



Batemans Bay

Elders Real Estate Batemans Bay
Shop 3/6 North Street
Batemans Bay, NSW 2536
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Tenancy Application Form

Licensed Agents • Auctioneers • Property Managers

Please Provide a minimum of at least **ONE** from every section for ID:

(Please have your ID photocopied)

Photo ID (the following forms are accepted):

- Drivers Licence
- Passport
- Proof of Age Card

Proof of Income:

- 4 consecutive payslips
- Centrelink Statements
- Letter from Employer

Additional ID:

- Medicare Card
- Pension/Healthcare Card
- Birth Certificate
- Bank/Credit Card Statement
- Electricity Bill
- Phone Bill

If you own or are selling your home:

- Council Rates
- Water Rates
- Selling Agents Details

Please note:

Applications will be destroyed after 28 days

Applications are subject to an affordability assessment

We do not accept Bond transfers

If you are the successful applicant a holding deposit equivalent to 1 weeks rent is required

Prior to signing your Lease you will be required to pay Bond (equivalent to 4 weeks rent) and 2 weeks rent

For your application to be processed it must be completed in full.



Premises of Interest

Address: _____ Suburb: _____
Lease Term: _____ Proposed Commencement Date: _____

Personal Details

Title: _____
First Name: _____
Surname: _____
D.O.B: _____
Current Address: _____
Suburb: _____
Drivers License No: _____
Car Registration No: _____
Pension Type: _____
Home No: _____
Work No: _____
Mobile No: _____
Email: _____
Preferred Contact No: _____

Are you known by any other name? Yes / No
Please specify _____
How many vehicles will be kept at the property? _____

Other Information:

Numbers of persons occupying property: _____
Please specify the ages of any children: _____
Do you have any pets? _____
Type/Breed: _____
Have you ever declared bankruptcy? _____

Personal Reference (non-relative):

Name: _____
Relationship: _____
Contact: _____

Current Residence

Are you the Owner Renter Other: _____ (please specify)
Address: _____
Name of Landlord/Agent: _____ Phone No: _____
Duration at your current address? _____ years _____ months Rent/Mortgage Paid: _____ per week / month
Reason for leaving: _____
Was bond repaid in full? _____ Pets kept on premises: _____

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Current Employment/Income Details

Are you currently: Employed Full time Employed Part-Time Casual Centrelink Benefits
Gross Income: \$ _____ (please circle) per week per fortnight monthly annually
Occupation/Centrelink Type: _____
Employers Name: _____ Contact Name: _____
Phone Number: _____ Length at current employment: _____ years _____ months



Second Applicant

Personal Details

Title: _____
 First Name: _____
 Surname: _____
 D.O.B: _____
 Current Address: _____
 Suburb: _____
 Drivers License No: _____
 Car Registration No: _____
 Pension Type: _____
 Home No: _____
 Work No: _____
 Mobile No: _____
 Email: _____
 Preferred Contact No: _____

Are you known by any other name? Yes / No
 Please specify _____
 How many vehicles will be kept at the property? _____

Other Information:

Numbers of persons occupying property: _____
 Please specify the ages of any children: _____
 Do you have any pets? _____
 Type/Breed: _____
 Have you ever declared bankruptcy? _____

Personal Reference (non-relative):

Name: _____
 Relationship: _____
 Contact: _____

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Are you currently: Employed Full time Employed Part-Time Casual Centrelink Benefits
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 Occupation/Centrelink Type: _____
 Employers Name: _____ Contact Name: _____
 Phone Number: _____ Length at current employment: _____ years _____ months

PAYING RENT BY DIRECT DEBIT

Our office accepts payment of rent by direct debit from your bank account **only**. This service is free of charge.*

If your application is approved bank details will need to be provided at your lease signing appointment. Keys to the property cannot be released until the direct debit request form has been completed and returned.

Please sign to acknowledge you have read and agree to pay rent by direct debit.

 X / /

UTILITY CONNECTIONS

Direct Connect is a FREE service that connects all your utilities and other services. Direct Connect can help arrange for the connection or provision of the following utilities and other services:

- | | |
|-------------|-------------------|
| Electricity | Cleaners |
| Gas | Insurance |
| Phone | Removalist |
| Internet | Truck or van hire |

Please sign and date below if you would like Direct Connect to contact you in relation to any of the above utilities and other services.

 X / /

TENANT DATABASE CHECKS Our agency utilises **TICA** (a national tenant database agency) for tenant screening purposes. When processing your application form, our agency will conduct the necessary tenant checks with this company. In accordance with current legislation requirements if a breach or default occurs with your tenancy, the details of such breach or default may be listed on this database for other agents to access when you apply for future properties. If you have any questions relating to this service or your personal information that may be held you can contact the company direct on 190 222 0346 (Calls charged at \$5.45 per minute, higher from mobile and pay phones).

Declaration:

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease pursuant to the Residential Tenancies Act 2010. I acknowledge that I will be required to pay rent and a rental bond in advance and that this application is subject to approval from the owner/landlord. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and accept the property as inspected and am not bankrupt. I authorise the agent to obtain details of my credit worthiness from the owner, or agent of my current or previous residence, my personal referees, any record listing or database of defaults by tenants. If I default under a rental agreement the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.

Signed _____ Dated: _____