

APPLICATION FOR RESIDENTIAL TENANCY

1. Fill out the sections with all relevant information, reference details and all persons wishing to reside at the premises clearly indicated.
2. You must provide us with 100 points of identification, along with payslips/Centrelink income statements.
3. You will be contacted when the Property Manager has set up a time for viewing.
4. If accepted for a property, please be aware we are strictly a **NO CASH OFFICE**. Bond, rent, water accounts & any invoices are to be paid by Bank Cheque, Money Order or Direct Credit.
5. We are a **ZERO TOLERANCE to RENT ARREARS** office. Rent must be paid by the due date as per your lease agreement. Be aware that late payments & all legal documents will be recorded on your rent ledger. This could cause you problems at a later date for future rental properties, buying a home or any financial applications. So in the best interest of yourselves & your landlord; rent is to be paid on time.
6. We are a **ZERO TOLERANCE to WATER ACCOUNT ARREARS** office. Be aware that late payments & all legal documents will be recorded on your rent ledger & this could cause you problems at a later date for future rental properties, buying a home or any financial applications. So in the best interest of yourselves & your landlord; water accounts are to be paid on time

I / We acknowledge that we have read the above:

Applicant 1 _____ Date _____

Applicant 2 _____ Date _____

Applicant 3 _____ Date _____

Once all forms are completed, please hand deliver to our Clare office or email to clare@professionalsedco.com.au

PROOF OF IDENTIFICATION—100 POINT CHECK

We require each applicant to provide the following identification from all three categories;
with a total sum of 100points or more

CATEGORY	IDENTIFICATION REQUIRED PER APPLICANT	POINT VALUE
1 <input type="checkbox"/>	Current Agent Rent History Ledger/Record	50 Points
1 <input type="checkbox"/>	Current Passport {only if Australian Resident}	40 Points
1 <input type="checkbox"/>	Latest Telephone Account {Landline only}	40 Points
1 <input type="checkbox"/>	Latest Electricity or Gas Account {with Address}	40 Points
1 <input type="checkbox"/>	Current Drivers Licence—with Photo	40 Points
2 <input type="checkbox"/>	Proof of Age Card—with Photo	40 Points
2 <input type="checkbox"/>	Tertiary Education Photo ID	30 Points
2 <input type="checkbox"/>	Current Vehicle Registration	30 Points
2 <input type="checkbox"/>	Passport	40 Points
3 <input type="checkbox"/>	Medicare Card	40 Points
3 <input type="checkbox"/>	Citizen Certificate	40 Points
3 <input type="checkbox"/>	Birth Certificate	40 Points
3 <input type="checkbox"/>	Debit/Credit Card {Photocopy}	40 Points

Regarding Application Acceptance/Non Acceptance & processing:

- Your application will be processed with the information provided and submitted to the landlord for their acceptance or non-acceptance for tenancy. This is **always** a landlord decision.
- **IMPORTANT—We are unable to give any reason for non-acceptance if your application is not approved for tenancy.**
- Should your application be accepted, **you will be asked to pay the bond/first 2 weeks rent and sign the lease as soon as possible.**
- **Water charges may apply**—please check with the property manager.
- It is a tenant's responsibility to arrange connection of **electricity, telephone and gas** supply to the property, once the application is approved, however we are able to assist with these connections.

RESIDENTIAL TENANCY APPLICATION

For your application to be processed you must answer all questions, including the attached pages.

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

Lease commencement date?
(DD/MM/YY)

Lease term?
Years Months

How many people will normally occupy the property?

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

APPLICANT 1

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

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Concession/Medicare no.
(If applicable) Concession type
(If applicable)

<input type="text"/>	<input type="text"/>
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Mobile Phone No.

Work Phone No.

Email Address

What is your current address?

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

Years Months

<input type="text"/>	<input type="text"/>
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Please tell us about this rented property:

Name of landlord or agent

Landlord/agent's Phone no. Weekly paid rent

<input type="text"/>	\$ <input type="text"/>
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Why are you leaving this address?

APPLICANT 2

Mr Mrs Miss Ms Dr

Given name/s

Surname

Date of Birth

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

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Concession/Medicare no.
(If applicable) Concession type
(If applicable)

<input type="text"/>	<input type="text"/>
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Mobile Phone No.

Work Phone No.

Email Address

What is your current address?

How long have you lived at your current address?

Years Months

<input type="text"/>	<input type="text"/>
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Please tell us about this rented property:

Name of landlord or agent

Landlord/agent's Phone no. Weekly paid rent

<input type="text"/>	\$ <input type="text"/>
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Why are you leaving this address?

APPLICANT 1

3. What was your previous residential address?

How long did you live at this address?

Years Months

Name of landlord or agent

Landlord/agent's Phone no. Weekly paid rent

\$

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 Weekly income

\$

5. Next of kin details (not residing with you)
Surname Given name/s

Relationship to you Contact no.

6. Please provide personal references (not related to you) and ensure each has agreed for you to nominate them as a referee. Names must be given that can be contacted during business hours.

1. Surname Given Name/s

Mobile no. Work no.

2. Surname Given Name/s

Mobile no. Work no.

APPLICANT 2

3. What was your previous residential address?

How long did you live at this address?

Years Months

Name of landlord or agent

Landlord/agent's Phone no. Weekly paid rent

\$

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 Weekly income

\$

5. Next of kin details (not residing with you)
Surname Given name/s

Relationship to you Contact no.

6. Please provide personal references (not related to you) and ensure each has agreed for you to nominate them as a referee. Names must be given that can be contacted during business hours.

1. Surname Given Name/s

Mobile no. Work no.

2. Surname Given Name/s

Mobile no. Work no.

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

1.
2.
3.
4.

8. Please provide details of any pets:

Breed/type	Council registration no.
1.	
2.	

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

1.
2.

10. THESE PREMISES ARE SMOKE FREE INSIDE — NON NEGOTIABLE

11. Payment details

Please indicate how you propose to pay out 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	\$ <input type="text"/>
Rental bond 4 / (6 weeks if rent more than \$800.00per week)	\$ <input type="text"/>
Subtotal (Payable before possession of property)	\$ <input type="text"/>

Payment method: Direct Debit Bpay Cheque or Money Order

DISCLAIMER

- The applicant acknowledges:
1. That the landlord's insurance will not cover the tenant's contents & it is advised that the tenant should obtain contents & public liability insurance.
 2. That the terms & conditions were available at the time of applying as these form part of the tenancy agreement. The tenant agrees with these terms & conditions.
 3. That upon being advised of approval of this application by the agent, a legal tenancy agreement is created & if the tenant(s) choose not to proceed, the agent will begin procedures to relet the property & MAY choose to recover costs incurred from the reletting as set down by Residential Tenancies Act 1995.
 4. That unless agreed otherwise, the tenant shall be reliable for all water costs pertaining to the property as per SA water calculations. Costs to be calculated on a daily basis.
 5. Please note: Our tenancy agreements contain a special clause stating: NO SMOKING INSIDE THE PREMISES

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 approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true & correct & given of my own free will. I declare that I have inspected the premises. I declare that I 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 & employer/s;
- (c) Any record listing or database of defaults by tenants.
- (d) If I default under a rental agreement, I agree that the Agent may discuss details of any such default to a tenancy database & 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 & 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 my personal information on the contact details above.

If there is any inconsistency between the terms of this application & the Residential Tenancy Agreement, the terms of the Residential Tenancy Agreement prevail.

Privacy Act 1988—The personal information of the Applicant provided in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity to process & evaluate the application & to manage the tenancy. Personal information collected about this Applicant in this Application & 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 & third party operators of Residential Tenancy database. Information already held on Residential Tenancy Databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement & if the Applicant fails to comply with their obligations under that Agreement, this fact & other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the Landlord or, third part operators of Residential Tenancy databases and/or other Agents.

Applicant Acknowledges the Agent's disclosure of the use of Residential Tenancy Database.

TIGA—PO Box 120 Concord NSW 2137 or Telephone 190 222 0346
 NTD—GPO Box 13294 George St, Brisbane QLD 4003, telephone 1300 563 826 or www.ntd.net.au

Signature of Applicant 1

Signature of applicant 2

_____ Date/...../.....

_____ Date/...../.....