

To ensure swift completion of your Application for Tenancy:

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

PLEASE NOTE

We will be assessing your application on the day that it is submitted, if you have not heard within 24 hours of submitting please contact the Property Manager at our office (08) 8930 6600

Incomplete information on an application will **delay** the process.

Please note that Roy, our Leasing Manager, is no longer involved once the application is submitted.

Important details for when your application is approved:

You will be required to pay the **BOND** (4 week's rent) **within 24 hours** of approval to secure the property.

We DO NOT accept CASH at our office. You will need to pay direct to CBA on the signing of the lease. Please email or bring a copy of the receipt from the netbank transfer.

Cash is accepted at any CBA branch.

The first 2 weeks rent will be required before you take the keys.

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.

Absolute Real Estate NT
Office entrance: Hickman Street.
Ph 8930 6600 fax 8947 0515
Our office closes at 3pm Friday's

APPLICATION FOR TENANCY BY A COMPANY

Property applying for: _____

Date of showing: ____ / ____ / ____ to a representative of applying company of this property, and we wish to apply for tenancy, for a period of _____ months,

Commencing on _____, at a rent of \$ _____ per week \$ _____ per calendar month

Company Name (Leasee) _____ ABN _____

Authorised signatory of company for legal documents: _____

Email address for signatory: _____

Name. of occupants: _____

Children & ages: _____

No. of pet: _____ breed & age: _____ Small / Medium / Large

Pet: breed & age: _____ Small / Medium / Large

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

When this application is approved, all monies must be paid in full to CBA or by bank cheque within one business day. The bond is payable to CBA on signing the lease. Rent is payable prior to the tenancy starting. We do NOT ACCEPT CASH or have CREDIT CARD facilities the office.

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 Adult Occupant must complete each section

Full name of Occupants	Birth date	Occupation	Annual Income
1.			
2.			
3.			
4.			

Phone and email Contact details:

1. Company HR: Mob _____ email: _____

2. Company accounts details: Name _____ email: _____

3. Occupant: Mob _____ email: _____

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

Present Address of occupants	
1.	
2.	
3.	
4.	

Present Agent / Owners' Name	BH Phone #	Weekly rent paid	Mths at this 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	Months there
1.			
2.			
3.			
4.			

Company's Name, Registered Address and Trading Name (Please attach all substantiating and ASIC documents)	Phone no. and Contact person
Position of occupant in Company:	
Accountant for Company (name) :	
Email:	

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

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

	YES	NO
Has the company or occupant ever been evicted by a landlord or agent? If yes, give details _____	<input type="checkbox"/>	<input type="checkbox"/>
Has the company or occupant ever been refused another property by any landlord or agent? If yes, give details _____	<input type="checkbox"/>	<input type="checkbox"/>
Are the company or occupant in debt to another landlord or agent? If yes, give details _____	<input type="checkbox"/>	<input type="checkbox"/>
Were any deductions made from the company or occupant's bond at your last address? If yes, give details _____	<input type="checkbox"/>	<input type="checkbox"/>

To process any application, each occupant must provide photo identification if applicable.

- **ASIC search**
- **Photo identification - Drivers license / passport / ID card**
- **Trading Name registration paper if self employed**
- **Letter of authority by Director / Manager to occupant:**
 - (i) Who has the authority to sign the lease and condition report?
 - (ii) Who has authority to collect keys?
 - (iii) Who is responsible for rental and bond payments?
 - (iv) Who will be the contact for inspections and access?
 - (v) Postal address including the Darwin office postal address
 - (vi) Confirmation if a Company Seal is required
- Statement from registered accountant on state of accounts
- Rental ledger for occupant at current rental accommodation

A dishonoured cheque fee of \$55 per dishonoured cheque is payable if a cheque is dishonoured. Further payments will only be accepted by Bank Cheque, Money Order or cash at the CBA Bank.

All amounts under the terms and conditions of the tenancy agreement are due by the due date. In default, we hereby indemnify Absolute Real Estate, on behalf of the Landlord, against all debt collection costs, solicitors costs and disbursements incurred for failure to pay by the due date.

APPLICANT / S

Absolute Real Estate NT Privacy Statement

Full Names

Of Applicants: _____

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 database of defaults by tenants 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 members' access to information accumulated from members about tenants who have breached their tenancy agreements.

If you wish to contact this organisation, Tica – phone 1902 220 346

NTD – phone 1300 526 836

We agree and understand that once a tenancy applications has been lodged with a member of a database and an enquiry made with the tenancy database, 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 NT reasonable considers has an interest in receiving such information.

We do solemnly and sincerely declare that the above information is true and correct and has been willingly supplied to assist in the assessment of our application.

Signature: _____

Full Name
Of Applicant: _____