

Application for Residential Tenancy



The 4 pages of this application **MUST BE COMPLETED IN FULL & SIGNED** or your application will **NOT** be processed.

100 points of Identification must also accompany this form - see Tenant Application Information Form attached.

OFFICE USE ONLY Application signed & all details complete <input type="checkbox"/>	Date received ____/____/____ Time ____am/pm 100 point check <input type="checkbox"/>
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RENTAL PROPERTY ADDRESS _____

RENT: \$ _____ (per week) **TENANCY TO COMMENCE:** ____/____/____

BOND: \$ _____ (equivalent to 4 weeks rent up to \$250/week or 6 weeks rent over \$250/week)

Water use rates apply Water supply rates apply

APPLICANT DETAILS

Name	D.O.B.	/	/	/
Are you known by another name				
Contact No. Home	Work	Mobile		
Email Address		Fax No		
Will this be a shared tenancy? <input type="checkbox"/> Yes <input type="checkbox"/> No - If yes please list the name of the other applicants				

(PLEASE NOTE THAT THESE PERSONS WILL HAVE TO COMPLETE SEPARATE APPLICATION FORMS)				
Number of dependants to reside in property (i.e. children or persons NOT listed on the lease):				
Full names & ages of dependants				

Therefore the total number of occupants for the property including yourself is:				
Pets (Check with agent)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number	Type & Breed	Age
Car Registration	Drivers Licence No.		Licenced State	
Passport No.	18+ Card No.	Other ID		
No. of cars to be kept at property		Are all cars registered? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Will a <input type="checkbox"/> boat <input type="checkbox"/> trailer <input type="checkbox"/> van <input type="checkbox"/> motorbike be kept at the property? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Are you a smoker? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If the property has a pool - Have you cared for a pool previously? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A				
How did you find out about the property? <input type="checkbox"/> To Let Sign <input type="checkbox"/> Email List <input type="checkbox"/> Rental List <input type="checkbox"/> Telephone				
<input type="checkbox"/> Internet (website/s) _____				
<input type="checkbox"/> Newspaper/s _____				
<input type="checkbox"/> Other _____				

Smallacombe Real Estate
Mitcham • Unley

83 Belair Rd, Kingswood 5062
 Phone 8274 8777
 Fax 8271 1846
rentals@smallacombe.com.au

Smallacombe Sanderson
Norwood • Kensington

44 Fullarton Rd, Norwood 5067
 Phone 8130 1400
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CURRENT ADDRESS DETAILS

Address	<input type="checkbox"/> Rented \$	per week	<input type="checkbox"/> Owned
Name of Real Estate, Lessor or Agent (including sale)			
Address	Phone		
Period of occupancy	/ /	to	/ / Reason for leaving
If renting do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why			

PREVIOUS ADDRESS DETAILS (if less than 2 years at current address)

Address	<input type="checkbox"/> Rented \$	per week	<input type="checkbox"/> Owned
Name of Real Estate, Lessor or Agent (including sale)			
Address	Phone		
Period of occupancy	/ /	to	/ / Reason for leaving
If renting was your bond refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If not, why			

PERSONAL/BUSINESS REFERENCES (Does not include relatives) This must be completed in full.

Name	Address
Phone	Relationship
Name	Address
Phone	Relationship
Name	Address
Phone	Relationship

Next of Kin or other person to contact in case of an emergency:

Name _____ Relationship _____
 Address _____ Phone _____

Questions:

Have you viewed the property which you are applying for? (Not including photos) Yes No
 (Please note should your application be successful you will be required to sign a clause in your lease if you have not viewed the property, therefore will not be able to hold the Owner liable should you not find the property suitable)

Have you applied for other rental properties at this time? Yes No

Have you been approved for any other rental properties? Yes No

Have you ever been evicted or are you in debt to another Lessor or Agent? Yes No

Are you satisfied with the property in its present condition? Yes No

If no, give details _____

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INCOME DETAILS ***All income is NET or TAKE HOME "PER WEEK"***

Current Employment Details		
Occupation	Period of employment	
Employer	Weekly wage \$	
Address	Phone	
Manager/Contact	Phone	
<input type="checkbox"/> Full - time <input type="checkbox"/> Part - time <input type="checkbox"/> Casual (hours per week)		
If Less Than 6 Months, Previous Employer Details		
Occupation	Period of employment	
Employer	Weekly wage \$	
Address	Phone	
Manager/Contact	Phone	
<input type="checkbox"/> Full - time <input type="checkbox"/> Part - time <input type="checkbox"/> Casual (hours per week)		
Other		
<input type="checkbox"/> Pensioner, Type	Allowance \$	
<input type="checkbox"/> Unemployment Benefit	Allowance \$	
<input type="checkbox"/> Student (Name of College, TAFE, UNI)		
Student Identification No.	Overseas Student <input type="checkbox"/> Yes <input type="checkbox"/> No	Visa Expiry Date / /
Austudy \$	<input type="checkbox"/> Other type of Income (ie. Savings or Investments)	Other Income \$
Course title being studied	Years of course remaining	
<input type="checkbox"/> Self Employed (Name of Business)		
Address	Phone	
How long established	ABN No.	Wage \$
Accountant's Name	Phone	
<input type="checkbox"/> Other type of Income (ie. Savings or Investments)		Other Income \$



PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F:1300 664 185 www.directconnect.com.au

UTILITY CONNECTIONS- This is a free service that connects all your utilities

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 the information on this Application and explain the details of the services offered. Direct Connect is a utility one stop connection service. **Please tick utilities as required:**

- Electricity
 Gas
 Phone
 Internet
 Insurance
 Removalist
 Cleaning Service

DECLARATION AND EXECUTION: By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

Signature _____ Date _____

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TERMS & CONDITIONS AUTHORITY & PRIVACY DISCLAIMER

Applicant's Name _____

I, the applicant, do solemnly and sincerely declare that the information provided is true and correct and has been supplied of my own free will. I, the applicant understand that you as the agent for the lessor have collected this information for the specific purpose of checking identification, character, credit worthiness and determining if the applicant will be a suitable tenant for the property. I have inspected the above listed rental property and wish to take a tenancy of such premises for a period of _____ months/years from ____/____/____ at a rental of \$_____ per week. The rent to be paid is within my means and I agree to pay a bond of \$_____.

I, the applicant agree that I will not be entitled to occupation of the premises until:

- (i) vacant possession is provided by the current occupant of the premises
- (ii) the tenancy agreement is signed by the applicant; and
- (iii) the payment of all monies due are paid by the applicant in cleared funds prior to occupation of the premises

It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness. I understand that you as the agent are bound by the Privacy Act and the National Privacy Principles and **authority** is hereby given to the agent to check credit references, employment details, previous rental references, database agencies, personal references and any other searches which may verify the information provided by me. I also **authorise** the agent to give information to the lessor of the property, credit providers, insurance providers, other agents, salespeople, database agencies, references named in this application or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, credit worthiness, credit standing, credit history or credit capacity. Once a tenancy agreement has been entered into, I the applicant **agrees** that should I fail to comply with the obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry agents and or other agents.

Once the application has been approved I agree to pay a minimum of 2 (two) weeks rent to secure the property. In this instance that being \$_____. **THE PROPERTY WILL NOT BE HELD UNTIL WE RECEIVE THE 2 (TWO) WEEKS RENT & THE TENANCY DOCUMENTATION HAS BEEN SIGNED BY ALL PARTIES.**

In the event that the application is successful and acceptance is communicated and the first week's rent is paid, but I decide not to proceed, I agree that this money will be forfeited to your office. Upon communication of acceptance of this application by the agent I agreed that this tenancy shall be binding.

I, the applicant, accept that if the application is rejected, the agent is not legally obliged to give a reason. If my/our application is declined, my/our details will be held on file for one month. Following this period all details held will be disposed of.

APPLICANTS SIGNATURE _____ DATE _____

AGENT to witness _____ DATE _____

WE ARE HERE TO HELP - If you require further assistance proceeding with or submitting your application, please feel free to contact our office.

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Dear Applicant

Please note that applications will not be processed unless all information is supplied. Each applicant must complete a separate application form.

OFFICE HOURS

Our office is open Monday to Friday 9:00am to 5:00pm

IDENTIFICATION & SUPPORTING DOCUMENTS

When returning your application, you **must** submit a form of photo identification. Our office requires you to submit a minimum of 100 points for your application to be considered.

100 POINT IDENTIFICATION CHECK

Please speak with the Property Manager if you are unable to meet the 100 point check criteria

40 points - Passport

40 points - Drivers License / Photo ID

40 points - Previous Rent Ledger

30 points - Previous Bond Refund Evidence

30 points - Birth Certificate

20 points - Current Motor Vehicle Rego Papers

10 points - Copy of Telstra / Electricity / Gas Account

10 Points - Bank Card / Medicare Card

PROCESSING AN APPLICATION

In most instances, we are able to process your application within 48 hours of receipt and advise you by telephone. If we are unable to contact all of your referees, this process may take longer. We recommend that you advise your referees to expect us to make contact with them.

APPROVAL & SECURING THE PROPERTY

If your application is approved you will be required to pay a minimum of 2 (two) weeks rent to secure the property. This amount can be paid either by bank transfer (please allow 2 working days for the funds to be received), cash or a bank cheque. Personal cheques will not be accepted.

BOND PAYMENT

The bond is payable prior to or on the day the tenancy commences. No keys will be handed over until the full bond and 2 weeks rent have been received in cleared funds. This amount can be paid either by bank transfer (please allow 2 working days for the funds to be received), cash or a bank cheque. Personal cheques will not be accepted.

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