

Residential Tenancy Application

Important Please fill in completely and sign the application (all applicants) with all relevant information and reference details, and all persons wishing to reside clearly indicated. **We are unable to process application forms not completed/signed fully, or without meeting our 100 Point Identification requirement.**

Important Expectations

- ✓ 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.
- ✓ Should your application be accepted, we will be in contact with you. **You will be asked to pay the full bond and first 2 weeks rent, and sign the lease as soon as possible.** You will be asked to pay by money order or bank cheque. We are unable to accept cash or personal/company cheques
- ✓ **If your application is not approved, you will be informed by SMS Text. It is company policy that no reason is given if your application is not approved for tenancy.**
- ✓ Please note that rent will be payable calendar monthly, after the initial 2 weeks of tenancy. All calendar month payments will then be due on the first of each month.
- ✓ Unless otherwise confirmed, charges for all water usage and also water supply will apply.

100 Point Identification Requirement

We require **each applicant** to provide the following- identification copies from all 3 categories with a total sum of 100 points- or more. **Copies** can be posted, faxed or scanned/mailed to rentals@adprop.com.au

Category	Identification Required Per Applicant	Points
1 <input type="checkbox"/>	Current Real Estate Agent Rent History Ledger/Full Rent Payment Record (request your agent for a copy of your 'rent ledger')	50
1 <input type="checkbox"/>	Passport (only if Non-Australian Resident)	40
1 <input type="checkbox"/>	Latest Telephone Account (Landline Only)	40
1 <input type="checkbox"/>	Latest Electricity or Gas Account (With Address)	40
1 <input type="checkbox"/>	Current Driver's Licence- with Photo	40
1 <input type="checkbox"/>	Proof of Age Card- with Photo	40
2 <input type="checkbox"/>	Tertiary Education Photo ID	30
2 <input type="checkbox"/>	Current Vehicle Registration	30
2 <input type="checkbox"/>	Passport (Australian Resident)	20
3 <input type="checkbox"/>	Medicare Card	10
3 <input type="checkbox"/>	Citizenship Certificate	10
3 <input type="checkbox"/>	Birth Certificate	10
3 <input type="checkbox"/>	Debit/Credit Card	10

Application and Identification Copies

1. Email- please scan your and email to rentals@adprop.com.au,
2. Fax- to **(08) 8425 9620**
3. Or post to- **AdProp Pty Ltd, 6 Todd Street Port Adelaide SA 5015**

Residential Tenancy Application

AdProp Pty Ltd
 6 Todd Street, PORT ADELAIDE SA 5015
 Ph: 1300 ADPROP (237767) Fax: 08 8425 9620
 email: rentals@adprop.com.au

How did you hear about the Property?

Website- Realestate.com.au Adprop.com.au
 Newspaper- The Advertiser

Other

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

What date do you require tenancy by?

Day	Month	Year
_	_	_ _

Lease term required?

Years	Months
_	_

How many people will normally occupy the property?

Adults	Children
_	_

APPLICANT 1

1. Please give us your details

Mr Ms Miss Mrs Dr

Given name/s
 Surname

Date of Birth Age Car registration no. & State

Driver Licence/Passport no. Licence state/ Passport country Expiry Date

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

Home phone no. Mobile phone no.

Work phone no. Other number

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 Age Car registration no. & State

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

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

Home phone no. Mobile phone no.

Work phone no. Other number

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 Removalist Cleaning

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.

By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form

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 about me from:

- | | |
|--|--|
| (a) The owner or the Agent of my current or previous residences; | (b) My personal referees for this application |
| (c) My current and past employers; | (d) Any person who maintains 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 referees, employees, landlords, third party operators of tenancy reference databases, other agents and select a tenant | (c) prepare lease/tenancy documents |
| (b) communicate with the owner and select a tenant | (d) lodge/claim/transfer to/from a Bond Authority |
| (e) allow tradespeople or equivalent organisations to contact me | (e) refer to collection agents/lawyers (where applicable) |
| (f) refer to Tribunals/Courts & Statutory Authorities (where applicable) | |
| (g) complete a credit check with a tenancy default 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...../...../.....

APPLICANT 1

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

Years Months

Month/Year you began tenancy here

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

Landlord/agent's day time no. Other number- (ie- mobile)

Property Manager Name Weekly Rent Paid

\$

Why are you leaving this address?

3. Please provide your immediate previous address details

How long were you at your immediate previous address?

Years Months

Month/Year you began tenancy

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

Landlord/agent's day time number. Other number- (ie- mobile)

Property Manager Name Weekly Rent Paid

\$

Why are you leaving this address?

4. Please provide your employment/benefits details

What is your occupation?

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address

Contact name to confirm details Daytime Phone no.

Length of employment Weekly income/benefits
Income after Tax

Years Months \$

5. Next of kin details (not residing with you)

Please note that we will call this person in an emergency, or if we cannot contact you in urgent issues like rental arrears etc.

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

Month/Year you began tenancy here

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

Landlord/agent's day time no. Other number- (ie- mobile)

\$

Property Manager Name Weekly Rent Paid

\$

Why are you leaving this address?

3. Please provide your immediate previous address details

How long were you at your immediate previous address?

Years Months

Month/Year you began tenancy

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

Landlord/agent's day time number Other number- (ie- mobile)

Property Manager Name Weekly Rent Paid

\$

Why are you leaving this address?

4. Please provide your employment/benefits details

What is your occupation?

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address

Contact name to confirm details Daytime Phone no.

Length of employment Weekly income/benefits
Income after Tax

Years Months \$

5. Next of kin details (not residing with you)

Please note that we will call this person in an emergency, or if we cannot contact you in urgent issues like rental arrears etc.

Surname Given name/s

Home no. Work/mobile

Relationship to you

6. All other occupants living permanently at the premises

Names	Ages
1.	
2.	
3.	
4.	

7. Please provide details of any pets (Please note- if this section is not completed, we will assume you have no pets)

1.	CAT / DOG Breed-	Age-	Will Come Inside the Property? YES / NO
2.	CAT / DOG Breed-	Age-	Will Come Inside the Property? YES / NO
3.	CAT / DOG Breed-	Age-	Will Come Inside the Property? YES / NO

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

1.
2.
3.

9. 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, payable calendar monthly.

First payment of rent two weeks in advance

\$

Rental bond 4 weeks (6 weeks if rent is \$251 or more per week)

\$

Sub total (payable before granted 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 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. Should this application be approved, I will pay to the agent the full bond and first 2 weeks rent, and agree to sign a tenancy agreement as soon as possible.
5. That unless agreed otherwise the tenant shall be liable for all water usage and supply costs pertaining to the property as per SA Water calculations. Costs to be calculated on a daily basis.

6. 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 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 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 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 tenant default/enquiry check with NTD (National Tenancies Database) and TICA (Tenancy Default Tenancy Control System)

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 2Date...../...../.....

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