



**Elders Real Estate**  
 89 Gray Street  
 Hamilton Vic 3300  
 P: (03) 5551 6600  
 E: rentalshamilton@elders.com.au

**APPLICATION FOR RESIDENTIAL TENANCY**

**IMPORTANT:** TO PROCESS YOUR APPLICATION, WE REQUIRE YOU TO:

- **COMPLETELY THE APPLICATION FORM IN FULL** with all relevant information and reference details, with all persons wishing to reside at the property clearly indicated.
- Read and Sign the **Privacy Act Acknowledgment Form**
- Provide ID
- Provide a recent **Centrelink Income Statement** if receiving Centrelink Benefits.

**NOTE:** APPLICATIONS WILL NOT BE PROCESSED UNLESS ALL PARTS HAVE BEEN FULLY COMPLETED.

**PROOF OF IDENTIFICATION- PLEASE PROVIDE ONE OF THE FOLLOWING:**

IDENTIFICATION OPTIONS	Tick
Current Driver’s Licence- with Photo	
Proof of Age Card- with Photo	
Current Passport	

**Processing and Application Acceptance/Non Acceptance**

**PLEASE READ CAREFULLY**

- Your application will be processed with the information provided and submitted to the landlord for their acceptance or non-acceptance for tenancy. This is always a landlord decision.
- **IMPORTANT- We are unable to give any reason for non-acceptance if your application is not approved for tenancy.**
- The process after an application *is* accepted:
  - ∞ You will be asked to pay 2 weeks rent asap to secure the property – payable by cash or cheque (made out to Elders Real Estate Hamilton) or via EFT (refer bank details below).
  - ∞ A sign-up appointment will be arranged (to collect keys and sign the lease agreement etc).
  - ∞ During this appointment the Bond is to be paid via cash, bank cheque / money order made out to the ‘RTBA’ or via EFT (again, refer bank details below)
- **Elders Real Estate Rental Trust Account Details: BSB: 083-663 Acc No. 23-808-7804 Ref: Surname/Initials**
- **EFTPOS Facilities NOT available.**
- **Water Consumption charges may apply - please check with the property manager.**
- It is a tenant’s responsibility to arrange connection of electricity, telephone and gas supply to the property once the application is approved.

**APPLICATION FOR RESIDENTIAL TENANCY**

The Agent:

APPLICANTS NAMES

.....

.....

.....

**LIST PERSONS UNDER THE AGE OF 18 WHO WILL OCCUPY THE PREMISES**

**Name** .....

**Name** .....

**Name** .....

**PROPERTIES APPLYING FOR:**

**1st Preference (as inspected): Property Address:** .....

RENT:\$..... per week

BOND: \$.....(x 4 weeks rent), LEASE TERM REQUESTED: 6 / 12 MONTHS

DESIRED COMMENCEMENT DATE ...../...../.....

**2nd Preference (as inspected): Property Address:** .....

RENT:\$..... per week

BOND: \$.....(x 4 weeks rent), LEASE TERM REQUESTED: 6 / 12 MONTHS

DESIRED COMMENCEMENT DATE ...../...../.....

**OR PREFERRED PROPERTY REQUIREMENTS:**

LOCATION..... COMMENCEMENT DATE .....

NO. BEDROOMS ..... TO ..... RENT \$..... TO \$.....per week LEASE TERM 6 / 12 MONTHS

OTHER REQUIREMENTS - .....

.....

.....

**IMPORTANT- PLEASE READ CAREFULLY**

The applicant acknowledges:

- 1. that the landlords insurance will not cover the tenant's contents and it is advised that the tenant should obtain contents and public liability insurance.
- 2. that the terms and conditions were available at the time of applying as these form part of the tenancy agreement and the tenant agrees with these terms and conditions.
- 3. that upon being advised of approval of this application by the agent a legal tenancy agreement is created and if the tenant(s) choose not to proceed, the agent will begin procedures to relet the property and MAY choose to recover costs incurred from the reletting as set down by the Residential Tenancies Act 1995.
- 4. That unless agreed otherwise the tenant shall be liable for all water costs pertaining to the property as per State calculations. Costs to be calculated on a daily basis.

5. Please Note: Our tenancy agreements contain a special clause stating: NO SMOKING INSIDE THE PREMISES

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this three paged application is true and correct and given of my own free will. I declare that I and am not bankrupt.

I authorise the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants;

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

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

- (a) communicate with the owner and select a 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) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database) or TICA

I am aware that if information is not provided or I 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 am aware that I may access personal information on the contact details

**SIGNATURES REQUIRED**

SIGNATURE .....

DATE ...../...../.....

SIGNATURE .....

DATE ...../...../.....

**WE ARE UNABLE TO PROCESS THIS APPLICATION UNLESS ALL DETAILS ARE FULLY COMPLETED, PRIVACY ACT ACKNOWLEDGEMENT SIGNED AND REQUESTED COPIES OF IDENTIFICATION RECEIVED**

I/we hereby apply to "The Agent" for the above tenancy of the Property and supply the following details:

<b>PERSON 1</b>	
(Mr/Mrs/Ms/Miss) Surname.....	
Given Names.....	
<b>REQUIRED AT LEAST 2 CONTACT NUMBERS OR EMAIL</b>	
<b>CONTACT NUMBERS:</b>	Work .....
	Mobile .....
	Drivers License No..... State:.....
	Pension Type.....No.....
	Pension card start date.....
Email Address .....	

<b>PERSON 2</b>	
(Mr/Mrs/Ms/Miss) Surname.....	
Given Names.....	
<b>REQUIRED AT LEAST 2 CONTACT NUMBERS OR EMAIL</b>	
<b>CONTACT NUMBERS:</b>	Work .....
	Mobile .....
	Drivers License No..... State:.....
	Pension Type.....No.....
	Pension card start date.....
Email Address .....	

<b>RENTAL HISTORY CURRENT LANDLORD OR AGENT</b>	
If no rental history- reason <input type="checkbox"/> Owned Home <input type="checkbox"/> 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 \$.....	
Reason for vacating.....	

<b>RENTAL HISTORY CURRENT LANDLORD OR AGENT</b>	
If no rental history- reason <input type="checkbox"/> Owned Home <input type="checkbox"/> 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 \$.....	
Reason for vacating.....	

<b>PREVIOUS LANDLORD OR AGENT</b>	
Previous Rental Address .....	
Private Landlord/Agent Name.....	
Property Manager Name (if applicable).....	
Phone (H) .....	(W) .....
Mobile .....	Other.....
Start Date .....	end .....
Rent per week \$.....	
Reason for vacating.....	
Was bond fully refund	YES / NO
Bond amount: \$.....	
If not, why not .....	
.....	

<b>PREVIOUS LANDLORD OR AGENT</b>	
Previous Rental Address .....	
Private Landlord/Agent Name.....	
Property Manager Name (if applicable).....	
Phone (H) .....	(W) .....
Mobile .....	Other.....
Start Date .....	end .....
Rent per week \$.....	
Reason for vacating.....	
Was bond fully refund	YES / NO
Bond amount: \$.....	
If not, why not .....	
.....	

**EMPLOYMENT DETAILS AND / OR INCOME VERIFICATION**

Position/Occupation.....

Business Name .....

Business Address .....

Supervisor/Manager.....

Phone (Work) ..... (M) .....

Length of Service ..... \*months/years

Income \$.....per week gross Other Income \$.....per week

Other Income & Sources .....

**PREVIOUS EMPLOYMENT DETAILS**

Position/Occupation.....

Business Name .....

Business Address .....

Supervisor/Manager.....

Phone (Work) ..... (M) .....

Length of Service ..... \*months/years

Income \$.....per week gross

**PERSONAL REFERENCE**

Name.....

Address.....

Relationship to you.....

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

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

**EMERGENCY CONTACT**

Name.....

Address.....

Relationship to you.....

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

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

**EMPLOYMENT DETAILS AND / OR INCOME VERIFICATION**

Position/Occupation.....

Business Name .....

Business Address .....

Supervisor/Manager.....

Phone (Work) ..... (M) .....

Length of Service ..... \*months/years

Income \$.....per week gross Other Income \$.....per week

Other Income & Sources .....

**PREVIOUS EMPLOYMENT DETAILS**

Position/Occupation.....

Business Name .....

Business Address .....

Supervisor/Manager.....

Phone (Work) ..... (M) .....

Length of Service ..... \*months/years

Income \$.....per week gross

**PERSONAL REFERENCE**

Name.....

Address.....

Relationship to you.....

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

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

**EMERGENCY CONTACT**

Name.....

Address.....

Relationship to you.....

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

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

**DO YOU HAVE PETS ? Yes/No:**

Full Details (ie Dog Labrador)

.....

Does the pet(s) come inside? **YES / NO**