

## Tenancy Application Form

This Application must be accompanied by 100 POINT Identification Value - Copies.

This Application Form is for TWO Applicants to apply

I have viewed the property  I have not viewed the property

### Property Address:

#### Applicant 1

Given Name:

Surname:

Date of Birth:

Home Phone:

Work Phone:

Email:

Drivers Licence Number:

Passport Number:

#### Applicant 2

Given Name:

Surname:

Date of Birth:

Home Phone:

Work Phone:

Email:

Drivers Licence Number:

Passport Number:

### Current Rental Details

Current Rental Address:

Current Rent: \$\_\_\_\_\_ per week

Tenancy Duration:

Agency Name:

Agency/ Landlord contact Name:

Day Time Phone No:

Reason for Vacating:

Current Rental Address:

Current Rent: \$\_\_\_\_\_ per week

Tenancy Duration:

Agency Name:

Agency/ Landlord contact Name:

Day Time Phone No:

Reason for Vacating:

### Previous Rental Details

Rental Address:

Rent: \$\_\_\_\_\_ per week

Tenancy Duration:

Agency Name:

Agency/ Landlord contact Name:

Day Time Phone No:

Reason for Vacating:

Rental Address:

Rent: \$\_\_\_\_\_ per week

Tenancy Duration:

Agency Name:

Agency/ Landlord contact Name:

Day Time Phone No:

Reason for Vacating:

### No Rental History – Home Owner

Property Address:

How long have you lived at the premises?

Selling Agent or Management Agent Contact Details

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Ph: \_\_\_\_\_

Would you like a Rental or Sales appraisal on your current home?

Yes

No

Property Address:

How long have you lived at the premises?

Selling Agent or Management Agent Contact Details

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Ph: \_\_\_\_\_

Would you like a Rental or Sales appraisal on your current home?

Yes

No

Employment Details	
Current Employer:	Current Employer:
Job Position:	Job Position:
Length of Employment:	Length of Employment:
Contact Name:	Contact Name:
Employers Contact Details: Phone: Fax: Email:	Employers Contact Details: Phone: Fax: Email:
Full Time or Part time Employment?	Full Time or Part time Employment?
Net income per week:	Net income per week:
Other sources of income:	Other sources of income:

Occupancy Details	
What is the total amount of occupants who will live in the property?	
Number and ages of children (if any)	
Do you have any Pets? If so how many? Pet Type: Breed: Age: Are your Pets Inside or Outdoor Pets?	Do you have any Pets? If so how many? Pet Type: Breed: Age: Are your Pets Inside or Outdoor Pets?

Emergency Contact Details	
Name of contact:	Name of contact:
Address:	Address:
Relationship to you:	Relationship to you:
Day Time Phone No:	Day Time Phone No:

Personal or Business References (no relatives)	
<b>Reference 1:</b>	<b>Reference 1:</b>
Name:	Name:
Occupation:	Occupation:
Ph:	Ph:
How do they know you?	How do they know you?
<b>Reference 2:</b>	<b>Reference 2:</b>
Name:	Name:
Occupation:	Occupation:
Ph:	Ph:
How do they know you?	How do they know you?
<b>Reference 3:</b>	<b>Reference 3:</b>
Name:	Name:
Occupation:	Occupation:
Ph:	Ph:
How do they know you?	How do they know you?

<b>How did you find out about this property?</b>	<input type="checkbox"/> Internet	<input type="checkbox"/> Rental List	<input type="checkbox"/> Sign board
	<input type="checkbox"/> Referral	<input type="checkbox"/> Other (name)	
<b>100 Point Identification check</b>	Current Agent Rent Ledger (40), Drivers Licence (40), Passport (40), Electricity Account (30), Birth Certificate (30), Other Photo ID (30), Current Wage Advice (20), Previous Tenancy Reference (20), Previous 2 Rent Receipts (20), Motor Vehicle Registration Certificate (10), Bank Statement (10),		
<b>Required Documents Checklist:</b>	<input type="checkbox"/> Photo ID	<input type="checkbox"/> Current Rent Ledger	<input type="checkbox"/> Centrelink Statement
	<input type="checkbox"/> Bank Statement	<input type="checkbox"/> 2 Current Payslips	
<b>Bond</b>	<input type="checkbox"/> Cash	<input type="checkbox"/> Housing SA	<input type="checkbox"/> Transfer
<b>Move in Date</b>			

**PLEASE NOTE THAT YOUR APPLICATION MAY NOT BE ABLE TO BE PROCESSED WITHOUT THE ABOVE SUPPORTING DOCUMENTS ON THE CHECKLIST.**

**I confirm the following:**

1. During my inspection of this property I found it to be in a reasonably clean condition  
Yes/No (circle one)
2. If "No," I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the landlord's approval.

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3. I acknowledge that this is an application to rent this property and that my application is subject to the landlord's approval.
4. I consent to the information provided in this application being verified and a reference check on national tenancy internet databases being undertaken.

### Privacy Statement

The personal information you provide in this application, or that is collected by us from other sources, is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the landlord, referees, other agents and third party operators of tenancy reference databases- **TICA**. Information already held on these databases may also be disclosed to us and the landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your property manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, or you are not able to sign this application form, we may not be able to process your application and manage your tenancy.

### Application

I, the Applicant apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the landlord of the property for his / her / their acceptance and if the application is approved, to prepare a Residential Tenancy Agreement for the premises.

I, the Applicant, declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the above premises and wish to apply for tenancy of the premises for a period of ..... months, at a rental of \$..... per month/fortnight (strike through one that is not applicable).

### Statement of Costs

Rental Bond	\$	
Rent in advance from ____/____/____ to ____/____/____	\$	
<b>Total</b>	<b>\$</b>	

It is hereby acknowledged:

1. I undertake to pay the rental bond and the first 2 weeks rent by bank cheque, cash, bank transfer (will need to be 3 days prior to Lease Start Date) or Housing SA bond guarantee. **The bond will be payable once the tenancy has been approved, and the first installment of 2 weeks rent when the Residential Tenancy Agreement has been signed.**
2. We are unable to grant possession unless the bond and first installment of 2 weeks rent has been paid in full on or prior to the first day of tenancy.
3. If using a South Australian Housing Trust Bond Guarantee, this must be arranged, signed and delivered to the agent on or before the first day of tenancy.
4. We can only accept a bank cheque, cash or bank transfer for the first installment of rent and bond payment, unless prior arrangements have been made.

**Applicant 1 signature:** \_\_\_\_\_ Date \_\_\_\_\_

**Applicant 2 signature:** \_\_\_\_\_ Date \_\_\_\_\_

**Agent's signature:** \_\_\_\_\_ Date \_\_\_\_\_