



FORM 1 - CL8

TENANT APPLICATION INFORMATION

Applications Will Not Be Processed Unless All Information Is Supplied

NOTE: (You must provide your own photo copies of I.D., and 100 point, prior to submitting)

Each applicant must complete a separate Application



The property will not be held for you until the application has been approved and the first weeks rent has been paid to our office in cleared funds.

OFFICE HOURS

Our office is open Monday to Friday 8:30am - 5:30pm and Saturday 8.30am - 4:00 pm only.

PHOTO IDENTIFICATION

When returning your application, you **must** submit a form of photo identification and photo copy of this.

REQUIRED SUPPORTING DOCUMENTS

You will be required to submit supporting documents with your application. Your application will not be processed if all documents are not given. Our office will require you to submit a minimum of 100 points for your application to be considered.

100 point check - Should you be unable to meet the 100 point check criteria, please speak with the property manager
PLEASE MAKE YOUR OWN PHOTOCOPIES PRIOR TO SUBMITTING

- | | |
|---|--|
| 50 points Previous Rent Ledgers | 20 points Min. 2 references from previous Agent/Lessor |
| 40 points Bond Refund History (Refer to Bond Board) | 20 points Current Motor Vehicle Rego Papers |
| 30 points Passport | 10 points Copy of Telstra / Energex / Gas Account |
| 30 points Drivers License | 10 points Other Identification |
| 20 points Birth Certificate | |

- Photo Identification (18+ Card, Drivers Licence, University or TAFE Card, Passport)
- Other Identification (Medicare card, bank card, pensioner card)
- Proof of current address (Phone Bill, Electricity Account, Tenancy Agreement, Council Rate Notice)
- Proof of regular housing payments (Rent Receipts, Tenant Ledger, Proof of Mortgage Payments)
- Proof of Income (Wage Slips, Bank Statements, Employee Letter, Centrelink letter).
- Written References (Personal, Rental and Employment)

PROCESSING AN APPLICATION

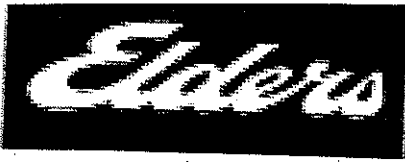
In most instances, we are able to process your application within 72 hours and advise you by telephone. If we are unable to contact all of your referees, this process may take longer.

APPROVAL OF AN APPLICATION

If your application is approved, we will require you to return to our office prior to moving into the property to collect a copy of your Tenancy Agreement, Body Corporate By Laws (if applicable) and Information Statement "Renting in Queensland". It is important that you carefully read these documents prior to taking up tenancy.

SECURING THE PROPERTY - PAYMENT of 1st week's rent

Once the application has been approved you will be required to pay a minimum of one week's rent to secure the property. Please note that this must be paid in cleared funds (cash or bank cheque). Personal cheques will not be accepted when paying the initial monies. The property will not be secured for you, until this money has been received and all parties have signed the tenancy related documents.



8/63-65 Ballina Street, Lennox Head NSW 2478
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rentals@elderslennoxhead.com.au
www.elderslennoxhead.com.au

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GENERAL INFORMATION PRIOR TO TAKING UP TENANCY

Tenant to Retain

TENANCY AGREEMENT, SPECIAL CONDITIONS & INFORMATION STATEMENTS

Prior to completing this application form please note that the tenancy agreement and special conditions, tenant information booklet and body corporate by-laws (if app.) can be made available to you. It is important that you read and understand this documentation including any special conditions prior to entering into the tenancy agreement.

COLLECTION OF KEYS

Our office is open Monday to Friday 8:30am – 5:30pm and Saturday 8:30am - 4:00 pm only.
You will need to collect the keys, finalise payment of monies and sign all documents in these hours ONLY.

PAYMENT OF RENT & BOND

Prior to taking possession of the property, we require 2 weeks rent and 4-6 weeks bond. **If the property is furnished or there will be a pet at the property the bond requirement may vary (in most cases a 6 week bond will be required). This office does not except full bond transfers and does not transfer Department of Housing Bonds.** If you are relying on a bond transfer, please discuss this with our office prior to signing the Tenancy Agreement. All monies must be paid in cleared funds or cash prior to collecting the keys.

BOND LODGEMENT

It is important to know that all parties signing the Bond Lodgement Form at the commencement of the tenancy must be present in the office at the end of the tenancy to sign the Refund of Bond Form. Failure to have all signatures on the Refund of Bond Form will result in delays of up to 3 weeks for monies to be released. You will also need to inform our office of the portion of bond each tenant is contributing.

PAYMENT OF RENT – When signing the Tenancy Agreement, please bring your bank details

It is our company policy that all rental payments are to be made direct to the Bank. We offer 2 forms of banking methods. ~~(1) Payment of rent by our Rent Card where you can utilise the telephone or internet to make payments~~ or (2) Money Order or Cheque. (This will be discussed with you when signing your Tenancy Agreement.)

SIGNING OF THE TENANCY AGREEMENT

All occupants must be present to sign the Tenancy Agreement prior to collecting the keys. The keys will not be released unless all occupants have signed the Tenancy Agreement, shown photo identification and paid all monies in cleared funds and in full.

ELECTRICITY CONNECTION / TELEPHONE CONNECTION

It is the tenant's responsibility to connect the electricity and to ensure that it is disconnected at the end of the tenancy. All connection costs and deposits are the tenant's responsibility.
Direct Connect for electricity, gas and phone connection: Application form available, just ask.

CONDITION REPORTS

When you move into the property, be very particular with the Condition Report and make sure you mark down anything not already outlined on the report. If you do not mark it down, you will be liable for discrepancies when you vacate. You must return the Condition Report to our office within seven working days of moving into the property. Keep the report in a safe place during your tenancy, as you will need to refer to the report when vacating the property.

TENANT DEFAULT AGENCY

Our office is a member of TICA, which is a tenant default agency. Should you default in your rent or breach a term of your Tenancy Agreement, the details will be listed with this agency at the end of your tenancy. Once listed, the information will remain on file until the default is rectified. We do look forward to a harmonious agent tenant relationship, and we will only take this course of action when absolutely necessary. If you experience financial hardship throughout the tenancy it is imperative that you contact our office to discuss the matter in further detail.



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A. PROPERTY DETAILS

1. What is the property/s you wish to apply for? _____
2. Date you wish to move in: _____
3. How long of a lease do you want (12 or 6 months)? _____
4. How many people will normally live at the residents? _____

B. PERSONAL DETAILS

1. Full Name: Mr/Mrs/Miss/Ms _____
2. Date of Birth: ___/___/___
3. Marital Status: _____
4. No. of Children: _____
5. Ages of Children: _____
6. Driver's Licence #: _____
7. State in which licence is held: _____
8. Car Registration #: _____
9. State of registration: _____
10. Passport #: _____
11. Passport Country: _____

C. CONTACT DETAILS

1. Home Phone #: _____
2. Mobile #: _____
3. Work #: _____
4. Fax #: _____
5. Email Address: _____

D. CURRENT RESIDENTIAL INFORMATION

1. Current Address: _____
2. Period of Occupancy: _____
3. Rent p/w: _____
4. Current Agent/Lessor: _____
5. Agent/Lessor Phone: _____
6. Agent/Lessor Fax: _____
7. Reason for leaving this address: _____
8. Do you have any pets? Y / N
9. What type: _____

E. PREVIOUS RESIDENTIAL INFORMATION

1. Previous Address: _____
2. Period of Occupancy: _____
3. Rent PW: _____
4. Previous Agent/Lessor: _____
5. Agent/Lessor Phone: _____
6. Agent/Lessor Fax: _____
7. Was your bond refunded in full? Y / N
8. If No, Why? _____

F. EMPLOYMENT HISTORY

1. What is your occupation? _____
2. Current Employer (If self employed name of business): _____
3. Length of Employment: _____
4. Phone: _____ Weekly Net Income: _____

G. CONTACTS / REFERENCES

Please Provide a contact incase of emergency

1. Full Name: _____
2. Relationship to you: _____
3. Phone Number: _____

Please provide a personal reference (not related to you):

4. Full Name: _____
5. Relationship to you: _____
6. Phone Number: _____

H. CALCULATIONS

Please note the standard bond is 4 weeks rent but if you have a pet or if the property is furnished you will be required to pay a 6 week Bond.

Rental Amount Per Week : _____
Term of tenancy: _____ Months From: _____ to _____
Bond: 4-6 Weeks x _____ p/w = \$ _____
Tenancy Lease Fee: = \$ 15.00
2 Weeks Rent: = \$ _____
Total to be paid: = \$ _____

I. LOOKING AT PURCHASING A PROPERTY?

One of our sales agents will be contacting you with-in the next 7 days to provide you with free information regarding purchasing in the future. If you do not wish to take advantage of this service please tick this box.

J. UTILITY CONNECTIONS

If you would like assistance, (at no additional charge) with the connection of telephone, electricity and gas (if applicable) to your new home then tick the box below. Connectnow will then contact you and explain the details of the services available.

Please contact me regarding connection of my utilities
Utility Connection services are provided by: Connectnow.
Phone: 1300 554 323 Fax: 1300 889 598
Web: www.connectnow.com.au

If the box in this section is ticked, connectnow will use the information on these pages to explain the services offered and to undertake any connection and disconnection services authorized (including the provision of information to utility companies). All details on these pages must be completed for the service to be provided. Personal information collected by connectnow may be accessed by contacting connectnow using the contact details above. Normal service provider fees or bonds may apply.

K. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the amount specified in section H.

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

I authorise the agent to obtain personal information about me from:

- (a) The owner or Agent of my current/previous residences;
- (b) My Personal references for this application;
- (c) My Current & Past employers;
- (d) Any person who maintains any record, listing or database of defaults by tenants;

and I authorize and consent to each of those persons providing requested personal information about me to my agent. 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 organizations to contact me
- (d) lodge/claim/transfer to/from the residential Tenancies Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)

I am aware that if the information is not provided or I do not consent to the users 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 above.

If section (i) is completed, I consent to the disclosure of the application form to Connectnow A B N 79 097 398 662 for the purpose of enabling Connectnow to offer the connection and disconnection services to me. Where Connectnow is requested to arrange for the provision of the services, I consent to UtilityOne disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection/disconnection. I consent to Connectnow disclosing confirmation details (including NMI, MIRN, telephone number, water company) to the Agent. I acknowledge that neither Connectnow nor the agent accepts any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. The agent has a commercial relationship with Connectnow. I acknowledge that connectnow, the agent and its employees may receive a fee and/or benefit of up to \$50 in value (cash and or reward points) from a utility service provider in relation to the connection of a utility service. There is no charge for the Connectnow service: normal service provider fees or bonds may apply.

Signature: _____ Date: ____/____/____