



Tenancy Application Form

One Application Per Person - Please refer to the Terms and Conditions before making Application.
Please complete the form in full using BLOCK LETTERS. Incomplete Applications cannot be processed.

Rental Property Address: _____

Proposed lease term: _____ Weekly Rent \$ _____ Bond amount \$ _____

Proposed Start date: _____

Full Name of applicant		Date of Birth
Business Hours Phone		Mobile
Email		
Current Residential Address		
Reason for Leaving		Period of Occupancy
Contact details to confirm current living arrangements (please circle) Private Owner/ Agent/ Other		
Name		Phone/Mobile
Email		
Previous Residential Address		
Reason for Leaving		Period of Occupancy
Contact details to confirm previous living arrangement (please circle) Private Owner/Agent/Other		
Name		Phone/Mobile
Email		
Number of Occupants who will reside at the property		
Names & Age of Dependants who will reside at the property		
Is anyone applying or going to reside at the property a smoker?		Yes / No
Do you have any pets? Yes/No IF Yes, Pet Type _____		Are they inside or outside pets? _____
Breed _____		Number of Pets _____
Photo included YES/NO		Registered with council? YES/NO
Personal References (cannot be relatives, partner or other people applying with you)		
1. Name		Business Hours Phone
Address		
Email		
2. Name		Business Hours Phone
Address		
Email		
Next of Kin (contact in case of emergency or extenuating circumstances)		
Name		Phone/Mobile
Address		
Email		Relationship to Applicant
Employment/Income (please indicate by circling or ticking below) – Part Time/ Full Time/Contractor/ Casual/ Not employed/ Self-employed/ Student Other _____		
Weekly net income \$ _____		
Name of Employer		Occupation
Address		Payroll Contact Name
Phone		Email
Length of Time at Current Employment		Years Months
If a Student (please circle) University/Tafe/College/Other		
Name of Institution		
Student ID number (copy required)		Student Visa Number (copy required)

If Self Employed; Name of Business	
Name of Business Accountant	
Address of Accountant	
Email	Phone
Length of Self Employment	
Are you an Australian Citizen? YES NO.	
If No, please provide details of VISA or residency status as part of the application.	
Any other debts/loans currently owing (list weekly payments please)	
1. Car Loan \$ _____	2. Personal Loan \$ _____
3. Credit Card \$ _____	4. Any other Loans \$ _____

Terms and Conditions – please read carefully

I agree to provide 100-point identification – requirements are as follows (and VISA or current Residency status in Australia).

Driver licence showing current address	60 points	Passport	60 points
Recent utilities account showing current address	30 points	Last 4 rent receipts or mortgage payments	40 points
Birth Certificate	20 points	Medicare Card	10 points
Student Identification	20 points	Student Visa	30 points

If you are unable to meet the 100-point criterion listed above, please speak with the Property Manager.

I agree to provide proof of income, as part of this application, such as recent income verification pay slip, accountant letter or Centrelink statement.

I understand, should my application be accepted, the agency (on behalf of the lessor) will require a General Tenancy Agreement Contract (Form 18a) signed and monies rent and/or bond) paid within a reasonable time frame (in most cases within 24 hours of acceptance, if accepted). I understand all required tenancy documents will be given to me prior to monies being taken upon acceptance.

I consent to the use of email before the tenancy commences, and during the tenancy (if the application is accepted by the lessor) – I understand the tenancy agreement and required tenancy information may be emailed to me if I am unable to attend the office at an agreed appointment time. *(If you do not consent to the use of email, please cross this term out and initial the paragraph plus insert the date)*

I understand should my application be denied by the lessor, there is no legal requirement of the agency to disclose reasons why. I also understand that my application and personal information will be disposed of accordingly having regard to the Privacy Act and the Agency Privacy Policy. *(If you would like a copy of the agency privacy policy, please request one from our staff)*

I understand if I have any questions about the tenancy or the application process, the agency welcomes and encourages enquiries prior to applications being made. I further understand, I can request a copy of the General Tenancy Agreement Contract including all standard terms and special terms (Form 18a) and Tenancy Information Statement (Form 17a) prior to making the application. A copy shall be provided if the tenancy application is successful before any monies (rent or bond are taken). The agreement contains the standard terms of a General Tenancy Agreement plus special terms which form part of the agreement.

I understand I will be required to pay a full bond of 4 weeks rent and 2 weeks rent prior to commencing the tenancy. *(Please ask the property manager if you are unsure of the total amount required to be paid if the application is accepted by the lessor).*

I provide consent for the agency as part of application processing, to contact all necessary people (such as referees, other agents, tenancy databases), to verify the application information provided and understand that all Federal Privacy Act requirements and the Australian Privacy Principles will be adhered to by the agency.

I consent to my personal information being passed on during the tenancy (should it commence), and after the tenancy, if required to other third parties which include, however, are not limited to tradespeople/contractors, salespeople, insurance companies, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act. The lessor (property owner) of the property may be provided all relevant information as the tenancy agreement is between the lessor and the tenant; the agency manages the property on behalf of the lessor. The agreement, should it commence, is a legal binding contract between the lessor and the tenant; personal information will be passed onto the lessor as the owner of the property.

I understand that if the application is not accepted, the application form and all information collected shall be disposed of in accordance with the Privacy Act guidelines. I have an opportunity to collect my personal information prior to the information being destroyed by written request to the agency. **To review our agency privacy policy, please contact our office to request a copy.**

By signing this form, I have read and understood clearly all the information outlined above.

Name of Applicant	
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Signature	Date
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We will endeavour to process the application within three business days. This will depend on named referee availability and lessor response. We shall be in contact as soon as we can to advise you of the application outcome. Please ensure your best contact details are noted on Page 1 of this application.

Contact by our agency may be made via phone, sms and or email.



rentals@elitetsv.com | 47258181

279B Charters Towers Road, Hermit Park Qld 4812
www.eliteproperties.net.au