



Tenant Application Form

Please Note: Anyone 18 years of age and older is required to complete an application form, even if only listed as an approved occupant.

SUMMARY OF PROCESS

STEP 1 Complete this application form in its entirety and sign the disclosure statement. **All information requested must be completed for your application to be considered by a rental provider.**

STEP 2 Return this application form, 100 points of identification and proof of income. This can be your last 2 payslips or if applicable, your most recent Centrelink Income Statement.

We can photocopy your ID in our office, alternatively you can email screen shots or scan documents to naracoorte@elders.com.au

STEP 3 Your application will be processed along with reference and employment verification.

STEP 4 Once processed, your application will be presented to the applicable landlord for consideration.

If your application is pre-approved for a property, we will contact you to arrange a suitable viewing time. Should your application be unsuccessful, we will contact you accordingly.

100 POINT IDENTIFICATION CHECK

TYPE	POINTS
Driver's Licence	40
Passport	40
Birth Certificate	30
Other Photo ID	30
Payslips	20
Motor Vehicle Registration	10
Telephone Account	10
Utilities Account	10
Bank Card	10



AGENT

Elders Rural Services Australia Ltd Tas Elders Real Estate Naracoorte
PO Box 639 Naracoorte SA 5271
P: 08 8762 7900 E: naracoorte@elders.com.au W: naracoorte.eldersrealestate.com.au

PROPERTIES APPLYING FOR (IN ORDER OF PREFERENCE)

1. _____

2. _____

3. _____

4. _____

PREFERRED TENANCY PERIOD

☐ 6 MONTHS

☐ 12 MONTHS

DATE ABLE TO OCCUPY _____

IMPORTANT INFORMATION

- Pet friendly homes require all pets to be kept outside at all times.
- You may be liable for water usage and water supply costs.
- The landlord and/or agent do not represent or guarantee that a television aerial is connected to the premises, even if one or more aerial outlet plugs are located in the premises.

APPLICANT DETAILS

☐ Mr ☐ Mrs ☐ Ms ☐ Miss

Full Name:_____

Mobile:_____

Home: _____

Email:_____

Date of Birth: _____ Drivers Licence No:_____

Car Registration:_____ Passport No:_____

Joint Application with:_____

OCCUPANTS AT THE PROPERTY UNDER THE AGE OF 18

Name:_____	Age:_____
Name:_____	Age:_____
Name:_____	Age:_____
Name:_____	Age:_____
Name:_____	Age:_____
Name:_____	Age:_____



CURRENT EMPLOYMENT DETAILS

Occupation:_____

Business Name:_____

Business Address:_____

Supervisor/Manager:_____

Supervisor Phone:_____ Supervisor Email:_____

Length of Service: _____ Years _____ Months Gross Weekly Income:_____

PLEASE ENSURE YOU PROVIDE 2 OF YOUR MOST RECENT PAY SLIPS

PREVIOUS EMPLOYMENT DETAILS

Occupation:_____

Business Name:_____

Business Address:_____

Supervisor/Manager:_____

Supervisor Phone:_____ Supervisor Email:_____

Length of Service:_____ Years _____ Months

ACCOUNTANT DETAILS (IF APPLICABLE)

Name of Accountant:_____

Phone:_____ Email:_____

CENTRELINK DETAILS

Payment Type:_____ Amount:_____

PLEASE ENSURE YOU PROVIDE A COPY OF YOUR MOST RECENT INCOME STATEMENT

PERSONAL/BUSINESS REFERENCES

Name:_____ Phone: _____

Relationship to you:_____

Name:_____ Phone: _____

Relationship to you:_____

EMERGENCY CONTACT/NEXT OF KIN

Name:_____

Address:_____

Phone:_____ Email:_____

Relationship to you:_____

CURRENT RENTAL DETAILS

Landlord/Agent Name: _____
Landlord/Agent Address: _____
Landlord/Agent Phone: _____ Landlord/Agent Email: _____
Current Rental Address: _____
Length of Time at Current Address: _____ Years _____ Months Current Rent: \$ _____
Reason for Vacating: _____

PREVIOUS RENTAL DETAILS

Landlord/Agent Name: _____
Landlord/Agent Address: _____
Landlord/Agent Phone: _____ Landlord/Agent Email: _____
Previous Rental Address: _____
Length of Time at Previous Address: _____ Years _____ Months Previous Rent: \$ _____
Reason for Vacating: _____

PREVIOUS RENTAL DETAILS

Landlord/Agent Name: _____
Landlord/Agent Address: _____
Landlord/Agent Phone: _____ Landlord/Agent Email: _____
Previous Rental Address: _____
Length of Time at Previous Address: _____ Years _____ Months Previous Rent: \$ _____
Reason for Vacating: _____

PETS

Type: _____ Breed: _____ Age: _____ Sex: _____
Desexed/Microchipped : _____ Council Registration No: _____
Name: _____ Type: _____ Breed: _____ Age: _____
Sex: _____ Desexed/Microchipped : _____ Council Registration No: _____
Name: _____ Type: _____ Breed: _____
Age: _____ Sex: _____ Desexed/Microchipped : _____
Council Registration No: _____ Name: _____

NOTES - any other details you wish to provide to assist your application, ie firearms storage requirements

DISCLOSURE STATEMENT

APPLICATION

The Applicant applies to the Agent to let the property in accordance with the terms and conditions of this application.

APPLICANT'S OBLIGATION

The Applicant warrants that all information provided to the Agent in relation to this application is true and correct and the Applicant undertakes to promptly advise the Agent of any change to that information.

The Applicant acknowledges that it is not entitled to take possession of the property until a Residential Tenancy Agreement is signed by the Applicant and the Agent.

AUTHORITY

The Applicant authorises the Agent to make all necessary enquiries to verify the information provided by the Applicant in this application. The Applicant authorises the Agent to provide information related to the applicant's tenancy of the property to any Registered Agent who is authorised by the Applicant to enquire about that matter. The Applicant authorises their current employer, previous employer, accountant, current Landlord/Agent, previous Landlord/Agent and referees set out in this application to disclose the details of its tenancy, employment and or character to the Agent for the purpose of processing this application.

INCONSISTENCY

If there is any inconsistency between the terms of this application and the Residential Tenancy Agreement, the terms of the Residential Tenancy Agreement prevail.

PRIVACY ACT 1988

The personal information the Applicant provides in this application or collected from other sources is necessary for the Agent to verify the applicant's identity to process and evaluate the application to manage the tenancy. Personal information collected about this applicant and application may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other Agents and third party operators of residential tenancy databases. Information already held on residential tenancy databases may also be disclosed to the agent and or landlord.

Full Name of Applicant: _____

Signature: _____ Date: _____

FOR STATISTICAL PURPOSES ONLY - PLEASE INDICATE WHERE YOU SAW THIS PROPERTY ADVERTISED

☐ Newspaper ☐ Office Display ☐ Facebook ☐ Property Guide ☐ Website: _____

Elders Real Estate Naracoorte uses TICA to check the applicant's tenancy history. More details regarding this data base can be found at www.tica.com.au





Shop 5/26 Robertson Street, Naracoorte SA 5271
08 8762 7900
<https://naracoorte.eldersrealestate.com.au>



DIRECT CONNECT PROVIDES A FREE SERVICE THAT TAKES THE HASSLE OUT OF MOVING.
Simply complete the form below, select the services you would like organised and return this form to your Agent.
Direct Connect will then contact you to confirm your details and service request.

SERVICES WE *connect*



Electricity

Gas

Phone +
Internet

Pay TV

Removalists

Cleaning

Please provide your personal details:

Title:	First Name:
Last Name:	

Date of Birth:

Day	Month	Year
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Please provide your contact details:

Mobile phone no:
Email address:

☐ YES

I consent to;

- » Elders Real Estate providing my personal information to Direct Connect including name, address, email and phone number.
- » Direct Connect contacting me in relation to my utilities and service connections.
- » Direct Connect obtaining metering information for the premises I am moving to.

Applicant 1 Signature	Date
Applicant 2 Name	Phone
Applicant 2 Signature	Date

Privacy Collection Statement: Direct Connect Australia Pty Limited (DCA) is collecting your personal information for the purposes of contacting you in relation to your utilities and services connections. DCA will otherwise collect, use and disclose your personal information for purposes set out in its Privacy Policy at www.directconnect.com.au/privacypolicy/. This information may be disclosed to third parties that help DCA deliver its services. The Privacy Policy explains how DCA will collect, use, store and disclose your personal information, the consequences for you if DCA does not collect this information, and the way in which you can access and seek correction of your personal information or complain about a breach of the Privacy Act. To obtain further information, you can contact DCA on 1300 664 715.

ENSURE YOUR MOVE IS SEAMLESS AND HASSLE FREE.
Call us on 1300 650 767 or visit directconnect.com.au

