

APPLICATION FOR RESIDENTIAL TENANCY

PLEASE READ THE FOLLOWING CAREFULLY

Attached you will find:

- ✓ **Application Form (2 Pages)**
- ✓ **Privacy Act Acknowledgment Form**

TO BE ABLE TO LEGALLY PROCESS YOUR APPLICATION FOR TENANCY, WE REQUIRE YOU TO:

- ✓ Fill in completely and sign (all applicants) the **Application Form** with all relevant information and reference information.
- ✓ Sign (all applicants) the **Privacy Act Acknowledgment Form**
- ✓ **Provide** required copies of **identification 100 POINT CHECK**

PROOF OF IDENTIFICATION REQUIRED- 100 POINT CHECK

We require **each applicant** 18 years and over to provide the following
WE REQUIRE IDENTIFICATION WITH A 100 POINT VALUE OR MORE - including at least one form of photo identification.

Identification required PER applicant	Point Value
Current Rent Ledger/Rent book (Rent Payment Record) Must show date rent was paid with dates paid to/from	50 Points
Current Driver's Licence- with Photo	40 Points
Latest Electricity or Gas Account	40 Points
Current Passport (Non-Australian Residents Only)	40 Points
School/Tertiary Education Photo ID	40 Points
Medicare Card	20 Points
Current Vehicle Registration	20 Points
Citizenship Certificate	10 Points
Birth Certificate	10 Points
Bank Account Statement	10 Points
Debit/Credit Card (photocopy)	10 Points

Processing and Application Acceptance/Non Acceptance

- Your application will be processed with the information provided and put to the landlord for their acceptance or non-acceptance.
- We may not contact you if your application has not been accepted. You may contact us for an answer should you not hear from us.
- **No reason will be disclosed for non-acceptance of application.**
- Should your application be accepted, and you accept, you will at that time be bound to the terms of the **rent**, agreed **start date** and **term** of the lease.
- **Water Charges may also apply.**
- **You will be requested to pay the bond once the tenancy has been accepted.**
- We will then arrange an appointment time to sign a written tenancy agreement and the payment of the first payment of rent.
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- It is up to you to arrange connection of electricity, telephone, gas etc.
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APPLICATION FOR RESIDENTIAL TENANCY

“The Agent” **ELDERS Real Estate- Gawler**

“The Property”

RENT:\$..... per week, BOND: \$.....(Equivalent of 4 weeks rent on weekly rental up to \$250 / 6 weeks rent on weekly rental \$251 & above.)

LEASE TERM REQUESTED: 6 / 12 MONTHS

DESIRED COMMENCEMENT DATE/...../..... or other.....

**WE ARE UNABLE TO PROCESS THIS APPLICATION UNLESS ALL DETAILS ARE FULLY COMPLETED,
PRIVACY ACT ACKNOWLEDGEMENT SIGNED AND REQUESTED COPIES OF IDENTIFICATION RECEIVED**

I/we hereby apply to “The Agent” for the above tenancy of the Property and supply the following details

PERSON 1

*(Mr/Mrs/Ms/Miss) Surname.....
Given Names.....
Age: years Date of Birth/...../.....
CONTACT Home Work.....
NUMBERS: Mobile
Email Address (if used regularly).....
CURRENT ADDRESS:
Time at Present Addressmonths / years
Previous Address.....
D/L or Passport No.....Exp Date...../20....
Pension /Medicare No. Pension Type.....

PERSON 2

(Mr/Mrs/Ms/Miss) Surname.....
Given Names.....
Age: years Date of Birth/...../.....
CONTACT Home Work.....
NUMBERS: Mobile
Email Address (if used regularly).....
CURRENT ADDRESS:
Time at Present Addressmonths / years
Previous Address.....
D/L or Passport No.....Exp Date...../20....
Pension /Medicare No. Pension Type.....

RENTAL HISTORY Current Landlord or Agent

If no rental history- reason Owned Home Living With Family/Friends
Other.....
Current Rental Address
Private Landlord/ Agent Name.....
Property Manager Name (if applicable).....
Phone (H) (W)
Mobile Other.....
Start Date/...../..... end/...../..... Rent per week \$.....
Reason for vacating.....

RENTAL HISTORY Current Landlord or Agent

If no rental history- reason Owned Home Living With Family/Friends
Other.....
Current Rental Address
Private Landlord/ Agent Name.....
Property Manager Name (if applicable).....
Phone (H) (W)
Mobile Other.....
Start Date/...../..... end/...../..... Rent per week \$.....
Reason for vacating.....

Previous Landlord or Agent

Previous Rental Address
Private Landlord/Agent Name.....
Property Manager Name (if applicable).....
Phone (H) (W)
Mobile Other.....
Start Date/...../..... end/...../..... Rent per week \$.....
Reason for vacating.....

Previous Landlord or Agent

Previous Rental Address
Private Landlord or Agent.....
Property Manager Name (if applicable).....
Phone (H) (W)
Mobile Other.....
Start Date/...../..... end/...../..... Rent per week \$.....
Reason for vacating.....

EMPLOYMENT DETAILS & / OR INCOME VERIFICATION

Position/Occupation.....

Business Name

Business Address

Supervisor/Manager.....

Phone (Work) (M)

Length of Service *months/years

Income \$.....per week gross Other Income \$.....per week

Other Income & Sources

EMPLOYMENT DETAILS & / OR INCOME VERIFICATION

Occupation

Business Name

Business Address

Supervisor/Manager.....

Phone (Work) (M)

Length of Service *months/years

Income \$.....per week gross Other Income \$.....per week

Other Income & Sources

Personal Reference (Non relative not living with you)

Name.....

Address.....

Relationship to you.....

Phone (H)(W)Mobile

Personal Reference (Non relative not living with you)

Name.....

Address.....

Relationship to you.....

Phone (H)(W)Mobile.....

Closest Relative/Emergency Contact

Name.....

Address.....

Contact no.....Relationship.....

Closest Relative/Emergency Contact

Name.....

Address.....

Contact no.....Relationship.....

FULL NAMES / AGES OF ANY OTHER PERSONS WHO WILL OCCUPY THE PREMISES

Please note-all persons **18 years of age or over** must fill in the application form as an applicant-refer to front

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Pets * Yes/No -Full Details (eg. Dog- Labrador).....Does the pet(s) come inside?
YES/NO (If this question is not answered, we will assume you have **NO PETS**)

IMPORTANT- PLEASE READ CAREFULLY

I/We confirm and acknowledge that:

- (1) The information contained in this Application is true and correct.
- (2) I/WE am over the age of 18 years of age.
- (3) I/WE are not bankrupt or an undischarged bankrupt.
- (4)** I/We will pay a Security Bond (equivalent of 4 weeks rent) plus two weeks rent in advance by cash or by bank cheque before taking possession of the property. **We are unable to accept personal cheques.**

THE BOND WILL NEED TO BE PAID TO THE AGENT ONCE THE TENANCY HAS BEEN CONFIRMED.

- (5) I/We understand and accept that **immediately upon advice from the Agent** that the Landlord has offered to let the property to me/us (based on my/our statements in this application), **and I/We accept** that offer, a tenancy agreement with terms including the rent and other conditions contained in this Application comes into existence and is legally binding upon me/us in accordance with the rent amount, term and start date.
- (6) Only those persons on this application will reside permanently at the property.
- (7) I/We hereby authorise the Agent to make all necessary enquires to verify the information provided herein, including information relating to my/our employment, rental history, business and any other references. I/We further authorise the Agent to provide information relating to my/our tenancy of the Property to any Registered Agent who is authorised by me/us to inquire about that matter. Further, we give permission for the Agent to make necessary enquires on The TICA Tenancy Data Base Control Pty Ltd. to verify this information given.
- (8) I/WE have supplied required identification, signed the Privacy Act Acknowledgment.
- (9) That this application creates no legal relations between me/us and the Agent and/or the landlord.

SIGNATURES REQUIRED

SIGNATURE DATE/...../.....

SIGNATURE DATE/...../.....

PLEASE ENSURE THE PRIVACY ACT ACKNOWLEDGMENT FORM IS SIGNED AND RELEVANT I.D. RECEIVED

Privacy Act Acknowledgement Form for Tenant Applicants & Occupants

This form provides information about how Auratel Pty Ltd (ABN 24 052 087 797) (“we”, “our” or “us”) will collect and handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to certain third parties (which are set out below) in specified circumstances. If you do not consent to the disclosure of your personal information to those third parties we cannot process your application for a tenancy

We will collect and handle personal information about you in order to process your application for a tenancy.

Primary Purpose

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property.

In order to assess your application we disclose your personal information to

- The Lessor / Owners for approval or rejection of your application
- TICA Default Tenancy Control Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application.
- Referees to validate information supplied in your application
- Other Real Estate Agents to assess the risk to our clients

Secondary Purpose

During and after the tenancy we may need to disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property.
- Refer to Tribunals or Courts having jurisdiction seeking orders or remedies.
- Refer to Debt Collection Agencies where Tribunal / Court orders have been awarded.
- Refer to TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Refer to the Lessors / Owners insurer in the event of an insurance claim.
- To provide future rental references to other asset managers / owners.

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently we cannot provide you with the property you requested to rent.

The information we collect can be accessed by you (except where the law allows us to deny access to that information) by contacting our privacy officer as follows:

Telephone: (08) 85221988
Fax: (08) 85230578
Post: 37 Murray Street, Gawler SA 5118
e-mail: gawlerre@elders.com.au

Signed By The Applicant/s

Signature

Signature

Print Name

Print Name

Dated / /

Dated / /