

Residential Tenancy Application

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

Brock Harcourts Salisbury

36 Ann Street, Salisbury SA 5108

Ph: 08 8285 4777 Fax: 08 8285 4999

email: rentals.salisbury@brockharcourts.com.au



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

Lease commencement date?

Day	Month	Year
<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>

Lease Term?

Years	Months
<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>

How many people will normally occupy the property?

Adults	Children
<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>

APPLICANT 1

1. Please give us your details

Mr Ms Miss Mrs Dr

Given name/s Surname

Date of Birth Car registration no. & State

Driver's license no. / Passport no. Drivers licence / Passport country

Pension 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 Ms Miss Mrs Dr

Given name/s Surname

Date of Birth Car registration no. & State

Driver's license no. / Passport no. Driver's licence / Passport country

Pension 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



Once we have received this application we 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 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

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.

Signature of applicant _____ Date...../...../..... Application sent to Direct Connect (if required)

DECLARATION

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. I declare that all information contained 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.

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

Property Manager name: _____

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?

Was bond refunded? Yes No

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 \$

How long did you live at this address?
 Years Months

Why did you leave this address?

Was bond refunded? Yes No

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

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

Names	Ages
1.	
2.	
3.	
4.	

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. 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

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)

\$

OFFICE USE ONLY

Property Rental

\$

Per week

\$

Per month

PLEASE NOTE

Initial payments must be made by cash, bank cheque or money order within 24 hours after approval of application. No Personal Cheques accepted.

Keys will not be handed over until the lease agreement has been signed by all applicants.

This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

HOW DID YOU FIND OUT ABOUT THIS PROPERTY? (Select Only One)

- The Advertiser
 Messenger News Review
 Realestate.com.au
 brockharcourts.com.au
 Myhome.com.au
 Window Display
 Other (please specify) _____

PLEASE PROVIDE US WITH 100 POINTS OF IDENTIFICATION

Driver's Licence	50	Student ID Card	50	Concession / Pension Card	10
Passport	50	Copy of Mobile Phone Account	20	Copy of Gas/Water/Electricity account	30 each
Proof of Age Card	50	Copy of Medicare Card	20		

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. that the landlord has the 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...../...../.....

To apply for any of our properties ask us for an application form or you can download it from our website: www.brockharcourts.com.au/salisbury. You may use the same application form for more than one property. Please forward 100 points of ID with your application if possible.

The process from here is:

1. Once we receive your application form we will assess it.
2. If you are successful we will contact you within 2-3 business days.
3. **If you don't hear from us then it is safe to assume that you have not been successful this time.**
4. We will arrange for a time to show you through and if you accept it we will then pass your application onto the landlord for his/her approval.

Good Luck!

PRIVACY ACT ACKNOWLEDGEMENT FORM FOR TENANT APPLICANTS & APPROVED OCCUPANTS

This form provides information about how we the below named agent handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to TICA Default Tenancy Control Pty Ltd (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application.

Member Name: Brock Harcourts Salisbury
Address: 58 John Street, Salisbury SA 5108.
Phone: (08) 8285 4777
Fax: (08) 8285 4999
Email: salisbury@brockharcourts.com.au

As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office on the above number and address.

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

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

- o Trades people to contact you for repairs and maintenance of the property.
- o Refer to Tribunals or Courts having jurisdiction seeking orders or remedies.
- o Refer to Debt Collection Agencies where Tribunal / Court orders have been awarded.
- o Refer to TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- o Refer to Lessors / Owners insurer in the event of an insurance claim.
- o 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.

TICA Statement

As TICA may collect personal information about you, the following information about TICA 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 inquiries and tenancy history. 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 data bases. To obtain your information from TICA Default Tenancy Control Pty Ltd proof of identity will be required and can be made by any of the following ways

Phone: 190 222 0346 calls are charged at \$4.50 per minute including GST (higher from mobile or pay phone)
Mail: TICA Public Inquiries PO BOX 120. CONCORD NSW 2137 a fee of \$8.80 plus a stamped self Addressed envelope is required.

Primary Purpose

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

The personal information that may hold is as follows:

Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian), comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to.

Further information about TICA

Full details about TICA can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy Policies or by contacting TICA on our Helpline 190 222 0346 calls charged at \$4.50 per minute including GST (higher from mobile and pay phones)

If your personal information is not provided to TICA the member may not proceed with assessing your application and you may not be provided with the rental property.

Signed by the Applicant/s

Signature

Print Name

Signature

Print Name

____/____/_____
Date Day Month Year

Witnessed

TICA PRIVACY STATEMENT FOR TENANTS

The Privacy Act requires that any organization that collects information on individuals must take reasonable steps to make those individuals aware of what will happen with that information and how to contact that organization. This statement has been prepared for the benefit of the following groups-

Members of TICA Default Tenancy Control Pty. Ltd.

Individuals who make a tenancy application.

Individuals who engage the services of a property manager.

Under National Privacy Principle 1.3 (a) an individual must be made aware of an organization and how to contact it. TICA Default Tenancy Control Pty. Ltd. (herein referred to as TICA) is incorporated in the state of New South Wales. TICA is a service provider to the rental accommodation industry throughout Australia, New Zealand and the United Kingdom that collects information about tenancy applicants, tenant's history and tenants who breach their tenancy agreements. Under National Privacy Principles 1.3 (c) we advise that the information collected by TICA is passed onto members of TICA who use the information in processing a tenancy application. TICA can be contacted on 190 222 0346 call charge \$4.50p/min including GST.

Under National Privacy Principle 1.3 (b) an individual is able to contact TICA and know what information if any that is held on an individual on the TICA database.

Under National Privacy Principle 1.3 (d) an individual is entitled to know what organizations have access to their information collected and disclosed. Members of TICA only collect information that is required of them in order to gain a useful and better understanding of the tenancy applicant. The information collected by TICA is only by members of TICA for the purposes of assessing a tenancy application. TICA does not provide any information that it collects to any other individual or company for any purpose other than assessing a tenancy application other than those government departments and or agencies allowed by the Privacy Act to obtain information from TICA.

Under National Privacy Principle 1.3 (f) you are entitled to know what consequences if any exist if all or part of the information is not provided by an individual. In the event that an individual fails or refuses to provide the information required by a property manager then the property manager may elect not to process the tenancy application until the information is provided. An individual should also be aware that whilst the information remains outstanding the property being applied for may be passed onto another tenancy applicant for consideration.

TICA Default Tenancy Control Pty. Ltd.