



▪ PHONE: (07) 3719 5000 ▪ FAX: (07) 3719 5099
▪ ADDRESS: SHOP 2/219 HAWKEN DRIVE ST LUCIA 4067
▪ E-MAIL ADDRESS: info@elitestlucia.com
▪ WEBSITE: www.elitestlucia.com

Residential Tenancy Application

Application Guidelines

An application is to be completed by each person who will be living at the premises. Incomplete applications will not be accepted or held by this office.

Documents required to process your application

1. Identification - 100 points required

We require 100 points of Identification. Your 100 points must include one piece of photo identification and can be in the form of the following:

- Passport, Birth Certificate, Citizenship Certificate, VISA 70 points per item
- Drivers Licence, Student Card, 18t Card 40 points per item
- Debit Card, Medicare Card, Electricity/Gas Accounts, Car Registration, Phone Account 25 points per item

2. Confirmation of Employment / University Acceptance Letter

- If working full-time, a copy of Employment Contract or Letter from Employer
- If studying full-time, we require a copy of your University Acceptance Letter (COE)

3. Sources of Income

- Bank Statements
- Letter of Guarantee
- Copies of Payslips / Group Certificate
- Scholarship Paperwork

4. Rental History / Character Reference

- Last 4 Rent Receipts
- References from Previous Lessor / Agent

Application Checklist

- I have inspected the property with an Elite Real Estate representative.
- I have completed all details in full on the Application Form.
- I have provided all required documents & identification.
- I have read and signed the Privacy Disclosure & Privacy Consent form



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Property Address at \$..... per week
For a fixed term of **with the tenancy to start on**/...../.....

First Name Last Name..... D.O.B...../...../.....
 Mobile Home Phone..... Work Phone.....
 Email Passport # Country of Issue
 Car Brand/Model Car Registration Nationality.....

Current Address Do you []Own or []Rent this?
 Name of Agent/Owner Rent Paid \$
 Address of Agent/Owner Phone
 Reason for Leaving Period of Occupancy

Previous Address Did you []Own or []Rent this?
 Name of Agent/Owner Rent Paid \$
 Address of Agent/Owner Phone
 Reason for Leaving Period of Occupancy

Is someone else applying with you to rent this property? If so, name(s).....

If employed:

Occupation Period of Employment.....Income.....
 Employer Address.....
 Phone Name of contact.....

If student:

University:..... Degree / Course.....Year.....

Children:

Name(s) and Age(s) of all children under the age of 18 who will live at the property.....

Personal Referees / Guarantors

Name	Occupation.....
Phone	How long has this person known you?.....
Email Address.....	Address.....
Reference Provided Yes / No	

In case of Emergency 1:

Name	Email Address
Relationship	Phone.....

In case of Emergency 2:

Name	Email Address
Relationship	Phone.....

Upon notification that my application is successful, I agree to pay the first two weeks rent to secure the property. **THE PROPERTY CAN NOT BE SECURED WITHOUT RECEIVING THE TWO WEEKS RENT.** In the event that the application is successful & acceptance has been communicated but I decide not to proceed, I agree that this money will be forfeited to Elite Real Estate. Upon acceptance of this application by Elite Real Estate, I agree that this Tenancy shall be binding.

I, the applicant, do solemnly and sincerely declare that the information provided is true and correct and has been supplied of my own free will. I, the applicant, understand that you, as the Agent for the Lessor, have collected this information for the specific purpose of checking identification, character, credit worthiness and to determine if I, the applicant will be a suitable tenant for the property.

Applicant Signature:.....

Date:.....



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Residential Tenancy Application

We are an independently owned and operated business. We are bound by the National Privacy Act Principles. We collect personal information to assess your application for a residential tenancy. We may need to collect information about you from your previous Lessors or letting Agent, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use databases operated by TICA Default Tenancy Control Pty Ltd & RP Data. You can find out more information about these databases on their websites www.rpdata.net.au and www.tica.com.au. You consent to us collecting this information is set out below, in the privacy Consent section

COLLECTION NOTICE.

The personal information you provide in this application or our Agency collects from other sources is necessary for Elite Real Estate 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, may be disclosed for the purpose for which it was collected to other parties including the Lessor/s, referees, other Agents and third party operators of tenancy databases. Information already held on tenancy databases may also be disclosed to Elite Real Estate and/or the Lessor. If you enter into a Residential Tenancy Agreement and you fail to comply with your obligations under this agreement, the facts and other relevant personal information collected about you during the course of your tenancy may also be disclosed to the Lessor, third party operators of tenancy databases and/or other agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is in-accurate, 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 decide not to collect your application Elite Real Estate will destroy your documents to comply with Privacy Legislation.

If you do not complete this form or do not sign the consent below then your application for residential 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, the Applicant acknowledge that I have read the above Privacy Disclosure Statement of **D.J. Arnold Real Estate t/a Elite Real Estate**. I authorise **Elite Real Estate** to collect information about me from:

- My previous Letting Agents and/or Lessors.
- My personal referees, employers and all other references on this application.
- Any Tenancy Default Database (including TICA & NTD) which may contain personal information about me. I also authorise Elite Real Estate to disclose details about any defaults by me under the tenancy to which this application relates to, any tenancy default databases to which it subscribes to include TICA & NTD.

I authorise Elite Real Estate to refer my name and contact details to an arranger or service provider including Tradespeople (to attend to work required at the Property), salespeople (primary and secondary Agents), Valuers, the Lessor, other Agents, database operators, other Property Managers, Body Corporate Offices, Insurance Companies, Financial Services (to assist with home loan applications, if required in the future), and to Authorities as required by law.

I agree to be contacted by electronic and/or SMS methods.

Applicant Signature:..... **Date:**.....

Direct Connect Your Free No Obligation Utility Connection Service

Please tick utilities as required (we will call you to confirm your details and connection timings)

Electricity Internet Gas

DECLARATION AND EXECUTION: By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made]; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services.

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

SIGNATURE: _____ DATE: _____ P: 1300 664 715 F: 1300 664 185 W: www.directconnect.com.au