



**Postal Address:**

636 Anzac Highway,  
GLENELG EAST SA 5045  
PO Box 453  
GLENELG, SA 5045  
Office: (08) 8376 3335  
Facsimile: (08) 8376 7986  
Website: [www.eliterentals.com.au](http://www.eliterentals.com.au)  
E-mail: [reception@eliterentals.com.au](mailto:reception@eliterentals.com.au)

## Tenancy Application Form

Please be advised that this application will only be processed once **ALL** details have been completed and copies of all supporting documents are attached. Each applicant aged over 18 years **must** submit an individual form and provide **different** personal referee names and numbers. Please advise your referees to expect our call and to reply as soon as possible.

### PROPERTY DETAILS

Address of Property:

Lease commencement date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Lease term:

Rent per week:

Bond:

I have viewed this property on \_\_\_\_/\_\_\_\_/\_\_\_\_

Please initial:

### PERSONAL DETAILS

Mr

Mrs

Miss

Ms

Other

Given Name(s):

Surname:

Current Address:

Date of Birth:

Driver's License No:

Driver's License Expiry Date:

Driver's License State:

Vehicle Registration No:

Home Phone:

Work Phone:

Mobile:

Fax:

Email:

Passport No:

Passport Country:

### NEXT OF KIN – NAME OF NEAREST RELATIVE/FRIEND NOT LIVING WITH YOU

Given Name(s):

Surname:

Relationship:

Phone:

Address:

**OTHER PEOPLE THAT WILL BE LIVING WITH YOU (INC. CHILDREN)**

1.	Age	4.	Age
2.	Age	5.	Age
3.	Age	6.	Age

**PLEASE PROVIDE DETAILS OF ANY PETS:**

Breed/Type/Name/Age/Colour

Council Registration / Number

1.	<input type="checkbox"/> Inside <input type="checkbox"/> Outside
2.	<input type="checkbox"/> Inside <input type="checkbox"/> Outside

**CURRENT ADDRESS DETAILS**

Length of time at address:	Weekly rent:
Reason for leaving:	
Name of Landlord / Agent:	Phone:

**PREVIOUS RESIDENTIAL ADDRESS**

Previous Address:		
Length of time at above address: Years	Months	Weekly rent:
Name of Landlord / Agent:	Phone:	
Was bond refunded in full? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, why:		

**CURRENT EMPLOYMENT DETAILS**

Occupation:	Employer's Name:
Employer's Address:	
Contact Name (payroll / manager):	Contact Number:
Length of Employment:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual

**SELF EMPLOYMENT DETAILS**

Business Name:	Business Type:
Position held:	ABN:
Accountant Name:	Phone:
Accountant Address:	

## INCOME

Net weekly employment income (please attach a payslip):

Net weekly income from other sources:

Source(s) of other income (e.g. Centrelink) – Please attach statement

## PREVIOUS EMPLOYMENT

Occupation:

Previous Employer:

Employers Address:

Contact Name (payroll / manager):

Contact Number:

Length of employment: From                      To

Net weekly income:

## STUDENT INFORMATION

Place of Study:

Course Name:

Course Length:

Enrolment / Student No:

**PERSONAL REFEREES** – Not previously referred to in this form and **NOT** related to you. Must be a different referee to those of other applicants that are applying with you.

Given Name:

Surname:

Relationship to you:

Phone:

Given Name:

Surname:

Relationship to you:

Phone:

**Each person over 18 must fill in an application form and return it to Elite Rentals with 100 points of identification and pay slips/centrelink statement/bank statement as appropriate. Please find the following table explaining the point system:**

IDENTIFICATION	SCORE
Passport	70
Citizenship certificate	70
Birth certificate	70
License issued under a law (e.g Drivers License, Firearms License)	40
Employment ID	
ID card issued by employer (name and address)	35
ID card issued by employer (name only)	25
Letter from employer (within last two years) confirming name and address	35
Rates notice	35
Credit/debit cards/passbooks (only one per institution)	25
Medicare card	25
Membership cards; Club, union or trade, professional bodies; Educational institution	25

## DECLARATION

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 application is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal Information from:

- The owner or the Agent of my current or previous residence;
- My personal referees and employer/s;
- 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:

- communicate with the owner and select a tenant
- prepare lease/tenancy documents
- allow tradespeople or equivalent organisations to contact me
- lodge/claim/transfer to/from a Bond Authority
- refer to Tribunals/Courts & Statutory Authorities (where applicable)
- refer to collection agents/lawyers (where applicable)
- complete a credit check with TICA (Tenancy Information Centre of Australia)

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 above.

The applicant acknowledges:

- 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.
- 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.
- 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.
- That unless agreed otherwise the tenant shall be liable for all water costs pertaining to the property as per SA water calculations. Costs to be calculated on a daily basis.**
- That the landlord has the right to increase rent during the term of a fixed period in accordance with the Residential Tenancy Act 1995.

Print Name

Date

Signature

## UTILITY CONNECTIONS

This 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 |
| Pay TV      |                   |



Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.



We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms and Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

- Acknowledge & accept Direct Connect's Terms and Conditions (which are included with this application).
- Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is in the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement.
- Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
- Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
- Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) in any of the services.
- Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature

Date

PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715. F: 1300 664 185.  
[www.directconnect.com.au](http://www.directconnect.com.au)

[ect.com.au](http://ect.com.au)

Electricity meter number if known: \_\_\_\_\_

Property Manager Name: Cheryl Wedding

Application sent to Direct Connect (if required):

## PLEASE NOTE

Initial payments must be made by cash, bank cheque or money order within 24 hours after approval of application. No Personal Cheques accepted.

This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.



**PUBLIC ENQUIRY DEPARTMENT**

P.O. BOX 120  
CONCORD NSW 2137

TEL: 190 222 0346  
Calls charged at \$5.45 per minute, higher from mobile and payphones

ABN: 84 087 400 379

**TICA Privacy Disclosure Form**

This form provides information about how your personal information is handled, as required by the Australian Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application. As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

**Primary Purpose:**

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property. In order to assess your application we disclose your personal information to: The Lessor / Owners for approval or rejection of your application, TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application, Referees to validate information supplied in your application and Other Real Estate Agents to assess the risk to our clients

The Agent may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

**Secondary Purpose:**

During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors / Owners insurer in the event of an insurance claim and Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant's personal information maybe recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications you make. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

**TICA Statement**

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the Australian Privacy Principles in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the Australian Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80

**TICA Primary Purpose**

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows: Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Signed By the Applicant/s

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_