

Tenancy Application Form

We can only accept your application if you have done the following:

- Inspected the property to which this application relates.
- Each applicant has attached copies of the documentation required to meet the 100 points of identification required as per the table below, plus their last 2 payslips to verify income.
- All intended occupants over the age of 18 have completed and signed this application form (if there are more than 2 intended occupants over the age of 18 then please use additional tenancy application forms).

Completed applications along with the required documentation can be faxed to **(08) 8312 6257** or emailed to **enquiry@rentalssa.com.au**. All fully completed applications will be processed within 2 business days (subject to the availability of your supplied references).

Please note that upon verbal acceptance of your application by Rentals SA, **you have entered into a Residential Tenancy Agreement and are not able to withdraw your application.** Please advise us immediately if you need to withdraw your application.

Successful applicants are required to pay a holding deposit equal to 2 weeks rent within 24 hours of their application being accepted. The holding deposit then becomes your first fortnightly rent payment. The holding deposit can be paid by bank cheque, money order or via an electronic funds transfer to the Rentals SA Trust Account (account details will be supplied to successful applicants).

If your application is unsuccessful, you will be notified via an SMS message. Due to privacy laws, we are unable to give an explanation for unsuccessful applications. All unsuccessful applications will be destroyed and are not kept by our office.

Rentals SA and/or the Landlord cannot guarantee that the property, to which this application relates, has an active phone line or internet connection, nor can we guarantee the availability of connectivity. It is the responsibility of the tenant to investigate and/or connect such services. The details of all successful applicants will be passed on to **connectnow** who can assist with the connection of any utility services that you require.

Please attach clear photocopies of documents which add up to 100 points or more as per the table below. At least one of the items marked with an asterisk (*) must be supplied:

Drivers Licence*	40 Points	Current Rental History	30 Points
Passport *	40 Points	Bank Statement	20 Points
Birth Certificate*	30 Points	Phone, Gas, Electricity Bill	20 Points
Last 3 Rent Receipts	30 Points	Medicare Card	20 Points
Last 3 Pay Slips	30 Points	Vehicle Registration Papers	10 Points

Property applied for: _____

Rent: \$ _____ per week (to be paid fortnightly in advance)

Bond: \$ _____ Own Funds / Housing Trust Guarantee

(Bond is equal to 4 x weekly rent if the weekly rent is \$250 or less or, 6 x weekly rent if the weekly rent is \$251 or more)

Term of Tenancy: 6 months / 12 months **Tenancy commencement date:** ____/____/____

<u>Applicant 1</u>	<u>Applicant 2</u>
Full Name:	Full Name:
Current Address:	Current Address:
Length of time at address:	Length of time at address:
Date of Birth: / /	Date of Birth: / /
Drivers Licence Number:	Drivers Licence Number:
Phone Work:	Phone Work:
Phone Home:	Phone Home:
Mobile:	Mobile:
Email:	Email:
Children who will be living with you	Children who will be living with you
Childs Name: Age:	Childs Name: Age:
Childs Name: Age:	Childs Name: Age:
Childs Name: Age:	Childs Name: Age:
Childs Name: Age:	Childs Name: Age:
Pets that will be kept at the property	Pets that will be kept at the property
Pets: Yes / No If yes: Inside / Outside	Pets: Yes / No If yes: Inside / Outside
Types of pets:	Types of pets:

<u>Applicant 1</u>	<u>Applicant 2</u>
Rental History	Rental History
Current Landlord/Agent:	Current Landlord/Agent:
Contact Name:	Contact Name:
Phone:	Phone:
Property Address:	Property Address:
Length of time at address:	Length of time at address:
Rent per week: \$	Rent per week: \$
Lease expiry date: / /	Lease expiry date: / /
Bond refunded? If not, why?	Bond refunded? If not, why?
Reason for leaving?	Reason for leaving?
Previous Landlord/Agent:	Previous Landlord/Agent:
Contact Name:	Contact Name:
Phone:	Phone:
Property Address:	Property Address:
Length of time at address:	Length of time at address:
Rent per week: \$	Rent per week: \$
Lease expiry date: / /	Lease expiry date: / /
Bond refunded? If not, why?	Bond refunded? If not, why?
Reason for leaving?	Reason for leaving?
No rental history? Please add reason:	No rental history? Please add reason:

<u>Applicant 1</u>	<u>Applicant 2</u>
Employment History	Employment History
Current Occupation:	Current Occupation:
Employers Name:	Employers Name:
Employers Address:	Employers Address:
Employers Phone (landline only):	Employers Phone (landline only):
Supervisors Name:	Supervisors Name:
Net Weekly Income (last 2 payslips required): \$	Net Weekly Income (last 2 payslips required): \$
Length of Service:	Length of Service:
If at current employer for less than 6 months	If at current employer for less than 6 months
Previous Occupation:	Previous Occupation:
Employers Name:	Employers Name:
Employers Address:	Employers Address:
Employers Phone (landline only):	Employers Phone (landline only):
Supervisors Name:	Supervisors Name:
Net Weekly Income: \$	Net Weekly Income: \$
Length of Service:	Length of Service:
If Self Employed	If Self Employed
Business Name:	Business Name:
ABN:	ABN:
Business Address:	Business Address:
Business Phone:	Business Phone:
Nature of Business:	Nature of Business:
Annual Income: \$	Annual Income: \$
Accountant Name and Phone:	Accountant Name and Phone:

<u>Applicant 1</u>	<u>Applicant 2</u>
If a Student	If a Student
Student ID Number:	Student ID Number:
Course:	Course:
University/TAFE/Other:	University/TAFE/Other:
Net Weekly Income: \$	Net Weekly Income: \$
Centrelink Benefits	Centrelink Benefits
Type of Payment/s:	Type of Payment/s:
Customer Reference Number:	Customer Reference Number:
Total Fortnightly Payment: \$	Total Fortnightly Payment: \$
Other Income	Other Income
Other Income per week: \$	Other Income per week: \$
Details of other income:	Details of other income:
Reference 1 (cannot be a relative)	Reference 1 (cannot be a relative)
Name:	Name:
Address:	Address:
Phone:	Phone:
Email:	Email:
Reference 2 (cannot be a relative)	Reference 2 (cannot be a relative)
Name:	Name:
Address:	Address:
Phone:	Phone:
Email:	Email:
Emergency Contact (cannot be other applicants)	Emergency Contact (cannot be other applicants)
Name:	Name:
Address:	Address:
Phone:	Phone:
Email:	Email:

I/We (please print clearly)

Applicant (1) _____

Applicant (2) _____

herby authorise Rentals SA 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 enquiries 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, T.I.C.A, government and statutory bodies 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 in 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.

I/We confirm and acknowledge that:

- The information 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 an undischarged bankrupt.
- Only those persons listed on this application will reside at the property.
- Upon verbal acceptance of your application by Rentals SA, you have entered into a legally binding Residential Tenancy Agreement. I/We undertake then to enter into a written Residential Tenancy Agreement as per the conditions agreed to in the application.
- If I/we enter into a Residential Tenancy Agreement and fail to comply with obligations under that agreement, relevant information collected by the agent during the tenancy may be disclosed to landlords, third party operators of tenancy databases and/or other agents.
- I/We will pay a security bond, equal to 4 weeks rent if the weekly rent is \$250 or less or, equal to 6 weeks rent if the weekly rent is \$251 or more. Housing SA bond guarantees must be presented prior to signing the tenancy agreement. Two weeks rent is to be paid within 24 hours as a holding deposit; this will be deducted from your first rental payment.
- 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.
- Rentals SA does not accept cash payments for rent or bond. Our preferred method of payment is via Electronic Funds Transfer (EFT). Our EFT details will be provided to successful applicants. Payment by bank cheque, money order or SA Housing Trust guarantee are also acceptable.
- If your application is successful, we will forward your details to connectnow to assist you in connecting your utilities. While the connectnow service is free, standard service provider connection fees and charges still apply. Connectnow can be contacted on 1300 554 323.
- 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.
- The premises are designated "smoke free". If your application is accepted, you and any other occupiers and/or guests, agree not to smoke within the premises.

Signed 1): _____ Date: / /

Signed 2): _____ Date: / /