

RESIDENTIAL TENANCY AGREEMENT

# APPLICATION FORM



# APPLICATION FOR RESIDENTIAL TENANCY

## TO PROCESS YOUR APPLICATION WE WILL REQUIRE YOU TO

1. Fill in and sign the application form (completely) with all relevant information and reference details provided
2. All persons wishing to reside at the premises must be indicated on this form
3. Read and sign the Privacy Act Acknowledgment Form
4. We require 4 payslips or proof of income
5. Provide required copies of identification for the 100 point check

## PROOF OF IDENTIFICATION - 100 POINT CHECK

1	CURRENT AGENT RENT HISTORY LEDGER/RECORD	50
1	PASSPORT (ONLY ACCEPTABLE IF NON-AUSTRALIAN RESIDENT)	40
1	LATEST ELECTRICITY OR GAS ACCOUNT	40
1	CURRENT DRIVERS LICENCE (WITH PHOTO)	40
1	PROOF OF AGE CARD	40
2	TERTIARY EDUCATION PHOTO ID	30
2	CURRENT VEHICLE REGISTRATION	30
2	PASSPORT (AUSTRALIAN RESIDENT)	20
3	MEDICARE CARD	10
3	CITIZENSHIP CERTIFICATE	10
3	BIRTH CERTIFICATE (PHOTOCOPY ONLY - NO SCANS)	10
3	BANK ACCOUNT STATEMENT	10
3	DEBIT/CREDIT CARD (PHOTOCOPY)	10

## PROCESSING AND APPLICATION ACCEPTANCE/NON ACCEPTANCE

1. Your application will be processed with the information provided and submitted to the landlord for their acceptance or non-acceptance for tenancy.
2. We endeavour to SMS applicants if the application is unsuccessful.
3. IMPORTANT - No reason will be disclosed for non acceptance of an application.
4. Should your application be accepted, you will be asked to pay the first two weeks rent and security bond and sign the lease within 24hours.
5. Water charges may also apply. Please check with your property manager.
6. It is a tenants responsibility to arrange connection of electricity, telephone and gas supply to the property (once the application has been approved). However, we are able to assist in this process. Please check with your property manager.
7. If this application is successful you will be allocated a BPAY number to make the initial and ongoing rental payments.

### MILE END

237 - 239 South Road, Mile End SA 5031  
t (08) 8234 1212 f (08) 8234 1558 RLA134

### PORT ADELAIDE

232 Commercial Road, Pt Adelaide SA 5015  
t (08) 8240 2299 f (08) 8240 3399 RLA180654

### GOLDEN GROVE

4/249 Milne Road, Modbury North SA 5092  
t (08) 8395 8333 f (08) 8395 8322 RLA213735

### SALISBURY

28 Commercial Road, Salisbury SA 5108  
t (08) 8283 1777 f (08) 8285 6111 RLA153430

### MUNNO PARA

28 Anderson Walk, Smithfield SA 5114  
t (08) 8254 3777 f (08) 8254 3888 RLA153430

### ALDINGA BEACH

5/101 - 103 Rowley Road, Aldinga Beach SA 5173  
t (08) 8387 5000 f (08) 8557 6072 RLA134

### MORPHETT VALE

PO BOX 800 SA 5162  
t (08) 8186 2777 f (08) 8186 2711 RLA191034

### ROXBY DOWNS

Shop 3 Richardson Place SA 5725  
t (08) 8671 2000 f (08) 8671 2100 RLA176493

### COOBER PEDY

Post Office Hill Road, Coober Pedy  
t (08) 8672 5222 f (08) 8672 5805 RLA185119

### TENNANT CREEK

Suite 5, 99 Paterson Street, NT 0860  
t (08) 8962 2111 f (08) 8962 2133

### DARWIN

Shop 32 Progress Drive, Nightcliff NT 0810  
t (08) 8948 0770 f (08) 8948 4246

### REMARK

Shop 6 Chapman Mall, Renmark SA 5341  
t (08) 8586 5122 f (08) 8586 5144



# APPLICATION FORM

PLEASE READ CAREFULLY AND ENSURE ALL RELEVANT DETAILS HAVE BEEN COMPLETED

RENTAL PROPERTY ADDRESS

HOW DO YOU PROPOSE TO PAY YOUR BOND

OWN FUNDS

BORROWED FUNDS

SA HOUSING TRUST

HOW DO YOU PROPOSE TO PAY YOUR INITIAL RENT

OWN FUNDS

BORROWED FUNDS

SA HOUSING TRUST

RENTAL AMOUNT \$

WHAT DATE DO YOU WANT TO MOVE IN?

TENANCY REQUIRED

12 MONTHS

OTHER

HOW MANY PEOPLE WILL OCCUPY THE PREMISES?

ADULTS

CHILDREN

PETS

HOW DID YOU HEAR ABOUT THE PROPERTY?

INTERNET

DIRECT FROM OFFICE

PAPER - SAT

OTHER

## APPLICANT DETAILS (1)

SALUTATION	
SURNAME	
FIRST NAME	
MAIDEN/PREVIOUS NAME	DATE OF BIRTH
VEHICLE REGISTRATION NO	PASSPORT/LICENSE NO
TELEPHONE	MOBILE
WORK PHONE	EMAIL

## APPLICANT DETAILS (2)

SALUTATION	
SURNAME	
FIRST NAME	
MAIDEN/PREVIOUS NAME	DATE OF BIRTH
VEHICLE REGISTRATION NO	PASSPORT/LICENSE NO
TELEPHONE	MOBILE
WORK PHONE	EMAIL

## CURRENT RESIDENTIAL DETAILS

CURRENT ADDRESS	
ARE YOU (PLEASE TICK APPROPRIATE BOX)	
<input type="checkbox"/> RENTING	<input type="checkbox"/> OWNER OCCUPIER
<input type="checkbox"/> LIVE WITH FRIENDS/FAMILY	<input type="checkbox"/> OTHER
LENGTH OF TIME AT CURRENT ADDRESS	
RENT / MORTGAGE REPAYMENTS	
REASONS FOR VACATING	

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ARE YOU (PLEASE TICK APPROPRIATE BOX)	
<input type="checkbox"/> RENTING	<input type="checkbox"/> OWNER OCCUPIER
<input type="checkbox"/> LIVE WITH FRIENDS/FAMILY	<input type="checkbox"/> OTHER
LENGTH OF TIME AT CURRENT ADDRESS	
RENT / MORTGAGE REPAYMENTS	
REASONS FOR VACATING	

## CURRENT LANDLORD DETAILS (IF APPLICABLE)

LANDLORD / PROPERTY MANAGER	
AGENCY (IF APPLICABLE)	
TELEPHONE	MOBILE
DATE YOU STARTED RENTING PROPERTY	

## CURRENT LANDLORD DETAILS (IF APPLICABLE)

LANDLORD / PROPERTY MANAGER	
AGENCY (IF APPLICABLE)	
TELEPHONE	MOBILE
DATE YOU STARTED RENTING PROPERTY	

**APPLICANT DETAILS (1) CONTINUED**

LAST PREVIOUS ADDRESS

LENGTH OF TIME AT THIS ADDRESS

RENT REPAYMENTS (IF APPLICABLE)

MORTGAGE REPAYMENTS (IF APPLICABLE)

**PREVIOUS LANDLORD DETAILS (IF APPLICABLE)**

LANDLORD / PROPERTY MANAGER

AGENCY (IF APPLICABLE)

TELEPHONE

MOBILE

DID YOU GET YOUR BOND BACK (PLEASE TICK APPROPRIATE BOX)

 YES NO

DATE YOU STARTED RENTING PROPERTY

**ADDITIONAL INFORMATION - HAVE YOU BEEN ....** EVICTED FROM A RENTAL PROPERTY REFUSED A RENTAL PROPERTY HAD AN APPLICATION REFUSED DECLINED A LEASE RENEWEL/EXTENSION STILL OWE MONEY TO A LANDLORD/AGENT

COMMENTS

**EMPLOYMENT DETAILS**

EMPLOYER (S) NAME

JOB POSITION

DATE STARTED

EMPLOYMENT ADDRESS

CONTACT (TO CONFIRM)

CONTACT TELEPHONE

TOTAL WEEKLY INCOME (NETT) \$

**BENEFITS RECEIVED** NEW START \$  PARENTING PENSION \$ DISABILITY \$  CARERS \$**IF SELF EMPLOYED**

BUSINESS NAME

ABN

BUSINESS ADDRESS

WEEKLY NET INCOME (APPROX)

**APPLICANT DETAILS (2) CONTINUED**

LAST PREVIOUS ADDRESS

LENGTH OF TIME AT THIS ADDRESS

RENT REPAYMENTS (IF APPLICABLE)

MORTGAGE REPAYMENTS (IF APPLICABLE)

**PREVIOUS LANDLORD DETAILS (IF APPLICABLE)**

LANDLORD / PROPERTY MANAGER

AGENCY (IF APPLICABLE)

TELEPHONE

MOBILE

DID YOU GET YOUR BOND BACK (PLEASE TICK APPROPRIATE BOX)

 YES NO

DATE YOU STARTED RENTING PROPERTY

**ADDITIONAL INFORMATION - HAVE YOU BEEN ....** EVICTED FROM A RENTAL PROPERTY REFUSED A RENTAL PROPERTY HAD AN APPLICATION REFUSED DECLINED A LEASE RENEWEL/EXTENSION STILL OWE MONEY TO A LANDLORD/AGENT

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**BENEFITS RECEIVED** NEW START \$  PARENTING PENSION \$ DISABILITY \$  CARERS \$**IF SELF EMPLOYED**

BUSINESS NAME

ABN

BUSINESS ADDRESS

WEEKLY NET INCOME (APPROX)

**APPLICANT DETAILS (1) CONTINUED**

**PERSONAL CHARACTER REFERENCE (not living with you)**

NAME	
TELEPHONE	MOBILE
ADDRESS	
RELATIONSHIP TO APPLICANT	

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

NAME	
TELEPHONE	MOBILE
ADDRESS	
RELATIONSHIP TO APPLICANT	

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

NAME	
TELEPHONE	MOBILE
ADDRESS	
RELATIONSHIP TO APPLICANT	

**OCCUPANTS TO RESIDE WITH YOU**

NAME	
AGE	RELATIONSHIP
NAME	
AGE	RELATIONSHIP
NAME	
AGE	RELATIONSHIP

**PETS TO RESIDE WITH YOU**

HOW MANY PETS WILL RESIDE AT THE PREMISES?

**PET1**

BREED	AGE
<input type="checkbox"/> INSIDE	<input type="checkbox"/> OUTSIDE

**PET3**

BREED	AGE
<input type="checkbox"/> INSIDE	<input type="checkbox"/> OUTSIDE

**PLEASE PROVIDE ANY PET REFERENCES**

**APPLICANT DETAILS (1) CONTINUED**

**PERSONAL CHARACTER REFERENCE (not living with you)**

NAME	
TELEPHONE	MOBILE
ADDRESS	
RELATIONSHIP TO APPLICANT	

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

NAME	
TELEPHONE	MOBILE
ADDRESS	
RELATIONSHIP TO APPLICANT	

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

NAME	
TELEPHONE	MOBILE
ADDRESS	
RELATIONSHIP TO APPLICANT	

NAME	
AGE	RELATIONSHIP
NAME	
AGE	RELATIONSHIP
NAME	
AGE	RELATIONSHIP

**PET2**

BREED	AGE
<input type="checkbox"/> INSIDE	<input type="checkbox"/> OUTSIDE

**PET4**

BREED	AGE
<input type="checkbox"/> INSIDE	<input type="checkbox"/> OUTSIDE

**PLEASE PROVIDE ANY PET REFERENCES**

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**PRIVACY STATEMENT**

As professional property managers, Lin Andrews Real Estate 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 corporations, government and statutory bodies and to other parties as required by law.

Lin Andrews Real Estate 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 the Mile End Office on (08) 8234 1212 or writing to the Mile End office at 237-239 South Road, Mile End SA 5031. 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.

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**DECLARATION**

1. The information provided 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 and two weeks rental immediately and arrange to sign the tenancy agreement as soon as possible. I/We understand that the bond must be paid by money order, Bpay or by bank cheque. Lin Andrews are unable to accept this payment by personal cheque, EFT, credit card or cash.
  5. 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, T.I.C.A., NTD and the Pacific Mercantile Courts Judgement database.
  7. I/We understand that if our application is not accepted for tenancy, no reason for non-acceptance will be provided.
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**SIGNATURES****APPLICANT 1****DATE****FULL NAME (PLEASE PRINT)****APPLICANT 2****DATE****FULL NAME (PLEASE PRINT)**

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**OFFICE USE ONLY**

LEASE DATES

COMMENCING

EXPIRING

ALLOCATED BPAY NUMBER

RENT PAYABLE PER FORTNIGHT

PERIODIC INSPECTION DATE

BOND

PROPERTY MANAGER

ACCEPTED BY

TOTAL DUE

STRATA ARTICLES REQUIRED YES  NO PET LEASE REQUIRED YES  NO **WATER ALLOWANCE** ALL QUARTERLY SUPPLY CHARGES + ALL WATER USAGE ALL WATER USAGE ALL WATER USAGE OVER & ABOVE ANNUAL ALLOWANCE NONE OTHER \_\_\_\_\_

PRIMARY TENANT CONTACT

SPECIAL CONDITIONS