

Tenancy Application Form

Property applied for:	
Property rental: \$	per week Payable: fortnightly / calendar monthly in advance
Bond amount: \$	Bond provided from: Own funds / Housing Trust guarantee (note the bond is equal to 6 weeks rent if more than \$250 per week and 4 weeks rent if \$250 per week or less).
Term of tenancy: 6 / 12 months or other	
Date able to commence tenancy (move in): / /	

Steps to a successful rental application:

1. Complete this application IN FULL with all details, names and phone numbers in a legible form.
2. Make sure that you have completed the address of the property in the section above.
3. Email your completed application to the property manager or alternatively you can lodged in person, our office is open between 8.30am – 5.00pm, Monday – Friday.
4. Attach photocopies of documents which add up to 100 points of identification.
Please note: We require at least one form of photographic identification and one proof of income document be supplied

Driver's License	40 Points	Current rent history	30 Points
Passport/Photo I.D	40 Points	Bank Statement	30 Points
Birth Certificate	30 Points	Phone, Gas or Electricity bill	20 Points
Last 3 Rent Receipts	30 Points	Current M.V Registration Papers	10 Points
Last 3 Pay Slips	30 Points	Bank Debit or Credit Card	10 Points

NOTE: Your application may not be processed if all information is not completed and ID is not attached or if you have not viewed the property or have had someone look through on your behalf

Once we have mutually agreed that your application is accepted, we require the initial two weeks rent be paid within 48 hours to secure the property. This payment will act as your first fortnight's rental payment.

An agreed day and time will be made with you to sign your Tenancy Agreement at our office. Prior to this appointment and you collecting keys and taking possession of the property, a 6 week bond amount is required to be paid which we will lodge on your behalf with the Consumer of Business Services

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

Residential Tenancy Application

For your application to be processed you must answer all questions (including the attached pages)

Ray White Port Adelaide

111A Lipson Street, Port Adelaide SA 5015

Phone: (08) 7123 6123

Fax: (08) 7123 6124

Email: portadelaide.rentals@raywhite.com

Ray White®

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

Lease commencement date?

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Lease Term?

Years	Months
<input type="text"/>	<input type="text"/>

How many people will normally occupy the property?

Adults	Children
<input type="text"/>	<input type="text"/>

APPLICANT 1

1. Please give us your details

Mr Mrs Miss Ms Dr

Given name/s Surname

Date of Birth Car registration no. & State

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

Pension/Medicare no. (if applicable) Pension type (if applicable)

Home phone no. Mobile phone no.

Work phone no. Email address

What is your current address?

APPLICANT 2

1. Please give us your details

Mr Mrs Miss Ms Dr

Given name/s Surname

Date of Birth Car registration no. & State

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

Pension/Medicare no. (if applicable) Pension type (if applicable)

Home phone no. Mobile phone no.

Work phone no. Email address

What is your current address?

UTILITY CONNECTION- This is a **FREE** service that connects all your utilities

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



MAKES MOVING EASY

- | | | | | |
|--------------------------------------|--|----------------------------------|------------------------------------|---------------------------------|
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Gas | <input type="checkbox"/> Phone | <input type="checkbox"/> Internet | <input type="checkbox"/> Pay TV |
| <input type="checkbox"/> Removals | <input type="checkbox"/> Truck or van hire | <input type="checkbox"/> Cleaner | <input type="checkbox"/> Insurance | |



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

Date / /

Application sent to Direct Connect (if required)

APPLICANT 1

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

Years Months

Please tell us about this rented property
Name of landlord or agent

Landlord/agent's phone no. Weekly rent paid \$

Why are you leaving this address?

3. What was your previous residential address?

Please give us further information about this rented property
Name of landlord or agent

Landlord/agent's phone no. Weekly rent paid \$

How long did you live at this address?
 Years Months

Why did you leave this address?

4. Please provide your employment details

What is your occupation?

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address

Contact name Phone no.

Length of employment Years Months Weekly income \$

5. Next of kin details (not residing with you)

Surname Given name/s

Home no. Work/mobile

Relationship to you

6. Please provide two personal references (not related to you) Please ensure each has agreed for you to nominate them as a referee and names must be given that can be contacted during business hours

1. Surname Given name/s

Home no. Work/mobile

2. Surname Given name/s

Home no. Work/mobile

APPLICANT 2

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

Years Months

Please tell us about this rented property
Name of landlord or agent

Landlord/agent's phone no. Weekly rent paid \$

Why are you leaving this address?

3. What was your previous residential address?

Please give us further information about this rented property
Name of landlord or agent

Landlord/agent's phone no. Weekly rent paid \$

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1. Surname Given name/s

Home no. Work/mobile

2. Surname Given name/s

Home no. Work/mobile

7. Full names and ages of all OTHER persons who will reside at the property

Names	Ages
1.	
2.	
3.	

8. Please provide details of any pets

Breed/type	Council registration number
1.	
2.	

9. Registration, make & model of all vehicles permanently kept at the property

1.
2.

10. THESE PREMISES ARE SMOKE FREE INSIDE.

11. Payment details

Please indicate how you propose to pay your bond:

Own funds Borrowed funds SA Housing Trust

Please indicate how you propose to pay your initial rent

Own funds Borrowed funds SA Housing Trust

Property rental

\$ Per week OR \$ per month

First payment of rent two weeks in advance

\$
\$
\$

Rental bond 4 / (6 weeks if rent more than \$250 per week)

Sub total (payable before possession of property)

Payment Method:

Direct or Internet Banking

Bpay

Cheque or Money Order

DECLARATION

The applicant acknowledges:

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.
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.
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.
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. Please Note: Our tenancy agreements contain a special clause stating: **NO SMOKING INSIDE THE PREMISES**

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 this application is subject to the approval of the owner/landlord, and if my application is not successful, no reasons will be provided. I declare that all information provided 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.

I authorise the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence; (b) My personal referees and employer/s; (c) Any record listing or database of defaults by tenants; 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.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant; (b) prepare lease/tenancy documents; (c) allow tradespeople 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) complete a credit check with NTD (National Tenancies 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. I am aware that I may access personal information on the contact details above.

If there is any inconsistency between the terms of this Application and the Residential Tenancy Agreement, the terms of the Residential Tenancy Agreement prevail.

Privacy Act 1988- The personal information the Applicant provides in this Application or collected from other sources is necessary for the Agent to verify the Applicant's identity to process and evaluate the Application and to manage the tenancy. Personal information collected about this Applicant in this Application and during the course of the tenancy (if this Application is approved) may be disclosed for the purpose for which it was collected to other parties including to the Landlord, referees, other agents, and third party operators of residential tenancy databases. Information already held on Residential Tenancy Databases may also be disclosed to the Agent and/or landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that Agreement, this fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the Landlord or, third party operators of residential tenancy databases and or other agents.

Applicant Acknowledges the Agent's disclosure of the use of Residential Tenancy Database

TICA - PO Box 120 Concord NSW 2137 or Telephone 190 222 0346

NTD- GPO Box 13294 George St, Brisbane Qld 4003, Telephone 1300 563 826, or www.ntd.net.au

Signature of applicant 1 _____ Date...../...../..... Signature of applicant 2 _____ Date...../...../.....

Property Manager name: _____ Date...../...../.....

