

# APPLICATION FOR RESIDENTIAL TENANCY

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**To process your application you will need to:**

- 1. Complete and sign the application form
  - 2. All person wishing to reside at the premises must be indicated on this form
  - 3. Read and sign the Privacy Act Acknowledgement Form
  - 4. We require your last 3 payslips or proof of income
  - 5. Provide required copies of identification for the 100 point check
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**Proof of Identification**

Identification	Points
Current passport (or expired within last 2 years)	70
Birth Certificate (or certified extract)	70
Current Australia passport	70
Australian citizenship certificate (or certified copy)	70
Drivers Licence	40
Centrelink card	40
Tertiary Education ID card	40
Veteran Affairs Gold card	40
Mortgage documents	35
Land Titles Office records	35
Proof of age card	25
Proof of name change e.g. marriage certificate	25
Medicare card, Seniors card	25
Bank Statement, Council Rates	25
Credit, Bank and Debit cards	25
Electoral Enrolment card	25
Insurance renewal	25
Motor vehicle registration	25
Utility accounts, Rent records	25

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**Processing your application**

- 1. Your application will be processed with the information provided and submitted to the landlord for their acceptance or non-acceptance for tenancy.
- 2. If the application is unsuccessful, we will endeavour to contact, though no reason will be disclosed for non-acceptance of an application.
- 3. Should your application be accepted, you will be asked to pay the bond and sign the lease within 24-48 hours.
- 4. Water charges may also apply. Please check with your Anreps Property Manager.
- 5. It is the tenants' responsibility to arrange connection of electricity, telephone and gas supply to the property. Your Anreps Property Manager can advise you regarding this process.

# APPLICATION FORM

RENTAL PROPERTY ADDRESS			
RENT PER WEEK \$	LENGTH OF TENANCY REQUIRED	DATE ABLE TO OCCUPY	NO. OF PEOPLE TO RESIDE IN PREMISES?
HOW DO YOU PLAN TO PAY THE BOND?		<input type="checkbox"/> OWN FUNDS	<input type="checkbox"/> BORROWED FUNDS <input type="checkbox"/> SA HOUSING TRUST
HOW DO YOU PLAN TO PAY THE 1 <sup>ST</sup> RENTAL PAYMENT?		<input type="checkbox"/> OWN FUNDS	<input type="checkbox"/> BORROWED FUNDS <input type="checkbox"/> SA HOUSING TRUST

## APPLICANT DETAILS (1)

SURNAME	
FIRST NAME	
MAIDEN OR PREVIOUS NAME	DATE OF BIRTH
VEHICLE REGISTRATION NO.	PASSPORT/LICENCE NO.
TELEPHONE	MOBILE
EMAIL	

## CURRENT RESIDENTIAL DETAILS

ARE YOU CURRENTLY (PLEASE TICK APPROPRIATE BOX)

<input type="checkbox"/> RENTING	<input type="checkbox"/> OWNER OCCUPIER
<input type="checkbox"/> LIVING WITH FAMILY/FRIENDS	<input type="checkbox"/> OTHER

CURRENT ADDRESS
LENGTH OF TIME AT CURRENT ADDRESS
CURRENT MONTHLY RENT OR MORTGAGE REPAYMENTS
REASON FOR MOVING

## CURRENT LANDLORD DETAILS (IF APPLICABLE)

LANDLORD/PROPERTY MANAGER	
TELEPHONE	MOBILE
LAST PREVIOUS ADDRESS	
LENGTH OF TIME AT THIS ADDRESS	

## APPLICANT DETAILS (2)

SURNAME	
FIRST NAME	
MAIDEN OR PREVIOUS NAME	DATE OF BIRTH
VEHICLE REGISTRATION NO.	PASSPORT/LICENCE NO.
TELEPHONE	MOBILE
EMAIL	

## CURRENT RESIDENTIAL DETAILS

ARE YOU CURRENTLY (PLEASE TICK APPROPRIATE BOX)

<input type="checkbox"/> RENTING	<input type="checkbox"/> OWNER OCCUPIER
<input type="checkbox"/> LIVING WITH FAMILY/FRIENDS	<input type="checkbox"/> OTHER

CURRENT ADDRESS
LENGTH OF TIME AT CURRENT ADDRESS
CURRENT MONTHLY RENT OR MORTGAGE REPAYMENTS
REASON FOR MOVING

## CURRENT LANDLORD DETAILS (IF APPLICABLE)

LANDLORD/PROPERTY MANAGER	
TELEPHONE	MOBILE
LAST PREVIOUS ADDRESS	
LENGTH OF TIME AT THIS ADDRESS	

**PREVIOUS LANDLORD DETAILS (IF APPLICABLE)**

LANDLORD/PROPERTY MANAGER	
AGENCY (IF APPLICABLE)	
TELEPHONE	MOBILE
LENGTH OF TIME AT THIS ADDRESS	

WAS YOUR BOND REFUNDED IN FULL?

☐ YES ☐ NO

IF NO, WHY NOT?

**ADDITIONAL INFORMATION**

- ☐ HAVE YOU BEEN EVICTED FROM A RENTAL PROPERTY?
- ☐ HAVE YOU BEEN REFUSED A RENTAL PROPERTY?
- ☐ HAVE YOU HAD A LEASE RENEWAL / EXTENSION DECLINED?
- ☐ DO YOU STILL OWE MONEY TO A LANDLORD/AGENT?

COMMENTS?

**EMPLOYMENT DETAILS**

EMPLOYER NAME	
JOB POSITION	DATE STARTED
EMPLOYMENT ADDRESS	
CONTACT NAME	TELEPHONE NUMBER

ARE YOU RECEIVING BENEFITS

- ☐ NEW START ☐ PARENTING PENSION
- ☐ DISABILITY ☐ CARERS

TOTAL WEEKLY INCOME \$

**IF SELF EMPLOYED**

BUSINESS NAME	ABN
BUSINESS ADDRESS	
APPROXIMATE WEEKLY NET INCOME \$	

**PREVIOUS LANDLORD DETAILS (IF APPLICABLE)**

LANDLORD/PROPERTY MANAGER	
AGENCY (IF APPLICABLE)	
TELEPHONE	MOBILE
LENGTH OF TIME AT THIS ADDRESS	

WAS YOUR BOND REFUNDED IN FULL?

☐ YES ☐ NO

IF NO, WHY NOT?

**ADDITIONAL INFORMATION**

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- ☐ DO YOU STILL OWE MONEY TO A LANDLORD/AGENT?

COMMENTS?

**EMPLOYMENT DETAILS**

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JOB POSITION	DATE STARTED
EMPLOYMENT ADDRESS	
CONTACT NAME	TELEPHONE NUMBER

ARE YOU RECEIVING BENEFITS

- ☐ NEW START ☐ PARENTING PENSION
- ☐ DISABILITY ☐ CARERS

TOTAL WEEKLY INCOME?

**IF SELF EMPLOYED**

BUSINESS NAME	ABN
BUSINESS ADDRESS	
APPROXIMATE WEEKLY NET INCOME \$	

**PERSONAL CHARACTER REFERENCE**  
(Not currently living with you)

NAME	
TELEPHONE	MOBILE
ADDRESS	
RELATIONSHIP TO YOU	

**EMERGENCY CONTACT (1)**  
(A relation not living with you)

NAME	
TELEPHONE	MOBILE
ADDRESS	
RELATIONSHIP TO YOU	

**EMERGENCY CONTACT (2)**  
(A relation not living with you)

NAME	
TELEPHONE	MOBILE
ADDRESS	
RELATIONSHIP TO YOU	

**LIST OF PEOPLE INTENDING TO RESIDE WITH YOU**

NAME	
ADDRESS	
AGE	RELATIONSHIP

NAME	
ADDRESS	
AGE	RELATIONSHIP

**PERSONAL CHARACTER REFERENCE**  
(Not currently living with you)

NAME	
TELEPHONE	MOBILE
ADDRESS	
RELATIONSHIP TO YOU	

**EMERGENCY CONTACT (1)**  
(A relation not living with you)

NAME	
TELEPHONE	MOBILE
ADDRESS	
RELATIONSHIP TO YOU	

**EMERGENCY CONTACT (2)**  
(A relation not living with you)

NAME	
TELEPHONE	MOBILE
ADDRESS	
RELATIONSHIP TO YOU	

**LIST OF PEOPLE INTENDING TO RESIDE WITH YOU**

NAME	
ADDRESS	
AGE	RELATIONSHIP

NAME	
ADDRESS	
AGE	RELATIONSHIP

DO YOU HAVE PETS?

TYPE/BREED

DETAILS (provide age, live indoors or outdoors)

TYPE/BREED

DETAILS (provide age, live indoors or outdoors)

PRIVACY STATEMENT

As Property Managers, Anreps, collects and uses personal information about you to act as the agent and perform its obligations as an agent. We may disclose information to other parties such as clients, potential purchasers of the property, or to clients both existing and potential, as well as to tradespeople, strata or community corporations, government and statutory bodies and to other parties as required by law.

Anreps will only disclose information in this way to other parties as required to perform our 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 your Anreps Property Manager. You can correct any information if it is inaccurate, incomplete or out of date. Real Estate and Tax laws require some of this information to be collected.

DECLARATION

- 1. The information provided in this application is true and correct.
- 2. I/We are 18 years or over.
- 3. I/We are not bankrupt or are an un-discharged bankrupt.
- 4. Upon being notified that the application has been approved for tenancy, I/We agree to pay the required security bond immediately and arrange to sign the tenancy agreement as soon as possible. I/We understand that the bond must be paid in cash, money order or bank cheque.
- 5. I/We agree to pay two (2) weeks rent as per payment method stated in the lease, on or before the first day of tenancy. I/We agree that if the required rent and security bond is not paid in full on or before the first day of the tenancy I/We will not be granted possession of the property.
- 6. I/We consent to the information provided in this application being verified/confirmed with the contacts given and further consent to our details being verified on the internet tenancy databases such as, T.I.C.A., NTD and the Pacific Mercantile Courts Judgement database at Anreps discretion.
- 7. I/We understand that if our application is not accepted for tenancy, no reason for non-acceptance will be provided.

SIGNATURES

APPLICANT 1

FULL NAME (PLEASE PRINT)

SIGNATURE

DATE

APPLICANT 2

FULL NAME (PLEASE PRINT)

SIGNATURE

DATE