

Residential Tenancy Application Form

For your application to be processed you must answer all questions (including the reverse side)

1. Agent Details

HARCOURTS VENNMILLAR

BLAIK O'NEIL RENTALS PTY LTD

Address: 414 Goodwood Road, Cumberland Park, SA 5041

Phone no: 08 8374 2666

Fax no: 08 8277 8365

Email address: rentals.vm@harcourts.com.au

ID: 10365

2. Property Details - Which you are applying for

Address _____

Suburb _____ Postcode _____

Electricity Meter No _____

Lease Term _____ Years _____ Months _____

Date Property is to be occupied _____ / _____ / _____

Number of other Applicants to Occupy the Property _____

Adults _____ Children _____

3. Personal Details

Title _____ First Name _____ Initial _____

Last Name _____

Date of Birth _____ / _____ / _____ Age (Years / Months) _____

Drivers Licence Number _____ State of Issue _____

Alternate ID (eg passport) _____ No _____

Please provide photos of your driver's license and passport _____

Pension Type (if applicable) _____ No _____

Please provide contact details _____

Home Ph _____ Mobile Ph _____

Email _____

4. Emergency Contact

Please provide an emergency contact not residing with you _____

First Name _____ Surname _____

Relationship _____ Phone No _____

Address _____

Suburb _____ Postcode _____

5. Payment Details

Property Rental \$ _____ Per Week or \$ _____ Per Month

First Payment of rent in advance \$ _____

Rental Bond (if rent \$250 and under x4 weeks \$ _____

If rent over \$250 pw 6 weeks bond \$ _____

Sub Total \$ _____

6. How did you find out about this property? (Please Tick)

RENT LIST INTERNET OFFICE FOR LEASE BOARD
OTHER _____

7. Utility Connections

Harcourts

VennMillar

A FREE service –

Connecting Your Home Services Has Never Been Easier!

Harcourts Connect is a simple and convenient time saving service assisting you to connect your Electricity, Gas, Phone, Internet and Pay-TV to a choice of Australia's leading providers. Harcourts Connect can also assist with discounted quotes for removalists, van/truck hire, cleaning services and security monitoring.

No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you – with the one phone call.

A Harcourts Connect representative will make all reasonable efforts to contact you within one working day of receiving an application. If we are unable to contact you please phone 1300 554 323 to ensure connection can be completed by your request.

Call me Yes

Phone: 1300 554 323 Fax: 1300 889 598

Email: info@connectnow.com.au

8. Declaration

A) I acknowledge that this is an application that has the legal capacity to enter into the formal Residential Tenancy Agreement and that my application is subject to the owner's approval and the availability of the premises on the due date. I declare that all information provided to the Agent in relation to this Application is true and correct (including the reverse side) and given of my own free will. The Applicant undertakes to promptly advise the Agent of any changes to that information. I declare that I have inspected the premises and am not bankrupt. I hereby offer to rent the property from the owner under a Residential Tenancy agreement to be prepared by the Agent pursuant to the Residential Tenancies Act 1995, and must sign the Agreement as soon as reasonably practicable following the acceptance of this Application. The Applicant acknowledges that it agrees to pay rent during the Term in accordance with this Application and the Residential Tenancy Agreement and that it must provide the Bond plus an amount equal to two (2) weeks rent before taking possession of the property. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information. I authorise the Agent to obtain details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, any record, listing or database of defaults by tenants.

B) If section 7 is complete please note that the following terms will apply if you ask us to contact you. Firstly you will be consenting to ConnectNow Pty Ltd. A.B.N. 79 097 398 662 arranging for the connection and disconnection of the nominated home services and to providing information contained in this application to the service providers for this purpose. I agree that neither ConnectNow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames and terms and conditions once the client has agreed to use the chosen service provider. I authorise the obtaining of a National Metering Identifier (N.M.I.) on my residential address to obtain supply details. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that ConnectNow Pty Ltd will be paid a fee by the service provider and will be paying a fee to the Agent in respect of the provision of the service being provided to me by ConnectNow Pty Ltd.

PRIVACY POLICY:

The privacy of ConnectNow customers is of vital importance to ConnectNow. You have the right to access ConnectNow records of your information under the Privacy Act. ConnectNow will not release your personal information to any third party other than for the purposes of connecting the nominated utility service, unless required to do so under law or government order.

Signed: _____

Date _____ / _____ / _____

9. Applicant History

How long have you lived at your **current** address? Years Months

Address _____

Name of Landlord/Agent (If applicable) _____

Phone No _____

Rent Paid per month \$ _____

Reason for leaving _____

Was bond repaid in full? Yes No If No, please specify why: _____

Previous residential address? _____

Suburb _____ Postcode _____

How long have you lived at your **previous** address? Years Months

Name of Landlord/Agent (If applicable) _____

Phone No _____

Rent Paid per month \$ _____

Reason for leaving _____

Was bond repaid in full? Yes No If No, please specify why: _____

10. Employment Details

Occupation _____

Employers Name _____

Employment Address _____

Suburb _____ Postcode _____

Employer Phone No _____

Contact Name _____

Length at current employment Years Months

Net Income \$ Per Week \$ Per Month

11. Previous Employment Details

Occupation _____

Employers Name _____

Employment Address _____

Suburb _____ Postcode _____

Employer Phone No _____

Contact Name _____

Length at previous employment Years Months

Net Income \$ Per Week \$ Per Month

12. Social Security Benefits

Type _____

\$ Per Week \$ Per Month

13. If Student, please complete the following

Place of Study _____

Course being undertaken _____

Course Length _____

Enrolment Number _____

Parents Name _____ Ph _____

Campus Contact _____ Ph _____

Course Co-ordinator _____ Ph _____

Income _____

Parents Address Overseas _____

14. Other information

Car Registration _____

Do you have pets? Yes No If Yes, please specify: _____

Are you a Smoker? Yes No

The agent advises that this rental premises is currently for sale or that the owner intends to sell the property within the next 2 months. Agent to tick box if applicable

15. Personal Referees

1. Reference name _____

Occupation _____

Relationship _____ Phone No _____

Notes _____

1. Reference name _____

Occupation _____

Relationship _____ Phone No _____

Notes _____

16. Other Occupants (Full details of all persons who will reside at the property):

Note: All persons over 18 years must complete a separate Application

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

17. Water Details

All tenants will be liable for all water supply charges and water usage costs (at a rate and manner prescribed and determined from time to time by SA Water) with costs calculated and adjusted on a daily basis for the duration of the tenancy. If no separate flow meter (i.e units maisonette) then the tenants liability is calculated by equally dividing the number of properties registered on that meter.

I have read and agree to pay water costs:

Signature _____

Tenant Privacy Statement

All property managers must ensure that you fully understand the National Privacy Principles and the manner in which your private information may be used in order to fulfil their role as professional property managers. Please take the time to read this Privacy Statement carefully and once completed, return it to this office with your *fully completed* tenancy application.

As professional Property Managers, **Harcourts VennMillar/Blaik O'Neil Rentals** collects personal information about you.

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 Applicants 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 the landlord, referees, other agents, and third party operators of residential tenancy databases.

If your personal information is not provided to us and you do not consent to the uses to which we put your personal information, we cannot properly assess the risk to our client, or carry out our duties as professional property managers. Consequently, we then cannot provide you with the lease/tenancy of the premises. We request that you please sign below to acknowledge that you fully understand the National Privacy Principles and the manner in which your private information may be used.

FULL NAME: _____ SIGNATURE: _____ Date: _____

Authority

The Applicant authorises the agent to make all necessary enquiries to verify the information provided by the Applicant in this Application.

The Applicant authorises their current employer, previous employer (if applicable), accountant (if applicable), current landlord/agent (if applicable), previous landlord/agent (if applicable), and referees as set out in this application to disclose details of its tenancy, employment and/or character to the Agent for the purpose of processing this Application

FULL NAME: _____ SIGNATURE: _____ Date: _____

This section is a subsection to be contained in the overall Tenant Privacy Statement. To be provided to prospective tenants in conjunction with their application form. Please ensure you receive a signed copy for your records before using ntd's services.

TICA Statement

Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to verify the details provided in your tenancy application, Referees to validate information supplied in your application to assess the risk to our clients.



As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the National Privacy Principles in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30

TICA Primary Purpose

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows: Name, date of birth, driver's license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

By signing this document, you consent to the collection, use and disclosure of your personal information for purposes set out above.

NAME: _____ SIGNATURE: _____ Date: _____

100 Point Check

Primary Documents

70 Points

Only one of the following may be used:

- Birth or Citizenship Certificate
- Birth Card issued by a Registry of Births, Deaths and Marriages
- Current Passport or an expired passport which has not been cancelled and was current within the preceding 2 years. VISA page to be submitted if you are a Resident only.

Secondary Documents

40 Points

- Document issued by Authorised Deposit-Taking Institutions (ADIs), banks, building societies, credit unions or registered corporations. Signatory is a known customer of at least 12 months standing.
- Any of the following, which must contain a photograph and a name. Additional documents from this category are awarded 25 points.
 - Driver license issued by an Australian State or Territory
 - License or permit issued under a law of the Commonwealth, a State or Territory Government - (e.g. a boat license)
 - Identification card issued to a public employee
 - Identification card issued by the Commonwealth, a State or Territory Government as evidence of the person's entitlement to a financial benefit
 - An identification card issued to a student at a tertiary education institution

35 Points

- Name and address of signatory verified from any of the following:
 - A document held by the cash dealer giving security over the signatory's property
 - A mortgage or other instrument of security held by another financial body
- Must have name and address on:
 - A document held by a cash dealer giving security over your property
 - A mortgage or other instrument of security held by a financial body
 - Local government (council) land tax or rates notice
 - Document from your current employer or previous employer within the last 2 years
 - Land Titles Office record
 - Document from the Credit Reference Association of Australia

25 Points

- Must have name and signature on:
 - Marriage Certificate (for maiden name only)
 - Credit Card
 - Foreign Driver License
 - Medicare Card (signature not required on Medicare Card)
 - Membership to a Registered Club
 - NRMA Membership
 - EFTPOS Card
- Must have name and address on:
 - Records of a public utility - phone, water, gas or electricity bill
 - Records of a financial institution
 - A record held under a law other than a law relating to land titles
 - Lease/rent agreement
 - Rent receipt from a licensed real estate agent

Please note that additional documentation may be requested by the Property Manager.

Due to the sensitive nature of information provided in these documents, if you are unsuccessful you will be notified by SMS. Due to privacy laws, no reason can be given.

Once you have been notified, your application will be destroyed. If you wish to collect your application form, please notify the Property Manager concerned immediately.