

Tenancy Application Form

For your application to be processed you must answer all questions (including the reverse side)



A. AGENT DETAILS
Raine & Horne North East Real Estate
1289 North East Road, Tea Tree Gully SA 5091
Phone no: 08 8395 2233
Fax no: 08 8396 5181
Email address: rachel.longden@rhasa.com.au
sue.slattery@rhasa.com.au
Internet: www.mypropertymanagersa.com

B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

 Postcode

2. Lease commencement date?
 Day Month Year

3. Lease term?
 Years Months

4. How many people will normally occupy the property?
 Adults Children

C. PERSONAL DETAILS

5. Please give us your details
Mr Ms Miss Mrs. Other
Given name/s Surname
Date of Birth Driver's licence number
Driver's licence expiry date Driver's licence state
Passport no. Passport country
Pension no. (if applicable) Pension type (if applicable)

6. Please provide your contact details
Home phone no. Mobile phone no.
Work phone no. Fax no.
Email address

7. What is your current address?

 Postcode

HAVE YOU VIEWED THE PROPERTY INSIDE?
 Yes No When _____

WHERE DID YOU SEE THE PROPERTY ADVERTISED?
Internet / Office vacancy list / Email received / Office phone call
Applications will not be finalised or accepted until property has been viewed on the inside.

D. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will.
I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information about me from:
(a) The owner or the Agent of my current or previous residences;
(b) My personal referees for this application
(c) My current and past employers;
(d) Any person who maintains any record, listing or database of defaults by tenants; and I authorise and consent to each of those persons providing requested personal information about me to the Agent.

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information within this application in order to:
(a) communicate with referees, employees, landlords, third party operators of tenancy reference databases, other agents and select a tenant
(b) communicate with the owner and select a tenant
(c) prepare lease/tenancy documents
(d) allow tradespeople or equivalent organisations to contact me
(e) lodge/claim/transfer to/from a Bond Authority
(f) refer to Tribunals/Courts & Statutory Authorities (where applicable)
(g) refer to collection agents/lawyers (where applicable)
(h) complete a credit check with a tenancy default database

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above and that I may be able to correct this information if it is inaccurate, incomplete or out-of-date.

NOTE: Before any application will be considered, each applicant must achieve and provide copies of a minimum of 100 points of identification. See back page for further info.

Signature Date
X

E. UTILITY CONNECTIONS – FREE SERVICE
Direct Connect PO Box 1519 Box Hill Victoria 3128
P: 1300 664 715 F: 1300 664 185. www.directconnect.com.au
Once we have received this application we will call you to confirm your details.
Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this Application to confirm the information on this Application and explain the details of the services offered. Direct Connect is a utility one stop connection service.
Please tick utilities as required:
 Electricity Gas Phone Internet Insurance
 Cleaning Removalist

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
X

NAME: _____

F. APPLICANT HISTORY

8. How long have you lived at your current address?
 Years Months

9. Why are you leaving this address?

10. Landlord/Agent details of this property (if applicable)
 Name of landlord or agent

 Landlord/agent's phone no. Weekly rent paid \$

11. What was your previous residential address?

 Postcode

12. How long did you live at this address?
 Years Months

13. Landlord/Agent details of this property (if applicable)
 Name of landlord or agent

 Landlord/agent's phone no. Weekly rent paid \$

G. EMPLOYMENT HISTORY

14. Please provide your employment details
 What is your occupation?

 What is the nature of your employment? (FULL TIME/PART TIME/CASUAL)
 Employer's name (inc. accountant if self employed or institution if a student)

 Employer's address

 Postcode
 Contact name Phone no.
 Length of employment Years Months Weekly Net income? \$

H. CONTACTS / REFERENCES

15. Please provide a contact and/or relative in case of emergency
 Surname Given name/s
 Relationship to you Phone no.

16. Please provide two personal references (not related to you)
 1. Surname Given name/s
 Relationship to you Phone no.
 2. Surname Given name/s
 Relationship to you Phone no.

I. OTHER INFORMATION – 17. PROVIDE DETAILS OF PETS

Breed / type	Age/sex of Animal	Desexed YES / NO
1.		
2.		

17. Names and ages of those permanently residing at the property

1.	Age
2.	Age
3.	Age
4.	Age

18. NO SMOKING ALLOWED INSIDE THE PREMISES!!!!

J. DECLARATION

The applicant acknowledges:

- that the landlords insurance will not cover the tenant's contents and it is advised that the tenant should obtain contents and public liability insurance.
- that the terms and conditions were available at the time of applying as these form part of the tenancy agreement and the tenant agrees with these terms and conditions.
- that upon being advised of approval of this application by the agent (within 2 clear business days) a legal tenancy agreement is created and if the tenant(s) choose not to proceed, the agent will begin procedures to relet the property and MAY choose to recover costs incurred from the reletting as set down by the Residential Tenancies Act 1995. If I wish to withdraw I must do so in writing prior to the application being approved.
- that unless agreed otherwise the tenant shall be liable for all water costs pertaining to the property as per SA Water calculations. Costs to be calculated on a daily basis.
- that the landlord has the right to increase rent during the term of a fixed tenancy in accordance with the Residential Tenancy Act 1995.
- only those persons listed in section 18` of this application will reside at the property.
- it is the Tenants responsibility to check all services ie phone, gas, electricity are connected to the property before this application is lodged to the Agent.
- Bond guarantees from Dept. Community & Families or SAHT are not accepted.

Signature Date
 X

K. PAYMENT DETAILS

19. Please indicate how you propose to pay your bond & rent in advance:

Money Order/ Bank Cheque Electronic Transfer

20. Property rental
 \$ Per week OR \$ per month

Do you wish to pay WEEKLY / FORTNIGHTLY / MONTHLY

First payment of rent two weeks in advance	\$ <input type="text"/>
Rental bond 4 weeks (6 weeks if rent over \$250 pw)	\$ <input type="text"/>
Sub total	\$ <input type="text"/>

Payment is to be by Bank Cheque, Money Order, BPay or Electronic Transfer only. Rent can not be paid in cash at our office.

L. 100 POINTS OF ID – copies supplied as part of application

The application will not be processed until 100 points has been achieved by the applicant and copied as part of application.

Last 4 rent receipts (40 pts) or rent statement from agent/LL	<input type="checkbox"/>	Last 4 employer pay slips (30 pts)	<input type="checkbox"/>
Drivers license (40 pts)	<input type="checkbox"/>	Current Utility bills (20pts)	<input type="checkbox"/>
Photo ID (30 pts)	<input type="checkbox"/>	Medicare Card (10 pts)	<input type="checkbox"/>
Passport (30 pts)	<input type="checkbox"/>	Copy birth certificates (10pts)	<input type="checkbox"/>
Bank statements (30 pts)	<input type="checkbox"/>	Mobile phone account	<input type="checkbox"/>

NOTE: If you are recording Centrelink as a source of income You must also provide a Centrelink Income Statement