

## IMPORTANT THINGS TO ATTACH TO YOUR APPLICATION

A rental ledger from your current lease, if lease is less than 6 months - a ledger from your lease before is needed.

In case of no ledger available, a letter from your current landlord is needed. Stating the rent amount and how regular rent is paid during the length of the lease

If never rented before and is a home owner, you need to supply a copy of a recent council rates notice.

2 Readable ID cards - 1 must be a photo ID (a birth certificate will do)

Copies of a bill with your current address for the last 3 months

Copy of a current bank account or proof of income

None Local Residents needs to attach a copy of their passport and their Visa as well

***Without all of the information supplied, your application will be weaker than others.***

PLEASE REMEMBER Everyone has to sign on PAGE 1, PAGE 3 & PAGE 5 of the application.

### **ANNEXURE TO APPLICATION FORM**

Before commencing with this application, please read the following information which is beneficial to your tenancy. The applicants do solemnly and sincerely declare the following and understand and accept these conditions. I have viewed the home thoroughly before proceeding with this application.

- (1) A bond is required on all our properties. A property priced at \$250.00 a week or under, the bond required is 4 weeks rent. Properties priced \$251.00 per week or more, bond is 6 weeks rent.
- (2) No keys will be given until the full bond payment and the first two weeks rent has been received by this office. **CASH, MONEY ORDER, BANK CHEQUE OR DIRECT DEBIT (BEFORE LEASE STARTS) ONLY. NO PERSONAL CHEQUES.**
- (3) It is understood and accepted that the garden area as well as the house, are the responsibility of the tenants. This includes the weeding and watering and general maintenance of both lawns and gardens. Plants / lawns damaged through tenant neglect will be re-established at the tenant's expense.
- (4) All water usage / supply is the responsibility of the tenant or as agreed with the landlord.
- (5) Routine inspections of the property are carried out on a regular basis. 7 – 14 days notice is given prior to any such inspection.
- (6) Upon approval of this application, a deposit equivalent to two weeks rent is to be received by this office within 48 hours. The agent will re-advertise the property if payment is not received within this period.
- (7) Rent and any invoices is payable at ANZ. Our account details will be supplied at the beginning of the tenancy. Payment can also be made via direct credit from your bank into our trust account.
- (8) At the end of each tenancy, where the carpets have been professional cleaned, a receipt is to be handed to the property manager.
- (9) If a pet(s) has / have been approved to be kept at the premises, regardless of whether dog or cat, the carpet are to be deodorized and de-flead.
- (10) All rents are reviewed every 6 months regardless of whether the tenancy is for 6, 12 or more months. Rises will only occur when applicable and not necessarily every 6 or 12 months.
- (11) When lodging this application form with our office, please make sure that all the important papers mention on the start of this page are attached.

Signed..... Signed..... Signed..... Date.....

# RESIDENTIAL TENANCY APPLICATION



For your application **TO BE PROCESSED** you must answer **ALL THE QUESTIONS** on all the pages, including **SIGNING ON PAGE 1, 3 & 5**. No application will be processed without all 3 signatures.

Property Applied for ("The Property")

If you are only living at the property and if your name doesn't appear on the lease, then tick the appropriate box on the right.

Applicant 1 →

Applicant 2 →

Date able to occupy?

(Please write a date)

 /  / 

12 months

Lease Term?

Other (Please state how long)

Bond is 4 or 6 weeks rent (if \$250+ per week its 6)

Please indicate how you propose to pay your bond

Own funds

SA Housing Trust

Please fill out the table underneath

Rent per week

 \$

Fortnightly

Preferable Rent Payment

Every Four weeks

Calendar monthly

First payment of rent is 2 weeks in advance

Rental bond →

Total (Payable before possession of property)

\$	
\$	
\$	

**EVERYONE WHO WILL BE STAYING IN THE PROPERTY (except 16 & under), NEEDS TO FILL OUT AN APPLICATION. Attached to your application should be a RENTAL LEDGER from each property rented & 2 ID's (1 with photo). NONE-LOCAL RESIDENTS would need to attach a copy of their PASSPORT and of their VISA. Property owner's needs COPY OF A COUNCIL RATE / proof of sale of property.**

**APPLICANT 1**

1. Please give us your details

Mr.  Ms  Miss  Mrs.  Dr

Full Name

Date of Birth

Car registration No. & State

Driver's license No./ Passport No.

State of License / Country of Passport

Pension No / Proof of Age Card No

Pension type (if applicable)

Home Phone No

Mobile No / Fax No

Work Phone or Other Contact No

Email Address

What is your current address – SUBURB INCLUDED?

**APPLICANT 2**

1. Please give us your details

Mr.  Ms  Miss  Mrs.  Dr

Full Name

Date of Birth

Car registration No. & State

Driver's license No./ Passport No.

State of License / Country of Passport

Pension No / Proof of Age Card No

Pension type (if applicable)

Home Phone No

Mobile No / Fax No

Work Phone or Other Contact No

Email Address

What is your current address – SUBURB INCLUDED?

**UTILITY CONNECTION**

Fax 1300 664 185



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 this service offered. Direct Connect is a utility one stop connection service.

Please tick utilities as required  Electricity  Gas  Phone  Internet  Removals  Insurance  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 authorize 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 authorize 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 services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in the application. This consent [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, unauthorized access, use, modification or disclosure and any other misuse; authorize 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 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 cost 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 authorized 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.

Signature of applicant \_\_\_\_\_

Date...../...../.....

Application sent to Direct Connect (if required)

**DECLARATION**

Fax 1300 664 185

I/we 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 and with the agreement of me/us, I agree to enter into a Residential Tenancy Agreement. Unless I / we have ticked the box indicating that I / we will only be living at the property and will not appear on the lease agreement. I/we acknowledge that this application is subject to the approval of the owner/landlord. I/we declare that all information contained in this application (incl. pages 1 to 4) is true and correct and given of my/our own free will. I/we declare that I/we have inspected the premises and is/are not bankrupt. I/we authorize the Agent to obtain personal information from: (a) The owner or the Agent of my current or previous residence; (b) My/our personal referees and employer/s; (c) Any record, listing or database of defaults by tenants; If I/we default under a rental agreement, I/we agree that the Agent may disclose details of any such default to a tenancy default database, and to agents / landlords of properties I/we may apply for in the future. I/we am/are aware that the Agent will use and disclose my/our personal information in order to (a) communicate with the owner and select a tenant (b) prepare lease/tenancy documents (c) allow trades people or equivalent organisations to contact me/us (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) I/we am/are aware that if information is not provided or I/we do not consent to the uses to which personal information is put, the Agent cannot provide me/us with the lease/tenancy of the premises. I/we am/are aware that I/we may access personal information on the contact details above. **Please note: Our tenancy agreement contains a special clause stating: NO SMOKING INSIDE THE PREMISES**

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

Signature of Applicant 2 .....Date...../...../.....

Please ensure to fill in as much information as possible, to help with your application

**APPLICANT 1**

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

	Years		Months		Days
--	-------	--	--------	--	------

Please tell us about this rented property

Full Name of Landlord or Agent (None agents should be proved)

If rented privately, please supply landlords **WHOLE ADDRESS**.

Landlord / Agent's Phone No. Landline ONLY

Weekly rent paid

\$
----

Why are you leaving this address?

3. What was your previous residential address? (Including the Suburb)

Full Name of Landlord or Agent (None agents should be proved)

If rented privately, please supply the landlords **WHOLE ADDRESS**.

Landlord/ Agent's Phone No. Landline ONLY

Weekly rent paid

\$
----

How long did you live at this address?

Starting & Leaving Date?

	Years		Months
--	-------	--	--------

Why did you leave this address?

4. If rental history are **less than 1 year combined**, please provide your rental details for your previous place  
What was the property address and how much were the rent per week?

\$
----

A. Name of landlord/Agent & B. Ph No.

Starting & Leaving Date?

A	.....
B	.....

If rented privately, Please provide the Landlords **WHOLE ADDRESS**

5. Please provide your employment details  
What is your occupation? (If unemployed please state this)

Employer's Name (Including Accountant if Self-Employed / Institution if a Student)

Employers / Institutions Address

Contact Name

Phone (LANDLINE PREFERRED)

Length of Employment or Unemployment

Weekly Income

	Years		Months		Days
--	-------	--	--------	--	------

\$
----

6. Please provide your previously employment details -if less than 5 years.  
What was your occupation? (If unemployed please state this)

Employer's Name (Including Accountant if Self-Employed / Institution if a Student)

Employers / Institutions Address

Contact Name

Phone (LANDLINE PREFERRED)

Length of Employment / Unemployment

Leaving Date?

Weekly Income?

	Years		Months
--	-------	--	--------

\$
----

**APPLICANT 2**

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

	Years		Months		Days
--	-------	--	--------	--	------

Please tell us about this rented property

Full Name of Landlord or Agent (None agents should be proved)

If rented privately, please supply landlords **WHOLE ADDRESS**.

Landlord / Agent's Phone No. Landline ONLY

Weekly rent paid

\$
----

Why are you leaving this address?

3. What was your previous residential address? (Including the Suburb)

Full Name of Landlord or Agent (None agents should be proved)

If rented privately, please supply the landlords **WHOLE ADDRESS**.

Landlord/ Agent's Phone No. Landline ONLY

Weekly rent paid

\$
----

How long did you live at this address?

Starting & Leaving Date?

	Years		Months
--	-------	--	--------

Why did you leave this address?

4. If rental history are **less than 1 year combined**, please provide your rental details for your previous place  
What was the property address and how much were the rent per week?

\$
----

A. Name of landlord/Agent & B. Ph No.

Starting & Leaving Date?

A	.....
B	.....

If rented privately, Please provide the landlords **WHOLE ADDRESS**

5. Please provide your employment details  
What is your occupation? (If unemployed please state this)

Employer's Name (including Accountant if Self-Employed / Institution if a student)

Employers / Institutions Address

Contact Name

Phone (LANDLINE PREFERRED)

Length of Employment or Unemployment

Weekly Income

	Years		Months		Days
--	-------	--	--------	--	------

\$
----

6. Please provide your previously employment details -if less than 5 years.  
What was your occupation? (If unemployed please state this)

Employer's Name (Including Accountant if Self-Employed / Institution if a Student)

Employers / Institutions Address

Contact Name

Phone (LANDLINE PREFERRED)

Length of Employment / Unemployment

Leaving Date?

Weekly Income?

	Years		Months
--	-------	--	--------

\$
----

7 Next of kin details (NOT RESIDING WITH YOU)

Full Name

Address in Full

Home Phone No.

Work No & / Mobile No



Relationship to you

8 Please provide 2 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. Full Name & Relationship to you

Home Phone No.

Work No & / Mobile No



2. Full Name & Relationship to you

Home Phone No.

Work No & / Mobile No

9. Full names and date of births of all OTHER persons who will reside at the property, if you need more lines, please write these on the bottom of page 5, under extra information. Remember the headings NAME, CURRENT ADDRESS, CONTACT PHONE NUMBER AND DATE OF BIRTH

Names Current Address Contact Phone Number Date of Birth

Names	Current Address	Contact Phone Number	Date of Birth
1.			
2.			
3.			
4.			

10. Please provide details of any pets (THAT MEANS ALL PETS EXCEPT FISH AND SMALL BIRDS)

Breed / Type

Council Registration Number

1.	2.	1.	2.
3.	4.	3.	4.

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

1.	3.
2.	4.

12 THESE PREMISES ARE SMOKE FREE INSIDE

**WARRANTIES BY APPLICANTS**

The Applicants and each of them warrant that the information herein given by them is true and correct.

The Applicants and each are over 18 years of age.

The Applicants have not been bankrupt but if so give details (when & why) : \_\_\_\_\_

That only those persons notified in this Application will permanently reside at the property.

That the Applicants have inspected the Property detailed herein and will not permit pets on the premises unless authorised to do so.

That the Applicants will pay a bond of the amount on page 1 or the agreed amount upon signing a Tenancy Agreement or before keys is delivered.

**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 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, T.I.C.A, RP Data, government and statutory 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 in this agreement. 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.

**BINDING AGREEMENT ON ACCEPTANCE BY LANDLORD & YOU**

The Applicants acknowledge and agree that immediately upon advice from the Letting Agent that the Landlord has accepted this Application and you have accepted it, a tenancy agreement with the terms and other conditions set out herein comes into existence and is legally binding upon the Applicants. The Applicants further undertake to enter into a written Residential Tenancy Agreement in the form issued by the Society of Auctioneers and Appraisers S.A. Inc, before taking possession of the property.

7 Next of kin details (NOT RESIDING WITH YOU)

Full Name

Address in Full

Home Phone No.

Work No & Mobile No



Relationship to you

8 Please provide 2 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. Full Name & Relationship to you

Home Phone No.

Work No & / Mobile No



2. Full Name & Relationship to you

Home Phone No.

Work No & / Mobile No.

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

**Note: Please ensure that the front page is signed and remember to sign the last page.**

## TICA Privacy Disclosure Form

This form provides information about how your personal information is handled, as required by the Australian 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 can not process your application.**

As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

**Member Name: HOT Property Real Estate**  
**Address: 76 Woolnough Road, Exeter SA 5019**  
**Phone / Fax: 08 – 8242 0284**  
**Email: [rentals@hotpropertyrealestate.com.au](mailto:rentals@hotpropertyrealestate.com.au)**

### Primary Purposes

**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: Lessor / Owners for approval or rejection of your application, TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application, Referees to validate information supplied in your application and Other Real Estate Agents to assess the risk to our clients.

### Secondary Purposes

**During and after the tenancy we may disclose your personal information to:** Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessor's / Owners insurer in the event of an insurance claim and Future rental references to other asset managers / owners.

**In the event of a successful tenancy application,** the 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.

### 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 Australian 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 inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the Australian 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 mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137; a fee of \$19.80.

### TICA 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 organization 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.

Signed By the Applicant/s

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Feel free to attached extra pages if you need more space

# This page is for office use **ONLY**

Tenant ledgers  Excellent  Good  Fair  Poor  None  
(Should be supplied by applicant)  
Each Tenant have ID  Yes  No: \_\_\_\_\_  
(Should be supplied by applicant)

---

Could be proof of age card, passport, birth certificate, license or proof of income. Each tenant should supply 2 ID's (1 being a photo ID)

Landlord's thoughts  Excellent  Good  Fair  Poor  
Rent: \_\_\_\_\_ Bond: \_\_\_\_\_ Garden/Yard: \_\_\_\_\_  
Cleanliness: \_\_\_\_\_  
Pets: \_\_\_\_\_ Length: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

---

If tenant is an property owner or used to be, a copy of the council rate & of a TATS search

Yes  No: \_\_\_\_\_

---

Tenant on bad Database  No  Yes: \_\_\_\_\_  
Employment Checks  Excellent  Good  Fair  Poor  None  
Hours: \_\_\_\_\_ Wage: \_\_\_\_\_ Length: \_\_\_\_\_

---

## Non-local residents

Copy of passport  Yes  No: \_\_\_\_\_  
(Should be supplied by applicant)  
Copy of Visa  Yes  No: \_\_\_\_\_  
(Should be supplied by applicant)

If Work-Sponsored Visa, verify with employer if they work there and that they are the Visa Sponsor.

What is the rent / income calculation: \_\_\_\_\_ %  
Reference Checks  Excellent  Good  Fair  Poor  
If written check authenticity: \_\_\_\_\_

---

Date Accepted by Landlord: / / Date rejected by Landlord / /  
Date Accepted by Tenant: / / Date rejected by Tenant / /  
Rent \$ Pets: Bond \$