



tenancy application form

3/154-160 Prospect Road
Prospect SA 5082
Telephone: (08) 8343 5600
Fax: (08) 8344 9972
Email: padmin@sellandrent.com.au
Web: www.sellandrent.com.au

We recommend that you email your completed application to our office; applications may be lodged in person and our office is open between 9am – 5pm, Monday – Friday. Please check that all sections are neatly and correctly completed and that identification documents are attached. We will respond to you within two working days, subject to availability of referees.

Important Information:

Please attach photocopies of documents which add up to 100 points of identification; acceptance evidence may be found from list below:

Applications will be processed once all required information is supplied to the Property Manager

| | |
|--|---|
| Proof of Identity –you must provide one of the following: | 50 Points* |
| DRIVERS LICENSE | |
| PASSPORT | |
| BIRTH CERTIFICATE | |
| Proof of Income – you must provide at least one of the following: | 30 Points* |
| LAST PAY ADVICE | |
| CURRENT CENTRELINK STATEMENT | |
| CURRENT BANK STATEMENT (Must show sufficient funds to meet rental payments) | |
| Supporting Documentation | 30 Points minimum required in total* |
| CURRENT RENT LEDGER | 40 Points |
| LAST TWO RENT RECEIPTS | 20 Points |
| TWO WRITTEN REFERENCE'S | 20 Points |
| RECENT RATES NOTICE | 30 Points |
| VEHICLE REGISTRATION PAPERS | 10 Points |
| CURRENT ELECTRICITY/PHONE ACCOUNT | 10 Points |
| Note: if you are renting for a first time or have difficulty achieving 100 check points, call us to discuss alternative verification checks that may be conducted | |

NOTE: Must have at least one of the items listed with the “*” next to the points.

If your application is unsuccessful you will be notified via an SMS message. Due to privacy laws no reason can be given for unsuccessful application. Once we have notified you, your application will be destroyed. If you wish to collect it please notify us immediately.

APPLICATION FOR RESIDENTIAL TENANCY

Residential Tenancies Act

Rental Property Details

Property _____
Available Date _____ / _____ / _____
Tenancy Term _____

Note: The **Personal Information Form** must also be submitted by each Proposed Tenant with this Application

Tenant 1 Personal Information Form attached or Personal Information Form already supplied

Full name _____

Phone work _____ Home _____

Mobile _____ E-mail _____

Tenant 2 Personal Information Form attached or Personal Information Form already supplied

Full name _____

Phone work _____ Home _____

Mobile _____ E-mail _____

Tenant 3 Personal Information Form attached or Personal Information Form already supplied

Full name _____

Phone work _____ Home _____

Mobile _____ E-mail _____

Number of persons proposed to occupy the Property Adults _____ Children _____

Intended residents

Rental Details

Rental _____ \$ per week

First payment of rent in advance _____ \$

Bond equivalent of _____ \$

Other _____ \$

Amount payable on signing Tenancy Agreement _____ \$

Tenant's Details

1 I/we apply for the tenancy above.

2 Pets Type of Pet _____ Breed _____ Number _____ Age _____

 Type of Pet _____ Breed _____ Number _____ Age _____

3 I/we have or will need a residential tenancy bond from a State Government Dept.? Yes No

If Yes, \$ _____ Branch _____

4 Special conditions requested and or my special needs

Note: The landlord is not obliged to accept any of your requests or requirements for special conditions.

Tenant's Acknowledgements

- 5 None of us are bankrupt and all of the information supplied in this Application is true and correct and is not misleading in anyway and we will bring any information relevant to the landlord's attention.
- 6 I/we acknowledge that we will accept possession of the premises in the condition it is as at the date of inspection.

If you are advised the Application is Successful - it is still not binding unless all matters are finalised as below

- 7 I/We acknowledge if the application is successful the landlord will provide a proposed Residential Tenancy Agreement which I/we must then sign or decline and a Tenancy Agreement is only operative and binding if I/we sign the Residential Tenancy Agreement and return all the document to the Property Manager in the required time, and pay in immediately in full the required rent and bond and **an Agreement will only operate once the Landlord signs it** or advises their acceptance. If these things are not done within the time stipulated and or not accepted by the landlord then no Agreement will arise and the landlord may let the property elsewhere. Time is of the essence.

Name Tenant 1 _____

Signature – Tenant 1

Date

Name Tenant 2 _____

Signature – Tenant 2

Date

Name Tenant 3 _____

Signature – Tenant 3

Date

ACKNOWLEDGEMENT and CONSENT

We agree and the parties all acknowledge and consent to either of them or their attorneys and representatives signing this form and any agreements and notices (in relation to the tenancy agreement or under the Act) by electronic and/or digital signatures under the *Electronic Transactions Act (Cth* and the relevant State Act) and delivering this form and any application and notices by email.

| OFFICE USE ONLY | | | | | |
|------------------------|--------------------------|---|--------------------------|----|--|
| Tenant 1 | <input type="checkbox"/> | Personal Details with Verification of Identity received | Date | / | / |
| Tenant 2 | <input type="checkbox"/> | Personal Details with Verification of Identity received | Date | / | / |
| Tenant 3 | <input type="checkbox"/> | Personal Details with Verification of Identity received | Date | / | / |
| References | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Previous Agent called <input type="checkbox"/> |
| | | | | | Yes <input type="checkbox"/> |
| | | | | | No <input type="checkbox"/> |
| Employment | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Tenancy Agt Signed <input type="checkbox"/> |
| | | | | | Yes <input type="checkbox"/> |
| | | | | | No <input type="checkbox"/> |
| ID verified | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Database check <input type="checkbox"/> |
| | | | | | Yes <input type="checkbox"/> |
| | | | | | No <input type="checkbox"/> |
| Rent Paid | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Bond <input type="checkbox"/> |
| | | | | | Yes <input type="checkbox"/> |
| | | | | | No <input type="checkbox"/> |
| Accepted | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Bond Lodged |
| | | | | | Date / / |
| Comments: | | | | | |

tick or cross the applicable boxes

If self-employed, name/phone number of accountant: _____

Other relevant details: _____

UTILITY CONNECTIONS- This is a FREE SERVICE that can save you considerable time



MAKES MOVING EASY

This is a FREE service that connects all your utilities and other services.

Direct Connect can help arrange for the connection or provision of the following utilities and other services:

Electricity
 Insurance

Gas
 Cleaning

Phone
 Removals

Internet
 Truck or van hire

Pay TV

Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.



We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect 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 your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature of applicant: _____
Direct Connect (if required)

Date...../...../.....

Application sent to



I/We confirm and acknowledge that:

The information contained in this application is true and correct.

All of the applicants are over the age of 18 years, that the rental payments are within my/our means and that none of the applicants is bankrupt or an undischarged bankrupt. (but if so give details below)

I/We understand that if I/we accept the property upon advice from the agent that the landlord/s have accepted this application, a tenancy agreement with terms including the rental and other conditions contained in this application comes into existence immediately and is legally binding upon me/us. I/We undertake then to enter into a written Residential Tenancy Agreement as per the conditions agreed to in the application. Only those persons listed on this application will permanently reside at the property.

The tenant acknowledges that the agent/landlord will use best endeavour's to have the property available for lease commencement but cannot guarantee as all start dates are subject to vacant possession.

If I/we enter into a Residential Tenancies Agreement, and fail to comply with obligations under that agreement, that fact and other relevant information collected by the agent during the tenancy may be disclosed to the landlord, third party operators of tenancy databases and/or other agents.

I/We will pay a security bond, equal to 4 weeks rent if the rent is under \$251 per week, or equal to 6 weeks rent if the rent is over \$250 per week. Any bond guarantee provided by Housing SA must be presented prior to signing the tenancy agreement. Two weeks' rent is to be paid within 48 hours as a holding deposit; this will be deducted from your first rental payment.

DB Philpott Real Estate does not accept cash at the office. Our preferred method of payment is via B-pay payment, but payments by bank cheque, money order or SA Housing Trust guarantee are also acceptable.

The owner/agent reserves the right to increase the rent during this tenancy and at any future lease renewals in accordance with the Residential Tenancies Act.

The following water costs will apply (unless specifically agreed otherwise): quarterly water supply charges plus all water usage at a rate and manner determined or prescribed from time to time by SA Water. All water costs will be calculated and adjusted on a daily basis for the duration of the tenancy.

That the signing of a pet agreement is required if pets are allowed on the property.

These premises are designated "smoke-free". If your application is accepted, do you and any other co-tenants, sub-tenants, occupiers and guests, agree to not smoke in the premises?

YES/NO

Signed 1) _____ Date / /

Signed 2) _____ Date / /



I/We (please print clearly)

Applicant (1) _____

Applicant (2) _____

hereby authorise D B Philpott Real Estate to access all employment/rental history deemed relevant to evaluate my tenancy application. This may include details regarding length of employment, positions held, salary or wage, and any rental history.

Signed: _____ Dated: / /

Signed: _____ Dated: / /

AUTHORITY AND PRIVACY ACT

The applicants and each of them acknowledge and authorise the Letting Agent to make all necessary enquires to verify the information provided herein, including information relating to employment, rental history and personal references, and to report on these matters to the Landlord under the provisions of the Privacy Act (SA) www.privacy.gov.au

The Agent uses personal information collected from you to act as the agent and to perform its obligations as agent. The Agent may disclose information to other parties such as its client, to potential purchasers of the property, or to clients of the Agent both existing and potential, as well as to tradespeople, strata corporations, government bodies, TICA Default Tenancy Control Pty and to other parties as required by law. The Agent will only disclose information in this way to other parties as required to perform their duties for the purposes specified above or as otherwise allowed under the Privacy Act 1988. If you would like to access this information you can do so by contacting the Agent at the address and contact numbers stated on this application form. You can correct any information if it is inaccurate, incomplete or out-of-date. Real estate and tax law requires some of this information to be collected

TICA Statement

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the National Privacy Principles in the Privacy Act 1988.

TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application enquiries and tenancy history. If a member chooses to run a check through the TICA System for risk management purposes, this may result in information being disclosed on your previous rental history; also your current and future managing agent/landlord being advised of your applications. TICA Assist Pty Ltd (ABN 28137 488 503) is a database Agent that records information from Debt Collection Agencies, Mercantile Agents, Credit Providers, associated industries and related persons. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by any of the following ways Phone: 190 222 0346 calls are charged at \$5.45 per minute including GST (higher from mobile or pay phone) Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80 Further information can be found at www.tica.com.au



TENANT'S PERSONAL INFORMATION FORM

for Tenancy Application *Residential Tenancies Act*

TO BE COMPLETED BY EACH TENANT

Personal Details

First name _____ Surname _____
Mobile _____ Phone work _____
Email _____ Email 2 _____
Date of Birth _____ Australian Yes No
Driver's Licence _____ State _____
Passport No _____ Country _____
Centrelink Ref ID _____ Payment Type _____
Vehicle Model/year _____ Reg No. _____
Pets _____ Type/Breed _____

Tenancy History

Present address _____

How long have you lived at your present address? _____ Rent Paid \$ _____

Reason for leaving this address? _____

Agent/Landlord's Name _____

Address _____ Phone No _____

Previous address _____

How long did you live at previous address? _____ Rent Paid \$ _____

Reason for leaving this address? _____

Agent/Landlord's Name _____

Address _____ Phone No _____

Was Bond refunded in full? Yes No, if No – reasons why _____

Self Employed

Yes No

Student

Yes No

Employment History

Employer 1 _____ Phone No _____

Occupation _____ Full Time Part Time Casual

Period of Employment _____ Net Weekly Income \$ _____

Previous Employer 2 _____ Phone No _____

Occupation _____ Full Time Part Time Casual

Period of Employment _____ Net Weekly Income \$ _____

References – two personal/business references (not related to you)

Name 1 _____ Relationship _____

Address _____ Phone No _____

Name 2 _____ Relationship _____

Address _____ Phone No _____

Emergency Contacts

Name 1 _____ Relationship _____
Address _____ Phone No _____

Name 2 _____ Relationship _____
Address _____ Phone No _____

My Financial Institution Details (for repayments in future and to verify payments in)

Bank _____ Account Name _____
BSB _____ Account No _____

Disclaimer / Authority

I hereby offer to rent the property from the owner on the attached Application and or any future Application I acknowledge that any application is subject to the approval of the owner/landlord. I declare that all information contained in this application is true and correct and given of my own free will.

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 and employer/s;
- (c) Any record listing or database of defaults by tenants;

Any record listing or database of defaults by tenants such as TICA, NTD, TRA or Other databases for the purpose of checking tenancy history. I am aware that I may access my personal information by contacting:

| | | | |
|------|--|--------|--|
| TICA | Address: PO Box120, Concord NSW 2137 Telephone: 1902 220 346 Facsimile: (02) 9743 4844 Website: www.tica.com.au | TRA | Address: PO Box 372 Rose Bay NSW 2029 Telephone: 02 9363 9244 Facsimile: 02 9329 2861 Website: www.tradingreference.com |
| NTD | Address: GPO Box13294, George Street 120, Brisbane QLD 4003 Telephone: 1300 563 826 Facsimile: (07) 3009 0619 Website: www.ntd.net.au | Other: | |

I am aware that the Agent will use and disclose my personal information within this application without limiting in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents and complete a check with TICA, NTD, TRA or Others
- (c) allow trades-people or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) transfer water account details into my name.

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. By signing this document I AGREE AND ACKNOWLEDGE the terms above and that I may make applications to enter into a Residential Tenancy Agreement. I understand my Applications may not be successful as there may be many applicants and this Personal Information may be used for any Applications I make.

ACKNOWLEDGEMENT and CONSENT ELECTRONIC SIGNING

I agree and the parties all acknowledge and consent to either of them or their attorneys and representatives signing this form and any agreements and notices (under the agreement application or under the Act) by electronic and/or digital signatures under the *Electronic Transactions Act (Cth and the relevant State applying)* and delivering this form and any application and notices by email.

Signature Tenant

Date: _____

my Verification of Identity details are on the next page attached

tick or cross the applicable boxes



TENANT'S PERSONAL INFORMATION FORM

for Tenancy Application *Residential Tenancies Act*

TO BE COMPLETED BY EACH TENANT

Personal Details

First name _____ Surname _____
Mobile _____ Phone work _____
Email _____ Email 2 _____
Date of Birth _____ Australian Yes No
Driver's Licence _____ State _____
Passport No _____ Country _____
Centrelink Ref ID _____ Payment Type _____
Vehicle Model/year _____ Reg No. _____
Pets _____ Type/Breed _____

Tenancy History

Present address _____

How long have you lived at your present address? _____ Rent Paid \$ _____

Reason for leaving this address? _____

Agent/Landlord's Name _____

Address _____ Phone No _____

Previous address _____

How long did you live at previous address? _____ Rent Paid \$ _____

Reason for leaving this address? _____

Agent/Landlord's Name _____

Address _____ Phone No _____

Was Bond refunded in full? Yes No, if No – reasons why _____

Self Employed Yes No **Student** Yes No

Employment History

Employer 1 _____ Phone No _____

Occupation _____ Full Time Part Time Casual

Period of Employment _____ Net Weekly Income \$ _____

Previous Employer 2 _____ Phone No _____

Occupation _____ Full Time Part Time Casual

Period of Employment _____ Net Weekly Income \$ _____

References – two personal/business references (not related to you)

Name 1 _____ Relationship _____

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Name 2 _____ Relationship _____

Address _____ Phone No _____

Emergency Contacts

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Address _____ Phone No _____

Name 2 _____ Relationship _____
Address _____ Phone No _____

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BSB _____ Account No _____

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- (c) Any record listing or database of defaults by tenants;

Any record listing or database of defaults by tenants such as TICA, NTD, TRA or Other databases for the purpose of checking tenancy history. I am aware that I may access my personal information by contacting:

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- (b) prepare lease/tenancy documents and complete a check with TICA, NTD, TRA or Others
- (c) allow trades-people or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) transfer water account details into my name.

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. By signing this document I AGREE AND ACKNOWLEDGE the terms above and that I may make applications to enter into a Residential Tenancy Agreement. I understand my Applications may not be successful as there may be many applicants and this Personal Information may be used for any Applications I make.

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Signature Tenant

Date: _____

my Verification of Identity details are on the next page attached

tick or cross the applicable boxes

Verification of Identity of

Name _____

100 Point Check – by Agent

Before any application will be considered, each applicant must achieve a minimum of 100 check points. Should you not be able to meet the 100 check points please speak to the Agent. This information needs to be photocopied prior to submitting the application.

Proof of Identity – you must provide one of the following:

| |
|------------------------------|
| Driver's Licence OR |
| Passport OR |
| Birth Certificate + Photo ID |

50 points

Proof of Income – you must provide at least one of the following:

| |
|--|
| Last Pay Advice OR |
| Current Centrelink Statement OR |
| Current Bank Statement (must show sufficient funds to meet rental payments) |

30 points

Supporting Documentation

you must provide at least **30 points** of the following documentation:

| |
|--|
| Current Rental Ledger (from last Managing Agent) |
| Last 2 Rent Receipts |
| Two Written References |
| Recent Rates Notice |
| Vehicle Registration papers |
| Current Electricity/Phone Account |
| |

40 points

20 points

20 points

30 points

10 points

10 points

Minimum of 30 points required

Note: If you are renting for the first time or have difficulty achieving 100 check points, call us to discuss alternative verification checks that may be conducted.