

RESIDENTIAL TENANCY APPLICATION

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PLEASE COMPLETE ALL OF THE FOLLOWING

APPLICATION DATE: / /

PERSONAL DETAILS

FULL NAME:				
DATE OF BIRTH: / /		DRIVERS LICENCE NUMBER & EXPIRY:		
CAR REGISTRATION NUMBER:				
NUMBER OF ADULTS TO OCCUPY:		NUMBER AND AGES OF CHILDREN TO OCCUPY:		
PETS	NONE <input type="checkbox"/>	DOG(S)	CAT(S)	OTHER

CONTACT DETAILS

MOBILE NO:	HOME NO:
WORK NO:	FAX NO:
EMAIL ADDRESS:	

RENTAL REQUIREMENTS – Tick all that apply

DATE NEEDED: <input type="checkbox"/> URGENT BY DATE / / <input type="checkbox"/> NOT URGENT
DWELLING TYPE: HOUSE: ___ BEDROOMS OR UNIT: ___ BEDROOMS
FURNISHED: <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> EITHER MAXIMUM RENT: \$ _____ PER WEEK
SPECIAL REQUIREMENTS: <input type="checkbox"/> GARAGE <input type="checkbox"/> FENCED <input type="checkbox"/> BOAT/VAN PARKING <input type="checkbox"/> OTHER (please specify) –
CAN COMMENCE LEASE: <input type="checkbox"/> IMMEDIATELY <input type="checkbox"/> BY DATE / / LEASE TERM: MONTHS

EMPLOYMENT HISTORY

POSITION:	LENGTH OF EMPLOYMENT:
EMPLOYER NAME AND ADDRESS:	
CONTACT NUMBER:	NET WEEKLY INCOME:

CURRENT RENTAL STATUS

ADDRESS:	
NAME OF AGENT/LANDLORD:	CONTACT NUMBER:
WEEKLY RENTAL AMOUNT: \$ PER WEEK	PERIOD OF RENTAL: YEARS MONTHS
REASON FOR LEAVING:	

RENTAL REFERENCES

NAME OF AGENCY	CONTACT NUMBER PHONE AND FAX	ADDRESS RENTED	OFFICE USE

EMERGENCY CONTACT/NEXT OF KIN

NAME:	RELATIONSHIP TO YOU:
ADDRESS:	
CONTACT NUMBERS:	

PROOF OF INCOME, IDENTIFICATION AND RENTAL REFERENCES CHECK

In order for your application to be processed you must attach the following:

1. Proof of income (e.g. salary slip, bank statement, Centrelink documents)
2. 100 points of identification
3. Rental references

SUPPORTING DOCUMENTS REQUIRED – 100 POINTS OF ID:

Please note: *At least one form of Photo ID listed must be provided. Your application may be declined if the supporting documentation criteria is insufficient.

Driver’s License*	40 points
Passports*	40 points
Birth Certificate	30 points
Other Photo ID with Address	30 points
4 Current Wage Advice	20 points
Previous Landlord Reference	20 points
Previous 4 Rent Receipts or Tenant Ledger	20 points
Employment Reference on Letterhead	20 points
Motor Vehicle Registration	10 points
Bank Statement	10 points
Utility Account	10 points

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by National Privacy Principles. We collect personal information about you in this form to assess your Application for Residential Tenancy. We may need to collect information about you from your previous Letting Agents, your Employer and Rental Referees. Your consent for us to collect the information is set out below in the Privacy Consent section.

INFORMATION COLLECTION

The personal information you provide in this Application or our Agency collects from other sources is necessary for Eden Realty to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application and during the course of your Tenancy maybe disclosed for the purpose for which it was collected to other parties including the Landlord, Referees, and other agents. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the Landlord and/or other Agents.

- You have the right to access personal information that we hold about you by contacting our office. You can correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one month only.
- If you do not complete this form or do not sign the consent below then your Application for Tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the application.

PRIVACY CONSENT

I/We acknowledge that **I/We have read** the above Privacy Disclosure Statement and Information Collection. **I/We authorise** Eden Realty to collect information about me from, my previous letting Agents and/or Lessors; my employer and all other references on this application.

I/We authorise Eden Realty to refer my name and contact details to an arranger or service provider including trades people (to attend to work required at this Property) and to authorities as required by law.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

APPLICANT NAME:	DATE:
APPLICANT SIGNATURE:	TIME:

ZERO TOLERANCE – Policy for Late Rent Payments

At **Eden Realty** we pride ourselves in our careful tenant qualification and screening processes. Applications are approved **ONLY** on the grounds that we are confident that the rent will be paid on time. However a minority of tenants still get behind in their rent, despite all of our tenant screening procedures.

As we do not know who this will be when we sign tenancy agreements, we need to advise each tenant about our **ZERO TOLERANCE POLICY** for late rent payments.

Therefore if you believe you may be late with a payment we insist that you notify us **at least 3 working days before the payment is due** – so we can warn the landlord so that they can prepare to make other arrangements to ensure their financial commitments are kept. **However, should we not be contacted, our policy is**

- 3 days late – we will call or send an SMS
- 5-7 days late – we will call, send an SMS or write to you
- 7-12 days late – we will call, send an SMS or write to you
- 15 days late – a Termination Notice is issued

EVICTION will follow if the problem is not remedied!

Part of keeping people on track with their tenancy rental payment commitment involves phone calls and personal follow up. This has caused some people upset, embarrassment and also resentment. However we do not apologise for such action as we believe that rent must be paid on time ... **all the time!** This is an essential element of the lease. Water invoices and other outgoings are treated the same as rent and should be paid within the required due date.

Sometimes some tenants are continually late with payments, without becoming a full 14 days behind. If we have a tenant that is consistently behind despite all of our efforts, we will recommend to the landlord for this lease not to be renewed. The tenant will be required to vacate the property at the end of their lease, and also be furnished with a poor performance track record should a new landlord or agent require one.

In extreme cases, details of the tenancy are lodged on a **TENANT CHECK INTERNET DATA BASE**. **This will affect** further tenancy arrangements with other real estate agents not only in your local area, but Australia wide. **This could cause you inconvenience and hardship.**

Therefore we encourage everyone to ensure their rent is paid on time, and that our business relationship remains beneficial for both parties.

Please call us should you have any queries or concerns regarding our ZERO TOLERANCE POLICY.