

## Tenancy Application

We can only accept your application after you have:-

- ▶ Inspected the property
- ▶ Completely filled in and signed the application form
- ▶ Provided 100 points of identification (if you are having difficulty meeting 100 point id please speak to the property manager)

A. PROPERTY DETAILS	
1. What is the address of the property you would like to rent?	
<input style="width: 95%;" type="text"/>	Postcode
2. Lease commencement date?	
<input style="width: 40px;" type="text"/> Day	<input style="width: 40px;" type="text"/> Month
3. Lease term? <span style="float: right;">Weekly Rental</span>	
<input style="width: 40px;" type="text"/> Years	<input style="width: 40px;" type="text"/> Months
4. How many people will normally occupy the property?	
<input style="width: 40px;" type="text"/> Adults	<input style="width: 40px;" type="text"/> Children
B. PERSONAL DETAILS	
5. Please give us your details	
Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Other <input type="checkbox"/>	
Given name/s	Surname
<input style="width: 95%;" type="text"/>	
Date of Birth	Driver's license number
<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>
Driver's license expiry date	Driver's license state
<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>
Passport no.	Passport country
<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>
Pension no. (if applicable)	Pension type (if applicable)
<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>
6. Please provide your contact details	
Home phone no.	Mobile phone no.
<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>
Work phone no.	Fax no.
<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>
Email address	
<input style="width: 95%;" type="text"/>	
7. What is your current address?	
<input style="width: 95%;" type="text"/>	
Postcode	
<input style="width: 95%;" type="text"/>	

C. DECLARATION
<p>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.</p> <p>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.</p> <p>I authorise the Agent to obtain personal information about me from:</p> <ul style="list-style-type: none"> <li>(a) The owner or the Agent of my current or previous residences;</li> <li>(b) My personal referees for this application</li> <li>(c) My current and past employers;</li> <li>(d) Any person who maintains any record, listing or database of defaults by tenants;</li> </ul> <p>and I authorise and consent to each of those persons providing requested personal information about me to the Agent.</p> <p>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.</p> <p>I am aware that the Agent will use and disclose my personal information within this application in order to:</p> <ul style="list-style-type: none"> <li>(a) communicate with referees, employees, landlords, third party operators of tenancy reference databases, other agents and select a tenant</li> <li>(b) communicate with the owner and select a tenant</li> <li>(c) prepare lease/tenancy documents</li> <li>(d) allow tradespeople or equivalent organisations to contact me</li> <li>(e) lodge/claim/transfer to/from a Bond Authority</li> <li>(f) refer to Tribunals/Courts &amp; Statutory Authorities (where applicable)</li> <li>(g) refer to collection agents/lawyers (where applicable)</li> <li>(h) complete a credit check with a tenancy default database</li> </ul> <p>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.</p>
<p>The applicant acknowledges:</p> <ol style="list-style-type: none"> <li>1. 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.</li> <li>2. 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.</li> <li>3. that upon being advised of approval of this application by the agent 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.</li> <li><b>4. 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.</b></li> <li>5. that the landlord has the right to increase rent during the term of a fixed tenancy in accordance with the Residential Tenancy Act 1995.</li> <li>6. that smoking is not permitted indoors at these premises.</li> <li>7. that upon being advised of approval of this application the tenant will promptly sign a written lease agreement and pay the bond/first 2 weeks rent in <b>cash, bank cheque or money order.</b></li> </ol> <p>If accepted for this property the applicant agrees NOT to use the property for any business or commercial use.</p>
<p>Signature <span style="float: right;">Date</span></p>
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border: 1px solid black; height: 25px; text-align: center; font-size: 24px; margin-bottom: 5px;">X</div> <div style="width: 45%; border: 1px solid black; height: 25px;"></div> </div>

**D. APPLICANT HISTORY**

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

Years	Months
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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

\$

**E. 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

Net income?

Years	Months
-------	--------

\$

**F. 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.


**G. OTHER INFORMATION**

17. Please provide details of any pets:

Breed / type

Council registration / number

1.
2.

Pets kept :-

outdoors

indoors

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

1.
2.
3.
4.

**H. PAYMENT DETAILS**

19. Please indicate how you propose to pay your bond:

Own funds

Borrowed funds

SA Housing Trust

20. Please indicate how you propose to pay your initial rent:

Own funds

Borrowed funds

SA Housing Trust

21. Property rental

\$

Per week

First payment of rent two weeks in advance

\$

Rental bond 4 / 6 weeks \*

\$

Sub total (payable before possession of property)

\$

\* Rent up to \$250 per week requires a 4 week bond to be paid, whereas rent of \$251 per week and over requires a bond of 6 weeks rent to be paid

**I. 100 POINT IDENTIFICATION****Please be advised that clear copies of your 100 points of ID must be supplied for your application to be processed****\* We do not do photocopying at our office**

Full bank statement	30 points	<input type="checkbox"/>
Telephone account	25 points	<input type="checkbox"/>
Electricity account	25 points	<input type="checkbox"/>
Gas account	25 points	<input type="checkbox"/>
Last 2 pay slips or centrelink statements	25 points	<input type="checkbox"/>
Internet account	25 points	<input type="checkbox"/>
Full credit card statement	20 points	<input type="checkbox"/>
Council or water rates	15 points	<input type="checkbox"/>
Medicare card	10 points	<input type="checkbox"/>
Motor vehicle registration	10 points	<input type="checkbox"/>
Rental bond receipt	10 points	<input type="checkbox"/>

**\* must have at least 1 of these items**

Drivers License/Proof of Age	10 points	<input type="checkbox"/> *
Passport	10 points	<input type="checkbox"/> *

**TOTAL** \_\_\_\_\_