

**Application for Residential Tenancy**

344 Shepherds Hill Road BLACKWOOD SA 5051

Phone: (08) 8370 3611 Fax (08) 8370 3251

Email: [maren.peters@rh.com.au](mailto:maren.peters@rh.com.au)

Please provide full details to ensure effective processing of this application. On receipt of your application we will endeavour to provide you with an answer within 2 working days. The applicant/s detailed herein applies for a property tenancy through the Property Manager and declare and covenant that the information herein is true and correct. The applicant must not give false or misleading information to the Property Manager and to do so is an offence pursuant to section 51 of the Residential Tenancies Act 1995

**PLEASE NOTE: OUR TENANCY AGREEMENTS CONTAIN A SPECIAL CLAUSE " NO SMOKING INSIDE THE PREMISES"**

PROPERTY APPLIED FOR :

Rent \$  Per Week Bond \$

Will you be receiving government assistance for the rent?  Yes  No

Bond Guarantees provided by the South Australian Housing Trust must be supplied at signing of agreement.

Tenancy Required  6 Months  12 Months  Other

Lease Commencement date

How Many people will normally occupy the property? Adults  Children

**Acknowledgements by Applicant/s**

I/we have inspected the above property (internally) on \_\_\_\_/\_\_\_\_/\_\_\_\_

Have you ever had your lease terminated by an owner or agent  Yes  No if so why? \_\_\_\_\_

Have you a debt to any other Landlord or Agent  Yes  No

**I/we have inspected the property and agree to accept it with existing features subject to the final clean and the property being presented in a reasonable condition  Yes  No**

Category	IDENTIFICATION REQUIRED PER APPLICANT	POINT VALUE	APP 1	APP 2
1	Current Agent Rent History Ledger/Record	50 Points		
1	Passport (only if Non-Australian Resident)	40 Points		
1	Latest Telephone Account (Landline Only)	40 Points		
1	Latest Electricity or Gas Account	40 Points		
1	Current Driver's Licence- with Photo	40 Points		
1	Proof of Age Card- with Photo	40 Points		
2	Tertiary Education Photo ID	30 Points		
2	Current Vehicle Registration	30 Points		
2	Passport (Australian Resident)	20 Points		
3	Medicare Card	10 Points		
3	Citizenship Certificate	10 Points		
3	Birth Certificate (Photocopy Only – No Scans)	10 Points		
3	Debit/Credit Card (photocopy) 10 Points	10 Points		

**Please Note : If you have rented before and owned a home only - Council Rates to be provided**

	Point Value Received from Each Applicant Total	TOTAL		
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**IMPORTANT – 100 Point check information must be attached to this application form when submitted.**

<b>Applicant 1:</b>	<b>Applicant 2:</b>
<b>Business Name &amp; ABN (if applicable):</b>	<b>Business Name &amp; ABN (if applicable):</b>
<b>Family Name:</b>	<b>Family Name:</b>
<b>Given Name:</b>	<b>Given Name:</b>
<b>Date of birth:</b>	<b>Date of birth:</b>
<b>Occupation:</b>	<b>Occupation:</b>
<b>Current Residential address:</b>	<b>Current Residential address:</b>
Reason for moving:	Reason for moving:
Previous address (if less than 12 months at current address):	Previous address (if less than 12 months at current address):
Mobile:	Mobile:
Work phone:	Work phone:
Email address:	Email address:
Identity Information:	Identity Information:
Drivers licence #:	Drivers licence #:
Car registration & State:	Car registration & State:
<b>EMPLOYMENT HISTORY</b>	
<b>Current Employment</b>	<b>Current Employment</b>
Business Name:	Business Name:
Business Address:	Business Address:
Supervisor's Name:	Supervisor's Name:
Supervisor's phone:	Supervisor's phone:
Supervisor's email address:	Supervisor's email address:
Length of employment:	Length of employment:
Total annual income (as declared to Australian Taxation Office):	Total annual income (as declared to Australian Taxation Office):
<b>Previous Employment (Minimum 2 years)</b>	<b>Previous Employment (Minimum 2 years)</b>
Business Name:	Business Name:
Business Address:	Business Address:
Supervisor's Name:	Supervisor's Name:
Supervisor's phone:	Supervisor's phone:
Supervisor's email address:	Supervisor's email address:
Length of employment:	Length of employment:
Total annual income (as declared to Australian Taxation Office):	Total annual income (as declared to Australian Taxation Office):

<b>SELF EMPLOYED</b>	<b>SELF EMPLOYED</b>
Business Name:	Business Name:
Business Address:	Business Address:
Length of employment:	Length of employment:
Total annual income (as declared to Australian Taxation Office):	Total annual income (as declared to Australian Taxation Office):
Accountant name:	Accountant name:
Accountant phone number:	Accountant phone number:
Accountant email:	Accountant email:
<b>STUDENT</b>	<b>STUDENT</b>
<b>College/Tafe or University:</b>	<b>College/Tafe or University:</b>
<b>Student ID:</b>	<b>Student ID:</b>
<b>Income/sources:</b>	<b>Income/sources:</b>
<b>Faculty/Course:</b>	<b>Faculty/Course:</b>
<b>RENTAL HISTORY</b>	
<b>Current Landlord/Agent</b>	<b>Current Landlord/Agent</b>
Name:	Name:
Phone:	Phone:
Email address:	Email address:
Address of property rented & cost per week:	Address of property rented & cost per week:
Rent: \$	Rent: \$
Do You expect your bond to be refunded in full ? <input type="checkbox"/> Yes <input type="checkbox"/> No If NO, why?:	Do You expect your bond to be refunded in full ? <input type="checkbox"/> Yes <input type="checkbox"/> No If NO, why?:
<b>Previous Landlord/Agent</b>	<b>Previous Landlord/Agent</b>
Name:	Name:
Phone:	Phone:
Address of property rented ?	Address of property rented ?
Rent \$	Rent \$
Was bond refunded in full ? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, why?	Was bond refunded in full ? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, why?
<b>Home Owners/Immigration/International Students</b>	<b>Home Owners/Immigration/International Students</b>
<b>If you have not rented before, have you owned your own home? <input type="checkbox"/>Yes <input type="checkbox"/> No</b>	<b>If you have not rented before, have you owned your own home? <input type="checkbox"/>Yes <input type="checkbox"/> No</b>
<b>If yes, provide address &amp; Sales Agent details</b> (note copy of council rates will be required):	<b>If yes, provide address &amp; Sales Agent details</b> (note copy

	of council rates will be required):
<b>Business reference</b> (other than the name of your employer)	<b>Business reference</b> (other than the name of your employer)
Name:	Name:
Address:	Address:
Phone:	Phone:
Relationship:	Relationship:
How long known:	How long known:
<b>Personal Reference</b>	<b>Personal Reference</b>
Name:	Name:
Address:	Address:
Phone:	Phone:
Relationship:	Relationship:
<b>Closest relative who will not be residing with you</b>	<b>Closest relative who will not be residing with you</b>
Name:	Name:
Address:	Address:
Phone:	Phone:
Relationship:	Relationship:
<b>PETS</b>	
Do You have any pets ? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do You have any pets ? <input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Pets ?	Number of Pets ?
Pet Type	Pet Type
Breed:	Breed:
Age:	Age:
<b>Other people permanently residing in the property</b>	<b>Other people permanently residing in the property</b>
Full names & ages of all people (including children) who will be permanently reside at this property:	Full names & ages of all people (including children) who will be permanently reside at this property:
1: _____ Age: _____	1: _____ Age: _____
2: _____ Age: _____	2: _____ Age: _____
3: _____ Age: _____	3: _____ Age: _____
4: _____ Age: _____	4: _____ Age: _____

## Warranties and Privacy

### Warranties by Applicant/s

#### The Applicant/s warrant:

The information herein given by them is true and correct and that all information was given of their own free will.

The applicant/s is over 18 years of age.

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

That the applicant/s has inspected the property detailed herein and will not permit pets on the premises unless authorised by the owner/Agent to do so.

That the applicant/s will pay bond (by credit card or bank cheque only) of the amount set out on page 1 upon signing a Residential Tenancy Agreement. Keys will not be handed over until the full Bond monies have been paid at the time of signing the Lease documents

This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

### Bankruptcy Declaration

As the applicant, have you ever been bankrupt  Yes  No

If yes, please give details

### Authority and Privacy Act

The Applicant/s acknowledge that they have been informed, understand and agree that the acceptance of this Application is subject to the information supplied on this form and the reports obtained by the Landlord in accordance with these terms and the provisions of the Privacy Act 1988, being acceptable to the Landlord.

The Applicant/s authorise the Agent to contact the Applicant/s' nominated work supervisor or accountant, current or previous landlord or agent, and business or personal referees (together referred to as Contacts), and to make enquiries about the Applicant/s to determine their suitability as tenants.

The Applicant/s authorise the Contacts to provide information about the Applicant/s to the Agent for the purpose of assisting the Agent to determine the suitability of the Applicant/s as tenants.

By signing this form, the Applicant/s also authorise the Agent to obtain information about the Applicant/s from a residential tenancy database and, if the Applicant is accepted as a tenant, to disclose any rental defaults to the residential tenancy database operator.

The Agent uses personal information collected from the Applicant/s to act as agent and to assess the Applicant/s suitability to rent the property. Real estate and tax laws require some of this information to be collected.

The Agent may disclose information to other parties such as the Landlord, to potential purchasers of the property, or to clients of the Agent both existing and potential, as well as to tradespeople, strata corporations, 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 its duties as agent of the property, or as otherwise allowed under the Privacy Act 1988. Applicant/s may request access to the personal information held about them by the Agent by contacting the Agent at the address and contact numbers set out in this form (although access may be refused in certain circumstances).

The Agent will correct any information it considers is inaccurate, incomplete or out-of-date. Applicant/s are required to provide the Agent with all the information it requires, failing which the Agent will not be able to assess (and therefore may reject) the Applicant/s' application for tenancy. Further information about the Agent's privacy practices is set out in its privacy policy, which can be obtained by contacting the Agent.

**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 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 from:**

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and 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 (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (b) prepare lease/tenancy documents (f) refer to collection agents/lawyers (where applicable)
- (c) allow tradespeople or equivalent organisations to contact me (g) complete a credit check with NTD (National Tenancies Database)
- (d) lodge/claim/transfer to/from a Bond Authority

I am aware that if information is not provided or I do not consent to the use for which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

The applicant acknowledges::

1. that the landlord's insurance will not cover the tenant's contents and it is advised that the tenant should obtain contents and public 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. That unless agreed otherwise the tenant shall be liable for all water costs pertaining to the property as per SA Water calculations. Costs to be calculated on a daily basis.
5. Only those persons on this application are permitted to reside at the property

**Please note: Our Tenancy Agreements contain a special clause stating: NO SMOKING INSIDE THE PREMISES**

I am over the age of 18 years. I will pay a Security Bond of \$..... plus 2 week's rent \$..... in cash or Bank cheque before taking possession of this property.

The Applicant/s acknowledge and agree that immediately upon notice from the Agent that the Landlord has accepted this Application, the Applicant/s must then proceed to agree to a Residential Tenancy Agreement with the terms and other conditions set out herein. The Applicant/s undertakes and agree to sign a written Residential Tenancy Agreement before possession of the Property will be given. If accepted for this property, the Applicant/s agrees NOT to use the property for any business or commercial use.

Signature of applicant 1 : \_\_\_\_\_ Date: \_\_\_\_\_

Signature of applicant 2 : \_\_\_\_\_ Date: \_\_\_\_\_

## Privacy Act Acknowledgement Form

### Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

This form provides information about how we the below named agent handle your personal information, as required by the National 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.

Member Name : Raine & Horne Blackwood  
Address 344 Shepherds Hill Road Blackwood SA 5051  
Phone **08 8370 3611** Fax **08 8370 3251** Email **prop.man@rh.com.au**

As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office on the above numbers or addresses.

### Primary Purpose

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

- The 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
- Other Real Estate Agents to assess the risk to our clients.

We may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

### Secondary Purpose

During and after the tenancy we may disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property.
- Tribunals or Courts having jurisdiction seeking orders or remedies.
- Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you.
- TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Lessors / Owners insurer in the event of an insurance claim.
- Future rental references to other asset managers / owners.

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently we cannot provide you with the property you requested to rent.

### 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 National 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 National 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 any of the following ways

Phone: 190 222 0346 calls are charged at \$5.45 per minute including GST (higher from mobile or pay phone) Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30

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## Privacy Act Acknowledgement Form

### 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 other 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.

The personal information that the TICA Group may hold is as follows

Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

### Further Information About TICA

Full details about TICA can be found on TICA's website at [www.tica.com.au](http://www.tica.com.au) under Tenant Information and Privacy Policies or by contacting The TICA Group on our Helpline 190 222 0346 calls charged at \$ 5.45 per minute including GST (higher from mobile and pay phones)

If you're personal information is not provided to The TICA Group the member may not proceed with assessing your application and you may not be provided with the rental property.

### Signed By the Applicant:

Signature : \_\_\_\_\_ Print Name : \_\_\_\_\_

Signature : \_\_\_\_\_ Print Name : \_\_\_\_\_



### Page 2 of 2

P.O. Box 120

ACN: 087 400 379 ABN: 84 087 400 379

CONCORD NSW 2137

Phone: 02 97431800 Fax: 02 987434844

Email: [enquiries@tica.com.au](mailto:enquiries@tica.com.au)



*Fast, Simple, Free!*

**Raine & Horne Blackwood**

344 Shepherds Hill Rd

BLACKWOOD SA 5051

Ph: (08) 8370 3611 Fax: (08) 8370 3251

E: [prop.man@rh.com.au](mailto:prop.man@rh.com.au)

W: [www.raineandhorne.com.au/blackwood](http://www.raineandhorne.com.au/blackwood)

Please complete all sections of this application to enable us to connect your utilities.

**APPLICANT DETAILS**

Family /Surname: \_\_\_\_\_

Given Name/s: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Driver's Licence Number: \_\_\_\_\_ State: \_\_\_\_\_ Expiry: \_\_\_\_\_

Passport No (if applicable): \_\_\_\_\_ Country: \_\_\_\_\_ Expiry: \_\_\_\_\_

Concession No (if applicable): \_\_\_\_\_ Type: \_\_\_\_\_ Expiry: \_\_\_\_\_

Property Manager: \_\_\_\_\_

**CONNECTION**

Please tick the utilities required

Electricity  Gas  Telephone  Internet  Pay TV

New Property Address: \_\_\_\_\_  
\_\_\_\_\_

Move in Date: \_\_\_\_\_ Connection Date: \_\_\_\_\_

**The Main Electricity switch must be in the 'OFF' position between 7 am and 6 pm on the day of connection.**

**DECLARATION**

By signing this application, I consent:

consent to the disclosure of information on this form to myconnect ABN 34 121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent; acknowledge the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect 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 services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities.

Signature

Date

-----

**myconnect**

[www.myconnect.com.au](http://www.myconnect.com.au)

[enquiry@myconnect.com.au](mailto:enquiry@myconnect.com.au)

**FX: 1300 854 479**

**PH: 1300 854 478**