

RESIDENTIAL TENANCY APPLICATION FORM



HARCOURTS MAGILL

568 Magill Road, Magill SA 5072

Phone: 08 8104 9191 Fax: 08 8332 8566

Mobile: 0457 415 665

Email: rentals.magill@harcourts.com.au

To process this application form, you are requested to answer ALL questions completely.

Failure to do so may result in the application not being processed. Any information provided in your application may be passed onto a Tenancy Information Centre or Insurance Company in the event of default.

Due to the sensitive nature of information provided, all documents will be destroyed in the event you are unsuccessful. If you wish to collect your application, please notify our office immediately.

Due to privacy laws no reason can be given.

**PLEASE ACCOMPANY THIS APPLICATION FORM WITH
A 100 POINT ID CHECK. SEE LIST ATTACHED.**

Please return your application to *Harcourts Magill Property Management*:

Fax: 08 8332 8566

Email: rentals.magill@harcourts.com.au

In Person: 568 Magill Road, Magill SA 5072

Post: PO Box 507, Magill SA 5072

For further information, phone our office 08 8104 9191

I [print name clearly],

hereby authorise Harcourts Magill to access all employment/rental history deemed relevant to evaluate my Residential Tenancy Application. This may include details regarding length of employment, positions held, salary or wage and any rental history. I further authorise you, the agent, to access and check information on any tenancy database.

Signed: Dated: / /

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AUTHORITY AND PRIVACY ACT

The applicants and each of them acknowledge and authorise the Letting Agent to make all necessary enquiries to verify the information provided herein, including information relating to employment, rental history and personal references, and to report on these matters to the Landlord under the provisions of the Privacy Act (Cth).

The Agent uses personal information collected from you to act as the agent and to perform its obligations as an agent. The Agent may disclose information to other parties such as its client, to potential purchasers of the property, or to clients of the Agent both existing and potential, as well as to tradespeople, strata corporations, government bodies and to other parties as required by law. The Agent will only disclose information in this way to other parties as required to perform their duties for the purposes specified above or as otherwise allowed under the Privacy Act 1988.

If you would like to access this information you can do so by contacting the Agent at the address and contact numbers stated on this application form. You can correct any information if it is inaccurate, incomplete or out of date.

Real estate and tax law requires some of this information to be collected.

RESIDENTIAL TENANCY APPLICATION FORM

Subject to applicant viewing the property and requesting the landlord to consider their application.

Harcourts Magill

568 Magill Road, Magill SA 5072

Phone: 08 8104 9191 Fax: 08 8332 8566 Email: rentals.magill@harcourts.com.au

Property Applied for:

Property Rental \$..... p/w. Payable: **F/nightly or monthly, always in advance.**

Bond \$ 4 weeks / 6weeks

Payment Method: Direct Debit Direct Deposit

Will you be receiving government assistance for the rent? Yes No

Will you be receiving government assistance for the bond Yes No

**** Bond Guarantees provided by the South Australian Housing Trust
must be supplied prior to the commencement of the tenancy****

Term of Tenancy (months) 6 12 **Date able to occupy** / /

Applicant Details one applicant per form.

Full name:

Current address:

Length of time at address:

Date of birth: Drivers licence no.:

Phone work: Phone home:

Mobile: Fax:

Email address:

Current Landlord/Agent:

Day time phone: Current rent rate: \$..... p/w

Reason for vacating current address:

.....

.....

Previous address:

Tenancy time period:

Previous Landlord/Agent:

Day time phone: Current rent rate: \$..... p/w

Reason for vacating previous address:

.....

.....

Employment History

Occupation:

Name of Employer:

Address:

Name of person who can verify your details:

Phone: Fax:

Length of service:

Income: \$ per week / fortnight / month

Other sources of income: \$ per week / fortnight / month

Business Reference

Name:

Day time phone:

Address:

How they know you:

Personal Reference independent adult, not related to you

Name:

Day time phone:

Address:

How they know you:

Emergency Contact

Name:

Contact numbers:

Relationship:

Name:

Contact numbers:

Relationship:

Pets

Full details of any pets requested to be kept on the Premises.

.....
.....
.....

[breed; size; sex; age; inside/outside]

Full names and ages of ALL people who will be permanently residing at the property:

..... Age:

..... Age:

..... Age:

..... Age:

..... Age:

Vehicle Description

Make / model:

Registration number:

Make / model:

Registration number:

These premises are designated “smoke free”.

If your application is accepted, would you and any other co-tenants, sub-tenants, other occupiers and guests, agree to not smoke in the premises? YES NO

I confirm and acknowledge that:

1. The information contained in this application is true and correct.
2. That all of the applicants are over the age of 18 years
3. That I am not bankrupt and that I have not entered into a scheme arrangement for payment of monies to any creditors. I am not paying off any previous rental debt.
4. That a security bond is payable before taking possession of the property. A bond of equal to 4 weeks if the rent is \$250pw or under or equal to 6 weeks if over \$251 per week. This payment must be cash, bank cheque or direct deposit. No personal cheques.
5. That I agree and understand that in the event of this application being approved by the Agent, the Agent may report any defaults that may occur from time to time in the tenancy with any tenancy database which may be available. I understand that in the event of a default being reported to a tenancy database, the removal of such information is subject to the guidelines of the database companies.
6. Only those persons listed on this application will permanently reside at the property.
7. That I understand and agree that in the event of this application being rejected there is no requirement at law for the Agent to disclose any reason for such rejection. I also agree that I will not raise any objection for not being provided a reason for any rejection of this application.
8. I hereby authorise the Agent to make all necessary enquiries to verify the information provided herein.
9. That I agree that all initial monies will be payable to the Agent by direct deposit/cash when the application has been fully approved by Agent and Landlord/s.
10. That I will abide by the policies of the Agent as may be provided during and in relation to this tenancy. For example, Strata Policies and Regulations
11. That I understand and agree that no keys for the property will be provided by the Agent until ALL monies have been paid in full and in accordance with the Residential Tenancies Act 1995.
12. I agree to allow the Agent to photocopy the information supplied by myself for their records.
13. That I agree upon communication of acceptance of this application by the landlord or Agent that this tenancy shall be binding on both the landlord and the tenant. I further agree that I will sign the Residential Tenancy Agreement and be bound by the terms and conditions of the Tenancy Agreement.
14. I understand that I may also correct, complete or update information held by the Agent with a prior mutually agreeable appointment time.

Signed: Dated: / /

100 point ID check

Before any applications are processed, each applicant must achieve a minimum 100 points.

Compulsory Requirements

Office Use

Driver's licence or Passport	50 points	<input type="checkbox"/>
Current pay slips x 4 or copy of Bank Statements x 2months	50 points	<input type="checkbox"/>

For Immigrant and International Students

Compulsory Requirements

Office Use

Passport with visa	50 points	<input type="checkbox"/>
Photo ID	30 points	<input type="checkbox"/>
Copy of Bank Statements x 2months	50 points	<input type="checkbox"/>

If never rented before & owned a home only: Copy of Council rates provided? <input type="checkbox"/>

100 point ID check must be attached to this application form when submitted.

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 the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we cannot process your application.

Agency Name: Harcourts Magill (hereinafter referred to as "the Agent")
Address: 568 Magill Road, Magill, South Australia 5072
Phone: 08 8104 9191 Fax: 08 8332 8566
Email: rentals.magill@harcourts.com.au

As a professional asset manager the Agent collects personal information about you. The information collected can be accessed by you contacting our office on the above numbers or addresses.

Primary Purpose

Before a tenancy is accepted the Agent collects your personal information for the primary purpose of assessing 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 the Agent may disclose your personal information to all or any of the following:

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

The Agent may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related persons to contact or locate you.

Secondary Purpose

The Agent also has a number of secondary purposes for collecting your information. These purposes are related to our tenancy and as such, will only become applicable if your application for this property is successful.

During and after the tenancy the agent may disclose your personal information to:

- Tradespeople to contact you for repairs and maintenance of the property
- Tribunals or Courts having jurisdiction seeking orders or remedies
- Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you
- TICA Default Tenancy Control Pty Ltd to record details of your tenancy history
- Lessors / Owners insurer in the event of an insurance claim
- Future rental references to other asset managers / owners

In the event of a successful tenancy application to applicant's personal information may be recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications you make. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

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

Signed by the Applicant:

Name:

Signed: Dated: / /



TICA Statement

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 enquiries and tenancy history. If a member chooses to run a check through the TICA System for risk management purposes, this may result in information being disclosed on your previous rental history; also your current and future managing agent/landlord being advised of your applications.

TICA Asset Pty Ltd (ABN 28137 488 503) is a database Agent that records information from Debt Collection Agencies, Mercantile Agents, Credit Providers, associated industries and related persons.

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 any of the following ways

Phone: 1902 220 346 calls are charged at \$5.45 per minute including GST (higher from mobile or pay phone)

Mail: TICA Public Enquiries, PO Box 120 Concord NSW 2137 a fee of \$14.30

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 organisation other than its own group of companies for any other purpose 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, drivers licence 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.

Further Information about TICA

Full details about TICA including its deletion timeframe policies can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy Policies or by contacting the TICA Group on our Helpline 1902 220 346 calls charged at \$5.45 per minute including GST (higher from mobile or pay phone).

If the applicant/s personal information is not provided to the TICA Group the member may not proceed with assessing the application and the applicant/s may not be provided with the rental property.