

APPLICATION REQUIREMENTS

Please read thoroughly. Your application will only be processed once adequate information and documents have been provided.

Our office requires ALL the following documentation below along with your application.

These documents include 100 point ID as detailed below:

- Passport or Birth Certificate or Citizenship Certificate.....70 points**
- Australian Drivers License.....40 points**
- Credit Card with signature.....25 points**
- Student Card or other Photo ID.....40 points**

- Current bank Statements**
- Copies of any recent utility bills under applicant's name**
- Payslips (last four is preferred)**
- Copy of council/water rates if you are a home owner**
- Copy of signed employment contract (if job has commenced in last 6 months)**
- Centrelink letter of payment (if receiving any form of benefits)**

If you are leasing through a Real Estate Agency you will need to provide:

- Copy of your Tenant Ledger (preferred) or last 4 rent receipts
- Copy of your last Routine Inspection report

If you are leasing through a Private Landlord you need to provide:

- Copy of your last six rent receipts.
- Copy of your lease agreement (**a must**).

PLEASE NOTE IT IS THE TENANTS RESPONSIBILITY TO ARRANGE ALL UTILITY CONNECTIONS INCLUDING ELECTRICITY & GAS PRIOR TO OCCUPYING THE PROPERTY.

Please provide your own photocopies as this office cannot photocopy any documents on your behalf. When submitting your application, please attach all documentation to the application.

*Note: All original documents will need to be sighted for each applicant prior to signing the lease
All hard copies must be provided, e-mails will not be accepted.*

Submissions may be made to our office or sent via email to avantgarde@harcourts.com.au. Our office will endeavour to contact you within 24 hours of receiving your application.

Rental Reference

Applicant(s)	
Current Address	
Period of Tenancy	
Real Estate Agency	
Property Manager	
Property Manager contact no.	
Property Manager fax /email	

*In accordance with the Privacy Act, I/We the undersigned applicants authorise the recipient of this form to give information to **Harcourts Avant-Garde** regarding my/our rental history. I/We understand that this information will be used for the assessment of my/our application.*

Applicant Signature(s): _____

Dear Agent,

Please complete the questionnaire below and return by facsimile or email to us with a copy of the **tenant(s)' Rental Ledger & last Routine Inspection Letter**. Thank you, **Harcourts Avant-Garde**.

Name and position of staff filling this form out from the above agency.	
What was the weekly rent paid by the above applicant at your rental property?	
Did the tenant pay their rent on time? If inconsistent, please specify the issues.	
What is the overall condition of the home while the tenants resided in it? (report from Routine/ General Inspections)	
Were there any notices to reconcile a breach of contract issued to the tenants? If so, please provide the details.	
Why are these tenants vacating the property?	
Was or will the full bond be returned? If not, please specify deductions.	
Would you rent to these tenants again?	

PROPERTY MANAGER _____

SIGNATURE _____

DATE/...../.....

Residential Tenancy Application

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

Harcourts Avant-Garde

Shop 9C, 1 Main Street, Mawson Lakes SA 5095

Ph (08) 8359 0048 Fax (08) 8359 4487

Email: avantgarde@harcourts.com.au

Web: avantgarde.harcourts.com.au



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

Weekly Rent Amount

Lease commencement date?

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Lease Term?

Years	Months
<input type="text"/>	<input type="text"/>

How many people will normally occupy the property?

Adults	Children
<input type="text"/>	<input type="text"/>

APPLICANT 1

1. Please give us your details

Mr Mrs Miss Ms Dr

Given name/s Surname

Date of Birth Car registration no. & State

Drivers licence/Passport no. Licence state/ Passport country Expiry Date

Pension/Medicare no. (if applicable) Pension type (if applicable)

Home phone no. Mobile phone no.

Email address

What is your current address?

APPLICANT 2

1. Please give us your details

Mr Mrs Miss Ms Dr

Given name/s Surname

Date of Birth Car registration no. & State

Drivers licence/Passport no. Licence state/ Passport country Expiry Date

Pension/Medicare no. (if applicable) Pension type (if applicable)

Home phone no. Mobile phone no.

Email address

What is your current address?

UTILITY CONNECTIONS

Harcourts Connect is a **FREE** service dedicated to helping you move home more easily.



We can connect your utilities including electricity, gas, phone, internet and pay TV to a range of leading providers. We can also organise disconnections and offer a range of additional services, such as cleaning and food services, truck and car hire.

YES I accept the Terms. Please call me to connect my new home services.

PRIVACY CONSENT AND TERMS: By signing this form you consent and agree to the following: Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's Privacy Policy for further details, including your rights to access and correct the information held about you at connectnow.com.au. Third party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing privacy@connectnow.com.au. To the extent permitted by law, connectnow is not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may be paid a fee by service providers and may pay a fee to real estate agents relating to services provided to you. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

Signed:

Date: / /

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 and I authorise and consent to each of those persons providing requested personal information about me to the Agent.

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); (h) transfer water account details into my name

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.

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

Property Manager Name: <input type="text"/>	Application sent to Harcourts Connect (if required) Yes/No <input type="text"/>
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APPLICANT 1

2. How long have you lived at your current address?

Years Months

Name of landlord or agent (Please tell us about this rented property)

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?

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

Relationship to you

2. Surname

Given name/s

Home no.

Work/mobile

Relationship to you

APPLICANT 2

2. How long have you lived at your current address?

Years Months

Name of landlord or agent (Please tell us about this rented property)

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?

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

Relationship to you

2. Surname

Given name/s

Home no.

Work/mobile

Relationship to you

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.	
3.	

9. Registration, make & model of all vehicles permanently kept at the property

1.
2.
3.

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

\$ Per week OR \$ per month

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)

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 the tenant is liable for all usage costs and supply charge pertaining to the property as per SA water calculations. Costs to be calculated on a daily basis and invoiced to the tenant quarterly.
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 2Date...../...../.....

Note: Please ensure that the front page is signed also.

Identification is required for us to process the application. Please provide a drivers licence or passport or other information which can provide name and current address.

Other information you may feel useful.
