

RESIDENTIAL TENANCY APPLICATION



Residential Property Management Services
 109 Regency Rd, CROYDON PARK SA 5008
 Ph: 08 8340 9555
 Fax: (08) 8340 1587
 Email: croydonpark@rpmsrentals.com.au

Applicants please note that by signing this application you are agreeing to enter into a Residential Tenancy Agreement if you are successful and the Landlord notifies you of acceptance.

PLEASE NOTE; TO VIEW PHOTOS & PRO-ACTIVE TOURS OF OUR NEW INVESTMENT HOMES BEING BUILT, PLEASE VISIT www.rpmsrentals.com.au.
 APPLICATIONS WILL BE PROCESSED WITHIN 2-3 DAYS UPON SUBMISSION TO OFFICE. PLEASE PROVIDE ALL CONTACT NUMBERS OF REFERENCES TO ENSURE SPEEDY RESPONSE. ALL APPLICANTS WILL BE NOTIFIED.

Applicant

Phone Nos. Home Work Mobile

Email

Property

Have you viewed this property Yes No

Preferred Term of lease 6 or 12 months Preferred commencement of lease/...../.....

I / We acknowledge Rent of \$ per week is payable in advance during the term of the lease.

My nominated method of payment for rent shall be.

Internet Banking Direct Debit from Bank Account (to be organised yourself)

I acknowledge there is a requirement to pay a Security Bond Equal to 4 weeks rent (under \$250 per week) or 6 weeks rent (over \$251 per week) being \$.....

UTILITY CONNECTIONS



This is a FREE service that connects all your utilities and other services.

Direct Connect can help arrange for the connection or provision of the following utilities and other services:

Electricity Gas Phone Internet Pay TV
 Insurance Cleaning Removals Truck or van hire

Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.



We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect 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 your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

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

Signature of applicant: _____ Date...../...../..... Application sent to Direct Connect (if required)

APPLICATION TERMS

1. APPLICATION

The applicant applies to the Agent to let the property in accordance with the terms of this Application, and in consideration of the Landlord accepting the application agrees to the following acknowledgments and undertakings.

2. APPLICANT'S ACKNOWLEDGEMENTS

2.1 Sign Residential Tenancy Agreement

The Application must sign the Residential Tenancy Agreement as soon as reasonably possible after this Application is accepted by the Landlord.

2.2 Entitlement to possession

The Applicant is not entitled to take possession of the Property until the Residential Tenancy Agreement is signed by the Applicant and returned to the Agent.

2.3 Applicant to pay the rent

The Applicant agrees to pay the Rent during the Term in accordance with this Application and the Residential Tenancy Agreement.

2.4 Applicant to pay the Security Bond

The applicant must provide the Security Bond plus an amount equal to two 2 weeks rent in cash or by bank cheque before taking possession of the Property.

2.5 Agent may make enquiries

The applicant authorises the Agent:

2.5.1 to make all necessary enquires to verify the information provided by the Applicant in this Application (including information relating to the Applicant's employment, rental history, business and personal references).

2.5.2 to provide information relating to the Applicant's tenancy of the Property to any Registered Agent who is authorised by the Applicant to inquire about that matter

2.6 Application if true

The application and all of them warrant that the information contained in the Reference Schedule is true.

2.7 Inconsistency

Subject to clauses 2.2 and 2.4, if there is any inconsistency between the terms of this Application and the Residential Tenancy Agreement then the terms of the Residential Tenancy Agreement prevail.

3. APPLICATION INCLUDES ATTACHMENTS

This Application includes all schedules and attachments to it.

4. INTERPRETING THIS APPLICATION

Unless the context suggests otherwise, this Application must be interpreted

4.2 All headings are for convenience only.

4.3 A reference to the Applicant includes each person named as the Applicant jointly and severally.

5. PRIVACY ACT 1988

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including to the landlord, referees, other agents and third part operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and/or other agents.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting the Agents at the above agents address and phone number. The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date.

If the information is not provided, the Agent may not be able to process the application and manage the tenancy

APPLICANT SIGNATURE: _____ DATE ____ / ____ / ____

APPLICANT SIGNATURE: _____ DATE ____ / ____ / ____

Applicants Please Note Prior to Signing Any Application:

1. All items on this Application must be completed in full.
2. Do not this document sign unless you are satisfied that you understand its terms
3. Applicants acknowledge that upon verbal acceptance of the Property if notified that they are the successful applicant they will enter into a Residential Tenancy Agreement.
4. If the Applicant wishes to cancel the lease on the property prior to signing the Tenancy Agreement an Administration fee equal to 1 weeks rent is required to be paid to the Agent.
5. The agent reserves the Right to Cancel Such Acceptance if the Tenant fails to attend and sign the agreement within 48 hours of verbal acceptance and may offer the property to another applicant.

APPLICANT 1

Please provide personal details. PLEASE CIRCLE

MR MRS MISS MS

[Empty box for name]

Date of Birth

[Empty box for date of birth]

Car registration no. & State

[Empty box for car registration]

Driver's license no. / Passport no.

[Empty box for driver's license/passport no.]

Driver's license / Passport country

[Empty box for driver's license/passport country]

Pension no. (if applicable)

[Empty box for pension no.]

Pension type (if applicable)

[Empty box for pension type]

Home phone no.

[Empty box for home phone no.]

Mobile phone no.

[Empty box for mobile phone no.]

Work phone no.

[Empty box for work phone no.]

Email address

[Empty box for email address]

What is your current address?

[Empty box for current address]

How long have you lived at your current address?

[Empty box for years]

Years

[Empty box for months]

Months

Please tell us about this rented property

Name of landlord or agent including agency

[Empty box for landlord/agent name]

Landlord/agent's phone no.

[Empty box for landlord/agent phone no.]

Weekly rent paid

[Empty box for weekly rent paid with \$ symbol]

Why are you leaving this address?

[Empty box for reason for leaving]

What was your previous residential address?

[Empty box for previous residential address]

Please give us further information about this rented property

Name of landlord or agent including agency

[Empty box for landlord/agent name]

Landlord/agent's phone no.

[Empty box for landlord/agent phone no.]

Weekly rent paid

[Empty box for weekly rent paid with \$ symbol]

How long did you live at this address?

[Empty box for years]

Years

[Empty box for months]

Months

Why did you leave this address?

[Empty box for reason for leaving]

Please provide your employment details

What is your occupation?

[Empty box for occupation]

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

[Empty box for employer's name]

Employer's address

[Empty box for employer's address]

Contact name

[Empty box for contact name]

Phone no.

[Empty box for phone no.]

Length of employment

[Empty box for years]

Years

[Empty box for months]

Months

Weekly income (net)

[Empty box for weekly income with \$ symbol]

*Please provide 2 recent payslips and/or a Centrelink statement

APPLICANT 2

Please provide personal details. PLEASE CIRCLE

MR MRS MISS MS

[Empty box for name]

Date of Birth

[Empty box for date of birth]

Car registration no. & State

[Empty box for car registration]

Driver's license no. / Passport no.

[Empty box for driver's license/passport no.]

Driver's license / Passport country

[Empty box for driver's license/passport country]

Pension no. (if applicable)

[Empty box for pension no.]

Pension type (if applicable)

[Empty box for pension type]

Home phone no.

[Empty box for home phone no.]

Mobile phone no.

[Empty box for mobile phone no.]

Work phone no.

[Empty box for work phone no.]

Email address

[Empty box for email address]

What is your current address?

[Empty box for current address]

How long have you lived at your current address?

[Empty box for years]

Years

[Empty box for months]

Months

Please tell us about this rented property

Name of landlord or agent including agency

[Empty box for landlord/agent name]

Landlord/agent's phone no.

[Empty box for landlord/agent phone no.]

Weekly rent paid

[Empty box for weekly rent paid with \$ symbol]

Why are you leaving this address?

[Empty box for reason for leaving]

What was your previous residential address?

[Empty box for previous residential address]

Please give us further information about this rented property

Name of landlord or agent including agency

[Empty box for landlord/agent name]

Landlord/agent's phone no.

[Empty box for landlord/agent phone no.]

Weekly rent paid

[Empty box for weekly rent paid with \$ symbol]

How long did you live at this address?

[Empty box for years]

Years

[Empty box for months]

Months

Why did you leave this address?

[Empty box for reason for leaving]

Please provide your employment details

What is your occupation?

[Empty box for occupation]

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

[Empty box for employer's name]

Employer's address

[Empty box for employer's address]

Contact name

[Empty box for contact name]

Phone no.

[Empty box for phone no.]

Length of employment

[Empty box for years]

Years

[Empty box for months]

Months

Weekly income (net)

[Empty box for weekly income with \$ symbol]

*Please provide 2 recent payslips and/or a Centrelink statement

APPLICANT 1**Next of kin details (not residing with you) in case of emergency**

Surname	Given name/s
<input type="text"/>	

Relative's address

Home no.	Work/mobile
<input type="text"/>	<input type="text"/>

Relationship to you

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
<input type="text"/>	

Home no.	Work/mobile
<input type="text"/>	<input type="text"/>

2. Surname	Given name/s
<input type="text"/>	

Home no.	Work/mobile
<input type="text"/>	<input type="text"/>

APPLICANT 2**Next of kin details (not residing with you) in case of emergency**

Surname	Given name/s
<input type="text"/>	

Relative's address

Home no.	Work/mobile
<input type="text"/>	<input type="text"/>

Relationship to you

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
<input type="text"/>	

Home no.	Work/mobile
<input type="text"/>	<input type="text"/>

2. Surname	Given name/s
<input type="text"/>	

Home no.	Work/mobile
<input type="text"/>	<input type="text"/>

Full names and ages of all OTHER persons who will reside at the property (ANYONE OVER 18 MUST PROVIDE 100 POINTS OF ID)

Names	Ages
1.	
2.	
3.	
4.	

Please provide details of any pets

Breed/type	Council registration number	Inside/Outside
1.		
2.		

Do any of the applicants Smoke

YES NO

Do any of the applicants own a Lawnmower

YES NO

TENANCY APPLICANTS NOTE:**WE REQUIRE THE FOLLOWING INFORMATION TO BE SUPPLIED TO PROCESS AN APPLICATION:**

- ◆ PHOTOGRAPHIC IDENTIFICATION/PASSPORT
- ◆ 2 RECENT PAYSLEIPS
- ◆ REFERENCES FROM PREVIOUS AGENT/LANDLORD – VERBAL IS FINE
- ◆ PROOF OF LAST RESIDENTIAL ADDRESS – IE TELSTRA A/C, AGL OR ORIGIN ACCOUNT
- ◆ COPIES OF PREVIOUS RENTAL RECEIPTS/LEDGER – IF POSSIBLE
- ◆ COPY OF FRONT PAGE OF PREVIOUS LEASE AGREEMENT – IF POSSIBLE
- ◆ ON APPROVAL OF AN APPLICATION, ALL MONIES MUST BE PAID IN FULL
- ◆ APPLICATIONS WILL ONLY BE PROCESSED ON COMPLETED AND SIGNED TENANCY APPLICATIONS

YOUR COMPLIANCE WITH THE ABOVE POINTS WILL ASSIST WITH SPEEDY PROCESSING OF YOUR APPLICATION. THANK YOU.

APPLICATION FOR RESIDENTIAL TENANCY

IMPORTANT- To Consider Your Application, We Require You To:

- **FILL IN COMPLETELY AND SIGN THE APPLICATION FORM** with all relevant information and reference details, and all persons wishing to reside clearly indicated. **WE CANNOT PROCESS THIS FORM UNLESS ALL PARTS HAVE BEEN FULLY COMPLETED.**
- Read and Sign the **Privacy Act Acknowledgment Form**
- **Provide identification to pass our 100 POINT CHECK**

PROOF OF IDENTIFICATION REQUIRED- 100 POINT CHECK

We require **each applicant** to provide the following

WE REQUIRE IDENTIFICATION FROM ALL THREE CATAGORIES

WITH A TOTAL SUM OF 100 POINTS OR MORE

Category	IDENTIFICATION REQUIRED PER APPLICANT	POINT VALUE
1 <input type="checkbox"/>	Tick Current Agent Rent History Ledger/Record	50 Points
1 <input type="checkbox"/>	Passport (only if Non-Australian Resident)	40 Points
1 <input type="checkbox"/>	Latest Telephone Account (with Address)	40 Points
1 <input type="checkbox"/>	Latest Electricity or Gas Account (with Address)	40 Points
1 <input type="checkbox"/>	Current Driver's Licence - with Photo	40 Points
1 <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 (Australian Resident)	20 Points
3 <input type="checkbox"/>	Medicare Card	10 Points
3 <input type="checkbox"/>	Citizenship Certificate	10 Points
3 <input type="checkbox"/>	Birth Certificate	10 Points
3 <input type="checkbox"/>	Debit/Credit Card	10 Points

PROCESSING AND APPLICATION ACCEPTANCE/NON ACCEPTANCE

PLEASE READ CAREFULLY

- 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.**
- **If your application is not approved, you will be informed by SMS**
- 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. You will be asked to pay the monies by direct deposit into our trust account immediately.**
- **Water Charges may also apply- please check with the Property Manager.**
- It is a tenant responsibility to arrange connection of electricity, telephone and gas supply to the property, once the application is approved. However we are also able to assist you in this regard - please let us know.