

To ensure swift completion of your Application for Tenancy:

We aim to process and finalise applications to present to the owner within 24 hours of receiving your application

- ✓ Ensure **ALL** areas are completed & information is **legible & concise for all occupants**.
- ✓ Ensure phone numbers for referees are current. Advise referees to expect a call in the next 24 hours.
- ✓ Contact your referees to advise you have authorised Absolute to obtain information from them and that their reference is vital to the processing of your application in a timely manner.
- ✓ Provide the **contact name** of your employment referee - they will be asked to verify your term of employment, wage etc
- ✓ Email / fax / deliver your application into the Absolute office as soon as possible.
- ✓ Provide photo Identification of **all** applicants with the application, together with a **rental ledger** for your current rental accommodation.

PROCESSING YOUR APPLICATION

We will confirm that your application has been received and advise if further information is required. We aim to process your application within one business day. For the status of your application please contact the Property Manager on (08) 8930 6600. Roy Winter **is not involved once the application is submitted**.

Please note that incomplete information and incomplete references on an application will delay the process.

Important details for when your application is approved:

You will be required to pay the **BOND** (4 week's rent) and **return a signed lease within 24 hours** of approval to secure the property. **The first 2 weeks rent** will be required before you collect keys.

We DO NOT accept CASH or Credit Cards. Cash is accepted at any CBA branch.

Rent payment options: Internet banking | Direct Deposit | Direct from your salary | Cheque or Bank Cheque.

A \$55 dishonour fee per dishonoured cheque is payable if a cheque is dishonoured.

You are renting the property on an "as-is" basis. Any request for special conditions you wish for, must be included on your application form (special conditions area on the first page)

Important: Please arrange a suitable time with the property manager to do the **property condition report** if you wish to be present. This is done in business hours only and it does take several hours.

You will always have 5 business days from lease commencement to review the report and make any amendments you feel required, in all cases. This is legislated.

APPLICATION FOR TENANCY

Best contact number:

Property: _____ Date of viewing: ____ / ____ / ____

Tenancy Term: _____ months | Commencing ____ / ____ / ____ | Rent \$ _____ p/w

Number of occupants: (Adults) _____ (Children under 18) _____ Age & names: _____

PETS: No. of: _____ Breed/s _____ Size/s _____ Age/s _____

Special Conditions / Requirements included in Lease: _____

How did you hear about the property? Realestate.com.au Domain/other site Referral Our Website Our List

Have you applied for accommodation through any government department? Yes / No.
If so, when did you apply ____ / ____ / ____ When is allocation expected? _____

Please answer all questions to the best of your ability & fill in all boxes. False information will void your application. Any information provided in the Application will be passed onto a Tenancy Information Centre or Insurance Company, in the event of a default occurring.

You are **invited to accompany us to carry out the ingoing property condition report**. If you wish to attend, please advise your property manager in writing when your application is approved. You will need to allow considerable time and this must be completed during business hours.

Each applicant must complete each section

Full name of applicants (and Service ID if in Defence Forces)	Birth date	Occupation	Annual Income (\$)
1.			
2.			
3.			
4.			

Contact details for all applicants:

1. Mob _____ email: _____

2. Mob _____ email: _____

3. Mob _____ email: _____

4. Mob _____ email: _____

Drivers License No.	State	Registration No.	Make/Model of Car	Colour
1.				
2.				
3.				
4.				

Present Address	Phone
1.	
2.	
3.	
4.	

Present Agent / Owners Name	BH Phone #	Weekly rent paid	Time at address
1.			
2.			
3.			
4.			

Reason for Moving
1.
2.
3.
4.

Previous Address – and dates of occupancy
1.
2.
3.
4.

Previous Agent / Owners Name, Reason for moving	BH Phone #	Weekly rent paid	Time there
1.			
2.			
3.			
4.			

Current Employers Name & Address (if self employed you must present proof of income (i.e.) last financial year statement, tax return)	Phone / Contact	Period of Employment
1.		
2.		
3.		
4.		

Previous Employers' Name & Address	BH Phone #	Period employed
1. _____		
2. _____		
3. _____		
4. _____		

Next of Kin (Or other person to contact in case to emergency)	Address	Phone
1.		
2.		
3.		
4.		

Personal References Name	Address	Phone
1.		
2.		
3.		
4.		

	YES	NO
Have you ever been evicted by a landlord or agent? If yes, give details _____	<input type="checkbox"/>	<input type="checkbox"/>
Has any landlord or agent ever refused you another property? If yes, give details _____	<input type="checkbox"/>	<input type="checkbox"/>
Are you in debt to another landlord or agent? If yes, give details _____	<input type="checkbox"/>	<input type="checkbox"/>
Is there any reason known to you that would affect your rental payment? If yes, give details _____	<input type="checkbox"/>	<input type="checkbox"/>
Were any deductions made from your security deposit at your last address? If yes, give details _____	<input type="checkbox"/>	<input type="checkbox"/>
Are you declared bankrupt? You must not be declared bankrupt. Details? _____	<input type="checkbox"/>	<input type="checkbox"/>

EACH applicant must provide photo identification. The following will help expedite the process:

Essential = Photo identification - Drivers License / Passport / ID card

Two (2) references from previous agents or owners & Employers

Rental ledger for current and previous tenancy

Current motor vehicle registration papers

Copies of previous electricity, water or phone accounts (if property owner)

Settlement letter from solicitor (if you have sold your property and have no previous rental reference)

Privacy Statement

Applicants

Full Names: _____

I / We authorise Absolute Real Estate NT to obtain details of my tenancy / credit worthiness from

- a) The agent / owner of my current and previous residence;
- b) My personal referees and employer/s – current and past;
- c) Any record, listing or tenancy default database such as TICA and NTD Default Tenancy records.

I / We understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its member's access to information accumulated from members about tenants who have breached their tenancy agreements.

I / We agree and understand that once a tenancy application has been lodged with a member of a database and an inquiry made with a tenancy database, my / our information may be recorded as making an enquiry and agree that Absolute Real Estate NT may disclose details of any such default to any person whom Absolute Real Estate reasonably considers has an interest in receiving such information.

I / We authorise Absolute Real Estate to provide our names and contact details to Body Corporate as required by legislation.

Name of Applicants and signatures:

APPLICANT 1

APPLICANT 2

APPLICANT 3

APPLICANT 4

Signature

Signature

Signature

Signature

DATE
