

# Tenancy Application



Tel: 9744 7412

Fax : 9744 7413

Email: sales@georgesellis.com.au

## PLEASE PROVIDE 100 POINTS OF IDENTIFICATION

Drivers Licence	40
Passport	40
Birth Certificate	40
Other Photo I.D	30
Medicare Card	20
2 x current pay slips	20
<i>If you are self employed please provide your accountants details and 2 copies of your tax return.</i>	
Previous Landlord Reference	20
Gas/Water/Electrical bills	10 each

Please complete this application thoroughly so we can process your application as soon as possible.

## PLEASE NOTE

1. We require all tenants to pay rent on a fortnightly basis, by direct debit from a nominated bank account. No personal cheques accepted.
2. This application must be accompanied by a copy of your driver's licence or passport for identification
3. Please supply Rental ledger, 2 x current pay slips, bank statements, gas, electricity or water bills showing your current address and to prove your ability to pay rent.
4. If there is more than one applicant, a separate application is required for each applicant.
5. If the application is approved, you will be required to provide either a bank cheque or money order for the rental bond and first two week's rent. No personal cheques accepted.
6. Keys will not be available until the lease start date and during offers hours.
7. We do not accept transfer of bonds
8. **When form has been completed, please fax back to Georges Ellis & Co 02 9744 7413**

**A. RENTAL PROPERTY DETAILS :**

Property address	Post code
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**TENANCY REQUIREMENTS:**

Length of tenancy	Rent \$	Lease commencement date
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no. of occupants who will live in the property	no. and ages of children (if any)	no. and type of pets
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**B. PERSONAL DETAILS:**

Surname	Given Name/s
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Email
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Home no.	Work no.	Mobile no.
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Date of birth	Drivers licence number	Drivers licence expiry date
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Passport number	Country of issue	no. vehicles
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Current Address
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Current rent \$ per week	How long have you lived there? months	Reason for leaving
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Agent/landlord	Work phone
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**C. PREVIOUS RENTAL DETAILS**

Previous property address
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Current rent \$ per week	How long have you lived there? months	Reason for leaving
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Agent/Landlord	Work phone
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**D. CURRENT EMPLOYMENT :**

Current Employer (company)		Employer address
Contact name (manager)	Contact's work phone	Your position
Length of employment	Net income \$ _____ per week	Full time or Part time?

**ACCOUNTANT DETAILS IF SELF EMPLOYED**

Company Name/ Address	Contact no.
Your ABN / ACN no	

**PREVIOUS EMPLOYMENT**

Company Name	Length of employment	Contact no.
Full time or part time?	\$ _____ per week	Net income
Address		

**E. CONTACTS/ REFERENCES not relatives**

Name	Occupation	Work phone
Address		
Name	Occupation	Work phone
Address		

**F. Confirmation:** I confirm the following:

1. During my inspection of this property I found it to be reasonably clean condition      Yes      No
2. If No, I believe the following items should be attended to prior to the commencement of my tenancy.  
I acknowledge that these items are subject to the landlord's approval.

3. I acknowledge that this is an application to this property and my application is subject to the landlords approval

## G. Application:

I apply for approval to rent the premises referred to in this form. I acknowledge that my application will be referred to the Landlord of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared.

I declare that I am not bankrupt or insolvent and that the information provided by me is true and correct. I have inspected the premises and wish to apply for tenancy of the premises for a period of  months, at rental of \$  per week.

I undertake to pay the monies detailed below by Two bank cheques or money orders made payable to

1. Rental Bond Board (4 weeks rent)
2. Georges Ellis & Co Rent Trust (2 weeks) Rent in advanced

## H. Costing Summary:

Rental Bond Board

\$

Rent in advance

\$

Total

\$

Applicant's signature

Date

Agents signature

Date

The personal information the prospective tenant provides in this application or collected from other sources is necessary for Georges Ellis & Co to verify the Applicant's identify, to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this application during the course of the tenancy if the application is successful may be disclosed for the purpose for which is collected to other parties including the landlord, referrers, other agents and third party operators of tenancy references databases. Information already held on tenancy database may be disclosed to this agency and/or Landlord. If the applicant enters into Residential Tenancy Agreement, and if the Applicant fails to comply their obligations under that agreement, that fact other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference database and /or other agents. If the applicant would like to access the personal information that this agency holds they can do so by contacting the agent at the address and contact numbers contained in this application. This applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided may not able to process application and manage the tenancy.

# Tenant Reference Check



Tel: 9744 7412

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**If you are currently renting a property please ensure you have printed your name and signed at the bottom of the page**

DATE: \_\_\_\_\_

ATTENTION: \_\_\_\_\_ FAXED TO: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

CURRENT RENTAL ADDRESS: \_\_\_\_\_

## QUESTIONNAIRE FOR CURRENT PROPERTY MANAGER/LANDLORD

Is this applicant listed on the lease? YES NO

What is the weekly rent? \_\_\_\_\_

Has the property been well maintained \_\_\_\_\_

If No, please specify \_\_\_\_\_

Were Pets kept on the premises? YES NO

Has the applicant ever received any warnings? YES NO

If yes, please specify \_\_\_\_\_

Have you attended the CTTT with this tenant? or do you have any pending applications?

YES NO

If yes, please specify \_\_\_\_\_

Has the bond been refunded? YES NO

If No, was the property left in good condition? YES NO

**When form has been completed, please fax back to Georges Ellis & Co 02 9744 7413**

I \_\_\_\_\_ (Applicants Name) herby give my authority for you to provide reference details to Georges Ellis & Co Real Estate for processing my application.

Applicant's Signature: \_\_\_\_\_