

Residential Tenancy Application Form

Ray White

For your application to be processed you must answer all questions, (including the reverse side) sign the declarations, **provide copies of documentation and proof to reach a 100 point identification check.**

42 Bridge Street, MURRAY BRIDGE SA 5253
Ph: 08 8532 6833 Fax: 08 8532 6899
Email: rentals.murraybridge@raywhite.com

What is the Address of the property you would like to rent?

Lease commencement date?			Lease Term?		How many people will normally occupy the property?	
Day	Month	Year	Years	Months	Adults	Children Under 18
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

APPLICANT 1

1. Please give us YOUR DETAILS

Mr Ms Miss Mrs Dr

Given name's Surname

Date of Birth Vehicle registration no & State

Drivers Licence/Passport no Licence state/Passport country Expiry Date

Home phone no Mobile no

Work phone no Email address

What is your current address?

APPLICANT 2

1. Please give us YOUR DETAILS

Mr Ms Miss Mrs Dr

Given name's Surname

Date of Birth Vehicle registration no & State

Drivers Licence/Passport no Licence state/Passport country Expiry Date

Home phone no Mobile no

Work phone no Email address

What is your current address?

Declaration 1

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 is subject to the approval of the owner/landlord. I declare that I have inspected the premises, accept the property in its entire state and am not bankrupt.

I authorize 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 authorize 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 any 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 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 organizations 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

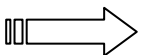
I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

The applicant acknowledges:

- 1) that the landlords insurance will not cover the tenant's contents and is advised that the tenant should obtain contents and liability insurance.
- 2) that these 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.
- 3) that upon being advised of approval of this application by the agent a legal tenancy agreement is created and if the tenant ('s) chose 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 Tenancy Act 1995.
- 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.
- 5) that the landlord has the legal right to increase rent during the term of a fixed tenancy in accordance with the Residential Tenancy Act 1995.
- 6) that the tenant agrees not to smoke inside the premises.

Signature of Applicant 1:.....Date...../...../.....

Signature of Applicant 2:.....Date...../...../.....



APPLICANT 1

2. How long have you been at your **CURRENT ADDRESS**

Years Months

Please tell us about this property

Name of Landlord or Agent or what are your current living arrangements

Landlords or Agents phone no

Weekly rent paid

\$

Why are you leaving this address

3. What was your **PREVIOUS ADDRESS**

Please give us further information about this rented property

Name of Landlord or Agent

Landlords or Agents phone no

Weekly rent paid

How long were you at this address?

Years Months

Why did you leave this address

Was your bond refunded in full if not why

4. Please provide your **EMPLOYMENT** details

What is your occupation

What is the nature of your employment

(Full Time, Part Time, Casual)

(Tick)

Employers name (inc accountant if self employed or institution if student)

Employers address

Contact name and title

Contact work phone no

Mobile no

Length of employment

Years Months

Weekly Net income not Gross

\$

Proof of Income

You must provide proof of income (less than 2 weeks old) for:

- ✓ Yourself, and all others living with you over 16 who receive an independent income that you have listed below.

E.G. Your consecutive last 2 Weekly Payslips, or Statement from Employer or Government Payment, Centerlink etc

Other Income please provide details

E.G. Type of Government payment or maintenance etc

All others living with you over 16 who receive an independent income

Other Income please provide details

Source of Income	Given name/s	Surname	\$ Amount Weekly Net
1			
2			
3			
4			

APPLICANT 2

2. How long have you been at your **CURRENT ADDRESS**

Years Months

Please tell us about this property

Name of Landlord or Agent or what are your current living arrangements

Landlords or Agents phone no

Weekly rent paid

\$

Why are you leaving this address

3. What was your **PREVIOUS ADDRESS**

Please give us further information about this rented property

Name of Landlord or Agent

Landlords or Agents phone no

Weekly rent paid

How long were you at this address?

Years Months

Why did you leave this address

Was your bond refunded in full if not why

4. Please provide your **EMPLOYMENT** details

What is your occupation

What is the nature of your employment

(Full Time, Part Time, Casual)

(Tick)

Employers name (inc accountant if self employed or institution if student)

Employers address

Contact name and title

Contact work phone no

Mobile no

Length of employment

Years Months

Weekly Net income not Gross

\$

5. Please provide NEXT OF KIN details (not living with you)

Given name's _____ Surname _____

Home phone no _____ Work no _____

Mobile no _____

Relationship to you _____

5. Please provide NEXT OF KIN details (not living with you)

Given name's _____ Surname _____

Home phone no _____ Work no _____

Mobile no _____

Relationship to you _____

6. Please provide TWO PERSONAL REFERENCES (not related to you)
Please insure each has agreed for you to nominate them as a referee and names must be given that can be contacted during business hours.

(1) Given name's _____ Surname _____

Home phone no _____ Work no or Mobile no _____

(2) Given name's _____ Surname _____

Home phone no _____ Work no or Mobile no _____

Relationship to you (1) _____ (2) _____

6. Please provide TWO PERSONAL REFERENCES (not related to you)
Please insure each has agreed for you to nominate them as a referee and names must be given that can be contacted during business hours.

(1) Given name's _____ Surname _____

Home phone no _____ Work no or Mobile no _____

(2) Given name's _____ Surname _____

Home phone no _____ Work no or Mobile no _____

Relationship to you (1) _____ (2) _____

7. Full names and ages or all OTHER PERSONS who will reside at the property.

Given name's	Surname	Relationship to Applicant (Partner, Son or Friend)	Age (1 or 2) (Years)	Sex (M/F)	Date of Birth
1					
2					
3					
4					

8. Details of any VEHICLES that will be kept on the property

Rego no	Type (Car, Boat, Caravan)	Make	Registered owner's name
1			
2			
3			

9. Provide details of any PETS
(Dog/Cat/Bird/ Other)

Age (Years)	Sex (M/F)	Council registration no	Breed
1			
2			
3			

10. PAYMENT details

Please indicate how you propose to pay your BOND:

Own funds Borrowed funds SA Housing Trust (Tick)

Please indicate how you propose to pay your initial RENT:

Own funds Borrowed funds SA Housing Trust (Tick)

Property RENTAL

\$ _____ Per WEEK, (Or \$ _____ Per MONTH)

FIRST PAYMENT of rent two weeks in advance

RENTAL BOND 4 weeks, (Or 6 weeks if rent is more that \$250 per week)

Sub Total PAYABLE BEFORE POSSESION of property

Reminder: WE CANNOT PROCESS THIS FORM UNLESS:

✓ **EVERYTHING HAS BEEN FULLY COMPLETED, READ AND DECLARATION 1 (PAGE 1) IS SIGNED.**

✓ **PROOF OF INCOME HAS BEEN RECEIVED**



P: 1300 554 323 | F: 1300 889 598
www.connectnow.com.au

Moving home has never been easier

Connectnow is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire.

What's more, you pay no extra charges as a result of using the connectnow service. We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call 1300 554 323 to ensure your services can be addressed by the required date.

DECLARATION AND EXECUTION/PRIVACY NOTICE: By signing this application and ticking the 'YES' box below, I: consent to the collection of my personal information by Connectnow Pty Ltd (ABN 79 097 398 662) ("connectnow") for the purposes of contacting me to talk about arranging the connection and disconnection of moving and utility services and related services and to inform me about other products and services that may compliment my home/lifestyle needs; consent to the disclosure by connectnow of my personal information contained in this application to other parties, including the relevant third party service providers, connectnow's related companies and third parties who provide connectnow with services in connection with the ordinary operation and administration of connectnow's business or where otherwise required or authorised by law; understand that protecting my privacy is important to connectnow and that I can obtain further details about how connectnow manages my personal information, including how I may access and seek correction of my personal information, how I may complain about a breach of my privacy and how connectnow will deal with that complaint, by viewing connectnow's Privacy Policy at www.connectnow.com.au or contacting their Privacy Officer at info@connectnow.com.au; understand that whilst connectnow is unlikely to disclose my personal information to recipients located overseas, connectnow is not responsible for the privacy practices of any third party service providers, and accordingly, I accept that it is my responsibility to check the privacy policies of the relevant service providers if I wish to obtain further information about how they manage personal information (including whether or not they are likely to disclose such information to overseas recipients); understand that my consent to receive such marketing materials will continue until I opt-out by contacting info@connectnow.com.au; understand that the connection and disconnection of moving and utility services and related services (collectively referred to as "the nominated services") will only be initiated once a connectnow representative has discussed the details with me and obtained my consent to the terms and conditions of supply of the relevant service providers; acknowledge that, to the extent permitted by law, neither connectnow nor my real estate agent accepts liability for loss caused by delay in, or failure to, connect and disconnect or provide the nominated services; acknowledge that the nominated services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated service providers bind me and that after hours connections may incur additional service fees from utility providers; authorise the obtaining of a National Metering Identifier or a Metering Installation Registration Number for my residential address to obtain supply details; understand that it is the responsibility of the customer/homeowner to ensure that the electricity main switch is in the 'Off Position' for the required timeframe on the day of connection of the nominated utility services and that there is easy access to the meters; understand that connectnow may be paid a fee by the service provider and may pay a fee to a real estate agent in respect of the provision of the services provided to me by connectnow. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements and other undertakings set out in this application form on behalf of all applicants listed on this application form. Where I have nominated an alternative contact person on this application, I authorise connectnow to speak to them about my move and connection and disconnection needs if connectnow is unable to contact me directly.

Yes, I consent to connectnow contacting me to organise my move home services and other products and services to suit my home or lifestyle needs

Signed: _____

Date: _____

REA: 5420

Property Manager: _____

11. IDENTIFICATION details, Applicant 1

11. IDENTIFICATION details, Applicant 2

PROOF OF IDENTIFICATION REQUIRED – 100 POINT CHECK

- ✓ ***WE REQUIRE EVERY APPLICANT TO PROVIDE THE FOLLOWING FROM ALL THREE CATEGORIES.***
- ✓ ***EXPIRED DOCUMENTS WILL NOT BE ACCEPTED.***
- ✓ ***EACH APPLICANT HAS 100 POINTS PROOF OF IDENTIFICATION***
- ✓ ***INSURE RELEVANT DOCUMENTS COPIES AND INFORMATION COPIES ARE READY.***
- ✓ ***WE CAN COPY YOUR DOCUMENTS AT A COST OF \$2.00***

CATEGORY	IDENTIFICATION REQUIRED PER APPLICANT	POINT VALUE
1	Income Statement - Payslip or Centrelink Statement	MUST BE PROVIDED
1	Current agent rental history ledger/record	50 Points
1	Passport (only if you are a non-Australian resident)	40 Points
1	Latest telephone account (with current address)	40 Points
1	Latest electricity or gas account (with current address)	40 Points
1	Current drivers licence – with photo	40 Points
1	Proof of age card – with photo	40 Points
2	Tertiary education photo ID	30 Points
2	Current vehicle registration	30 Points
2	Passport (Australian Resident)	20 Points
3	Medicare card	10 Points
3	Citizenship certificate	10 Points
3	Birth certificate	10 Points
3	Debit/Credit card	10 Points

- ✓ ***WE ARE UNABLE TO GIVE ANY REASON FOR NON-ACCEPTANCE IF YOUR APPLICATION IS NOT APPROVED***

Helpful Tips for Applicants and Tenants:**PROCESSING AND APPLICATION ACCEPTANCE/NON-ACCEPTANCE**

- If a property appeals to you contact our office as the Residential Tenancy Application Form will need to be filled in and submitted before an appointment to view the property.
- Do not enter the property. Drive by, view it from the street only, as the property may be tenanted. Please respect their privacy.
- *For your application to be processed you must answer all questions on this form.*
- Your application will be processed with the information provided and submitted to the landlord, for their acceptance or non-acceptance for tenancy. This is always a landlord's decision.
- EACH APPLICANT MUST PROVIDE IDENTIFICATION FOR THE 100 POINT CHECK, including information which can provide name and current address of applicant, required for us to process the application.
- 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.
- In many cases pets are not allowed in rental properties. If you have pets first ask the Property Manager if the residence you are interested in will allow your pets.
- We wish to outline our office policy, that our tenancy agreements also cover that there is no smoking inside the rental premises.
- *Please insure everything has been fully completed on the Residential Tenancy Application, read and Applicants have signed declaration 1 (page 1). (And declaration 2 if connectnow is required) assistance with utility connections (page 4). Applicants proof of income and 100 points proof of identification.*
- **WE ARE UNABLE TO GIVE ANY REASON FOR NON-ACCEPTANCE IF YOUR APPLICATION IS NOT APPROVED.**

APPROVED TENANTS

- Should your application be accepted you will be asked to **pay the bond 4 to (6 weeks when weekly rent is over \$250) plus the first two weeks rental in advance** and lease to be executed almost immediately. Only direct deposit or bank cheque is accepted. **(Please note we do not except cash payments at our office).**
- The Residential Tenancy Tribunal holds the bond for the period of the tenancy.
- Please inform us if your bond is forwarded to you by Housing SA, Bond Guarantee.
- It is an obligatory cost to the tenant to connect Utility Connections electricity, telephone, internet, gas supply and cable TV, however we are able to assist please ask or see details and application on pg 4.
- Property inspections are conducted on a regular basis. This is also to identify any maintenance that needs to be considered and rectified and to insure that the tenants are keeping a reasonable level of maintenance and cleanliness throughout the property. Including taking care of lawns and gardens.
- From time to time once reported and the issue identified repairs and maintenance will need to be completed on the property. Tenants are required to give access to trades people to quote and or conduct these repairs and maintenance. Notification of the time that access is required is advised as far in advance as possible. Assistance will be provided by your Property Manager. However emergency repairs advised by the tenant are dealt with as a priority.
- If no approval was obtained and pets are found on the premises notification will be issued asking for the pet(s) to be removed within 14 days. If this is not complied with, legal proceedings will be commenced with the Residential Tenancy Tribunal.