name:	
ie: Mr & Mrs		
Mobile:	Home:	Work:
E-mail Address:		
Drivers Licence Number:	Date of Birth:	Age:

Before completing this form any further please read the following:

#### Elders Real Estate Gungahlin Privacy Statement

Elders Real Estate Gungahlin is bound by the Privacy Act and respects your right to privacy. We require you to provide us with personal information in this application for the purpose of processing your application for tenancy for this property. The processing of your application will involve the disclosure to the landlord the information contained in this form in order for the landlord to assess your suitability to tenant this property and, if successful, will form part of your tenancy agreement.

Part of this process is to verify the information that you have given with the nominated contacts provided in your application. By signing this statement, you are agreeing to allow Elders Real Estate Gungahlin staff to ask the questions that they require, to assess your suitability to be considered for this tenancy. If you are providing a previous Real Estate agency as a reference, you will need to provide us with their fax number and arrange with them to fill out the questionnaire and return it to our office.

If you do not provide us with the requested information or permit us to confirm the information provided, we will not be able to process your application for tenancy.

Elders Real Estate Gungahlin will not use the information provided by you for any other purpose than the purpose described above. If your application is unsuccessful then Elders Real Estate Gungahlin's policy is to destroy your application form in order to protect your right to privacy.

**I have read and agree with Elders Real Estate Gungahlin Privacy Statement**

**Name**

**Signature**

**Date**

**If this section is not signed we will be unable to process this application.**



WHERE HAVE YOU LIVED FOR THE PAST 10 YEARS? PLEASE START WITH YOUR **MOST RECENT** ADDRESS:

ADDRESS	DATES AT ADDRESS	RENTAL PRICE	LANDLORD NAME AND PHONE NUMBER IF YOU DO NOT PROVIDE PHONE NUMBERS WE WILL NOT BE ABLE TO PROCESS YOUR APPLICATION
Office Use Only:			

PLEASE COMPLETE YOUR CURRENT WORK DETAILS:

Current Occupation:	Employer:
Contact Name:	Contact Number:
Duration of Employment:	Salary:
Office Use Only:	

PETS:

Will any pets be kept at the premises? Please circle one: <b>NO</b>	If Yes, what is the age & breed?
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EMERGENCY CONTACTS:

Name:	Name:
Mobile:	Mobile:
Home:	Home:
Business:	Business:
Relation to Applicant:	Relation to Applicant:



## RENT PAYMENT OPTIONS:

<b>Payment of Rent</b>  <u>Please nominate one</u>	<b><u>Fortnightly Thursday</u></b>  Public Service Week <input type="checkbox"/> Off Public Service Week <input type="checkbox"/>	<b><u>Calendar Monthly</u></b> (Weekly rent divided by 7 x 365 then divided by 12) Nominated Pay Date (Between 5 <sup>th</sup> & 25 <sup>th</sup> ) _____
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Initialed:

## Upon submitting this application, please understand the following conditions:

- If your application is successful, you must be available to sign a tenancy agreement within 24 hours, or at another agreed time.
- **ALL INITIAL PAYMENTS MUST BE PAID BY BANK CHEQUE OR MONEY ORDER, PAYABLE TO ELDERS REAL ESTATE GUNGALIN. WE DO NOT ACCEPT CASH.**
- Four weeks rent is payable upon signing the lease if your application is successful. In addition, prior to taking possession of the keys or the commencement of your tenancy period, a sum equal to 4 weeks rent must be paid which will be lodged with the Bond Board as a security bond.
- You agree to take the property as it was inspected.
- A copy of the proposed lease is available for your perusal by request, please contact our office for details.
- Keys will not be available for pick up until the lease start date, all required monies paid and all relevant documents completed and only during office hours.
- If your application is successful and you sign a tenancy agreement with Elders Real Estate Gungahlin your details will be entered into our database. The information within this database is secure and can only be accessed by employees of Elders Real Estate Gungahlin. Please be aware that this information may be used solely by Elders Real Estate Gungahlin in the future for such purposes as marketing.

I/We understand that the information provided will form part of the Tenancy Agreement and that my application will be approved on this basis.

### Note for all prospective tenants

The Residential Tenancies Act requires the lessor to advise you where you may find a copy of "The Renting Book" prior to entering into a tenancy agreement.

This can be obtained by contacting the Office of Fair Trading or from their website at:

[www.fairtrading.act.gov.au/Pages/Corporate/Publications.html](http://www.fairtrading.act.gov.au/Pages/Corporate/Publications.html) and look for

[Renting Book](#) (PDF) - a guide to your rights and responsibilities as a tenant, property owner or real estate agent - issued under the [Residential Tenancies Act 1997](#)

I/we understand that if this property is currently tenanted or under construction/re-construction, this application will be processed subject to the availability of the property on the due date and no action shall be taken by the applicant against the lessor or the agent should any circumstance arise whereby the property is not available for occupation on the due date.

Name

Signature

Date