

APPLICATION CHECKLIST

PLEASE NOTE: Applications will not be accepted until the below form is completed, signed & all documents provided. Applications will only be processed when they are fully complete.

- Please email completed form to the your Agents' email address mentioned below.
- Any person over 18 who will be living at the property must submit an application **completed in full**.
- Please allow at least 24 hours for your application to be processed.

We Require:

1. PAY SLIPS/ PROOF OF INCOME

Each applicant must provide the following documents:

- Confirmation of employment (current) or Proof of Business ownership
- Current payslip (showing declared income and income year to date)
- Latest Tax Return (business or personal)

2. RENTAL HISTORY/ PROOF OF OWNERSHIP

We need verification that you are either renting your current property or own it. If neither is the case, we require the contact details of the lessor or landlord. If you own your home, we require either a council rates notice or front page of the contract for sale.

3. IDENTIFICATION

No application will be accepted unless suitable identification is supplied. Each applicant must provide 100 points of ID based on the following:

Passport or Drivers Licence (current)	40 points
Payslip and/or letter of employment:	20 points
Bankcard and/or Medicare card:	20 points
Birth certificate and/or proof of citizenship:	20 points
Phone/gas/electricity/account (current):	10 points

Upon Approval

HOLDING DEPOSIT:

Approved applicants are required to pay a one (1) week goodwill deposit within 24 hours by EFT. Deposits will be forfeited if application is withdrawn. Within the holding period a Residential Tenancy Agreement will be provided by your agent and required to be completed and bonds paid prior to the Rental Start Date stated in this form.

MONIES REQUIRED AT COMMENCEMENT OF TENANCY:

On or before the lease sign up, a rental bond (4 x weeks rent) and 2 weeks of rent in advance must be paid to our office via EFT.

HOME BASED BUSINESSES:

It is a condition of any applicant to acknowledge that entering into a Residential Tenancy Agreement (RTA) is for domestic purposes only. The landlord nor the Agent consents for the property to be used for any business purpose, including but not limited to, sublet, Airbnb, share housing, or operating any form of home businesses.

BY SIGNING THE APPLICATION FORM AND APPLYING FOR THIS PROPERTY YOU AGREE THAT YOU HAVE VIEWED THE PROPERTY IN THE PRESENCE OF AN AGENT FROM OUR OFFICE.

APPLICATION FOR TENANCY

YOUR AGENT

Agent Name: Alan Diversi	
Address: Level 9, 117 York St, Sydney, NSW	Postcode: 2000
Phone: 0414811080	Email: alan@edanproperty.com.au

PREMISES

Name of the address you have applied for:

Car space/garage/storeroom number: N/A	Excluding: N/A

YOUR OFFER

Rent:	Per:	Month/week
Bond:	Rental Term (Months):	
Rental Start Date:		

Conditions or details of any repairs or other work required subject to this offer:

Pets are not allowed for this lease.

APPLICANT

PERSONAL DETAILS (Circle where required)

Title	Mr	Mrs	Miss	Ms	Other	DOB:	/	/
Full Name:								
Present address:								
Phone: Home			Mobile:			Work:		
Email:								
Vehicle registration No.:					Drivers Licence No:			
Passport No.:					Expiry Date:			
Bank or Building Society:					Branch:			
BSB: /					Account Number:			

EMERGENCY CONTACT

Name:	Relationship:
Address	Postcode:
Phone: Home	Mobile:
Email:	Work:

EMPLOYMENT HISTORY

Current

Applicant Occupation:	Date commenced:	/	/	/
Gross Weekly wage/salary:				
Employer's name:				
Employer's address			Postcode:	
Phone: Work	Mobile:			
Email:	Fax:			

Previous

Employer's name:	Period of employment:	/	/	to	/	/
Employer's address:						
					Postcode:	
Phone: Work	Mobile:					
Email:	Fax:					

PERSONAL REFERENCES

Reference 1

Name:	Relationship:
Phone: Work	Mobile:
Fax: Work	
Email:	

Reference 2

Name:	Relationship:
Phone: Work	Mobile:
Fax: Work	
Email:	

TENANCY HISTORY

Present Landlord/Agent Name:	
Phone: Work	Mobile:
Email:	
Reason for leaving:	
Length of time at present address:	Current rent paid: \$

Previous Landlord/Agent Name:	
Phone: Work	Mobile:
Email:	
Reason for leaving:	

OCCUPANT(S) DETAILS

Number of persons who will occupy Premises:			
Adults:	Children:		Ages of Children:
Pets:	Yes	No	If Yes, No and type:
Smoker/s	Yes	No	

ACKNOWLEDGEMENTS

The applicant acknowledges and consents to EDAN Property holding and verifying personal and employment references and tenant history references.

Signature of Applicant Date

I (the Applicant), do solemnly and sincerely declare that :

- I am not a bankrupt or an undischarged bankrupt
- that the above information is true and correct
- that I do not have any foreseeable changes that would change the information supplied during the term of tenancy
- I have inspected the abovementioned premises and condition and wish to take a tenancy for such Premises as detailed in "your offer" above

I/We,

Trading as

Signature

PRIVACY POLICY

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the Application and to manage the tenancy. Personal Information collected about the Applicant in this Application and during the course of the tenancy if the Application is successful may be disclosed for the purpose for which it was collected to other parties including to the Landlord, referees, other agents and third part Operators of tenancy reference databases.

Information already held on tenancy databases may also be disclosed to the agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under the agreement, that fact and 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 databases and/or agents.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting the Agent at the address and contact numbers contained in this application. The Applicant can also correct this information if inaccurate, incomplete or out-of-date.

If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

NOTICE TO PROSPECTIVE TENANTS

The availability of telephone lines; internet services; analogue. Digital or cable television(and adequacy of such services); are the sole

responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and adequacy of such services before

accepting the tenancy of the property. The Landlord does not warrant that any telephone plugs, antenna sockets or other such service points

located in the property are serviceable, or will otherwise meet the requirements of the tenant and tenants must rely upon their own enquiries.