



Real Estate

38 Oxley Street, North Ward QLD 4810

Ph. 07 4758 5555

www.smithandelliott.eldersrealestate.com.au

Company Lease Details

Trading Name: _____

ABN: _____

ACN: _____

Address: _____

PO Box: _____

Phone/Mobile: _____

Email: _____

Previous/Current Rental Property:

Real Estate Agent and Contact Details:

Creditor Reference (if no rental history): _____

Property Address (applying for):

Occupants Details: _____

Lease Start Date: _____ Lease End Date: _____

Company Signature: _____ Date: __/__/__

Identification Check List:

- Photo I.D
- Proof of Income (please supply any of the below)
- Profits and Loss Statement
- Finance Statement
- Accountant Letter

Declarations - Applicant to Complete and Provide Details as Required

Have you ever been evicted by any Lessor or Agent? No Yes:

Are you in debt to another Lessor or Agent? No Yes:

Is there any reason known to you that would affect your ability to pay rent when due? No Yes:

Was your Bond at your last address refunded in full? Yes No:

Was the Property in a satisfactory condition when you inspected It? If not, list requests. Yes No:

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records. I declare I am not bankrupt or an undischarged bankrupt.

I apply for Tenancy for a period of _____ months, at a rental of _____ per week

I understand that if the nominated Applicant is advised this Application is approved then within 24 hours, approved applicants are to pay 2 weeks rent to secure the property. If the Tenancy does not proceed, one weeks rent of this holding deposit is forfeited for administration costs.

Pre-moving in costs as itemised below are to be paid BY CHEQUE, EFT TRANSACTION OR DIRECT DEPOSIT made payable to ELDERS SMITH & ELLIOTT REAL ESTATE.

ITEM	CALCULATION	\$	IMPORTANT NOTES
<i>Rent- first 2 weeks rent</i>	$2 \times \$$	= \$	<i>Must be paid BEFORE lease commences</i>
<i>Bond - 4 times weekly rent</i>			<i>Full Bond equivalent to 4 weeks rent must be paid</i>
	$4 \times \$$	\$	<i>the day the approved tenants collect keys</i>
	TOTAL PRE-MOVING IN COST	\$	<i>Total to be paid BEFORE lease commences</i>

APPLICANT'S SIGNATURE

Date

Date

ELDERS SMITH & ELLIOTT REAL ESTATE

38 OXLEY STREET, NORTH WARD

PHONE: 07 4758 5555

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the National Privacy principles. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database (TICA). Your consent for us to collect the 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 **our Agency** 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, Referees, other Agents and third party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the 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 office. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful, it will be stored securely for a period of 3 months only. If you decide not to collect your Application we 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 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 acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of ELDERS SMITH & ELLIOTT. I authorise ELDERS SMITH & ELLIOTT to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which **ELDERS SMITH & ELLIOTT** subscribes. I can refer to their Privacy Disclosure Statements via: www.lica.com.au and www.ntd.com.au

I authorise ELDERS SMITH & ELLIOTT REAL ESTATE to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, Body Corporate, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

ELECTRONIC TRANSMISSION

It is agreed by ticking this box, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name	
Applicant Signature	
Date	