

**TO PROCESS YOUR APPLICATION WE REQUIRE THE FOLLOWING;**

1. Fill in and sign the application form (completely) with all relevant and reference details
2. All persons wishing to reside at the premises must be indicated on the application
3. Read and sign the Privacy Act Acknowledgement Form

**DOCUMENTATION REQUIRED;**

1. Last 4 payslips,
2. Centrelink Payment Statement

**PROOF OF IDENTIFICATION REQUIRED – 100 POINTS CHECK  
 (AT LEAST ONE COLOURED PHOTO ID PER APPLICANT)**

**We require each applicant to be 18 years or over and each applicant must provide 100 points of ID**

**DOCUMENTATION REQUIRED TO MEET 100 POINT IDENTIFICATION. MUST PROVIDE AT LEAST 1 COLOURED PHOTO ID PER APPLICANT**

**SUGGESTED ID OPTIONS**

**POINTS**

DRIVERS LICENCE with photos ID. (Includes overseas photo licence)	40
CURRENT PASSPORT (AUSTRALIAN)	40
CURRENT PASSPORT/VISA (NON AUSTRALIAN RESIDENT) – Stamped and dated	40
BIRTH CERTIFICATE (NOT EXTRACT)	30
LETTER FROM EMPLOYER	20
MEDICARE CARD	20
TERTIARY ID CARD	20
PROOF OF AGE CARD	20
UTILITIES BILL – ELECTRICITY/GAS	20
PHONE/INTERNET BILL	10
BANK STATEMENT	10
CAR REGISTRATION	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
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 2 weeks rent within 24 hours to secure the property
5. Water usage and Supply charges apply unless otherwise stated



Scarce Real Estate
457 Greenhill Road
Tusmore SA 5065
P: 8332 1488
F: 8364 1560
E: reception@scarce.com.au

Please Print Your Names Clearly:

Applicant Name (1): .....

Applicant Name (2): .....

Hereby authorise Scarce Real Estate to access all employment/rental history deemed relevant to evaluate my Tenancy Application. This may include details regarding length of employment, positions held, salary or wage and all rental history.

Signed (Applicant 1): ..... Dated: .....

Signed (Applicant 2): ..... Dated: .....

AUTHORITY AND PRIVACY ACT

The applicants named above acknowledge and authorise Scarce Real Estate to make all the necessary enquiries to verify the information provided, including information relating to employment, rental history, personal references and to report on these matters to the Landlord under the provisions of the Privacy Act.

Scarce Real Estate uses personal information collected from you to act as the agent and to perform its obligation as agent. Scarce Real Estate may disclose information to other parties such as our client, to potential purchasers of the property, or to clients of the agent both existing and potential, as well as to trades people, strata corporations, government bodies and to other parties as required by law. Scarce Real Estate 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 our office during business hours. 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.



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### Application for Residential Tenancy

Once your application has been lodged you are accepting the property in the condition as viewed. We will endeavour to provide and answer within 2 business days subject to the availability of referees and the owner.

If your application is successful, we will call you, if unsuccessful, we will SMS you. The company policy in accordance with the Privacy Act is not to give specific reasons for unsuccessful applicants.

Date required to move into property:.....

**PROPERTY ADDRESS:**

How did you find out about this property:  Internet  The Advertiser  Referral  Local Agent  
 Messenger  Other.....

RENT: \$ per week. PAYABLE:  Fortnightly  Calendar Monthly

BOND: \$ (Payable upon signing a Residential Tenancy Agreement) 4 weeks rent is to be paid if rent is \$250 or under – 6 weeks rent is to be paid for properties with rent over \$250.

Will you be receiving government assistance for the Bond: **YES / NO**

Bond Guarantees provided by the South Australian Housing Trust must be supplied at signing of this agreement. You are responsible to arrange this prior to our meeting.

RENT PAYMENT METHOD: Direct Debit / Internet Transfer WE DO NOT HAVE EFTPOS IN THE OFFICE

TENANCY REQUIRED:  12 MONTHS  6 MONTHS  Other.....

APPLICANT 1	APPLICANT 2
Mr / Mrs / Ms / Miss      Marital Status:	Mr / Mrs / Ms / Miss      Marital Status:
Legal First Name(s):	Legal First Name(s):
Surname:	Surname:
Preferred First Name (if different from above):	Preferred First Name (if different from above):
Date of Birth:              Age:	Date of Birth:              Age:
Mobile:	Mobile:
Home Phone:	Home Phone:
Work Phone:	Work Phone:
Email address:	Email address:
Children who will be living with you	Children who will be living with you
Child's name:              D.O.B	Child's name:              D.O.B
Child's name:              D.O.B	Child's name:              D.O.B
Child's name:              D.O.B	Child's name:              D.O.B
Child's name:              D.O.B	Child's name:              D.O.B

APPLICANT 1	APPLICANT 2
<b>RENTAL HISTORY</b>	<b>RENTAL HISTORY</b>
<b>Current Landlord/Agent:</b>	<b>Current Landlord/Agent:</b>
Name:	Name:
Phone:	Phone:
Address of property rented:	Address of property rented:
Length of time at current address:	Length of time at current address:
Rent per week: \$	Rent per week: \$
Date of lease expiry:	Date of lease expiry:
Bond refunded: Y/N If not, why?:	Bond refunded: Y/N If not, why?:
Reason for leaving:	Reason for leaving:

<b>Previous Landlord/Agent:</b>	<b>Previous Landlord/Agent:</b>
Name:	Name:
Phone:	Phone:
Address of property rented:	Address of property rented:
Length of time at current address:	Length of time at current address:
Rent per week: \$	Rent per week: \$
Date of lease expiry:	Date of lease expiry:
Bond refunded: Y/N If not, why?:	Bond refunded: Y/N If not, why?:
Reason for leaving:	Reason for leaving:

PETS YES/NO (please circle) INSIDE OR OUTSIDE		PETS YES/NO (please circle) INSIDE OR OUTSIDE	
Type:	Breed:	Type:	Breed:
Age(s):	No. of pets:	Age(s):	No. of pets:
Registered YES/NO	Registration No.:	Registered YES/NO	Registration No.:

APPLICANT 1	APPLICANT 2
<b>NO RENTAL HISTORY?</b>	<b>NO RENTAL HISTORY?</b>
HOME OWNER – SOLD PROPERTY (Address):	HOME OWNER – SOLD PROPERTY (Address):
Sales person:	Sales person:
Contact Number:	Contact Number:
HOME OWNER – LEASED PROPERTY (Address):	HOME OWNER – LEASED PROPERTY (Address):
Property manager:	Property manager:
Contact number:	Contact number:
LIVED WITH FAMILY FRIENDS (Address):	LIVED WITH FAMILY FRIENDS (Address):
Contact name:	Contact name:
Contact Number:	Contact Number:
Relationship to applicant:	Relationship to applicant:

EMPLOYMENT / SELF EMPLOYMENT	EMPLOYMENT / SELF EMPLOYMENT
Occupation:	Occupation:
Employers Name:	Employers Name:
Employers Address:	Employers Address:
Employers phone:	Employers phone:
Supervisors Name:	Supervisors Name:
Length of Employment:	Length of Employment:
Net Weekly Income:	Net Weekly Income:

CENTRELINK BENEFITS / STUDENT / PENSION	CENTRELINK BENEFITS / STUDENT / PENSION
Type of Payment:	Type of Payment:
Customer reference no.:	Customer reference no.:
Total Centrelink payment / fortnight:	Total Centrelink payment / fortnight:

APPLICANT 1	APPLICANT 2
<b>PERSONAL / BUSINESS REFERENCE</b> (PERSON NOT PREVIOUSLY USED IN APPLICATION) – Relatives cannot be accepted.	<b>PERSONAL / BUSINESS REFERENCE</b> (PERSON NOT PREVIOUSLY USED IN APPLICATION) – Relatives cannot be accepted.
Name:	Name:
Address:	Address:
Phone:	Phone:
Relationship:	Relationship:
<b>NAME OF NEAREST RELATIVE/FRIEND</b> (Not other applicant) – Used in case of emergency	<b>NAME OF NEAREST RELATIVE/FRIEND</b> (Not other applicant) – Used in case of emergency
Name:	Name:
Address:	Address:
Home No:	Home No:
Work No:	Work No:
Mobile No:	Mobile No:
Relationship to applicant (i.e. Mother/Brother)	Relationship to applicant (i.e. Mother/Brother)

NB: The tenant will be liable for all water supply charges and water usage costs (at a rate and manner prescribed and determined from the time to time by SA Water) with all costs calculated and adjusted on a daily basis for the duration of the tenancy. If no separate flow meter (i.e. units/maisonettes) then the tenant's liability is calculated by equally dividing the number of properties registered on that meter.

Details of cars belonging to residents			
<b>Resident name:</b>	<b>Resident name:</b>	<b>Resident name:</b>	<b>Resident name:</b>
<b>Make:</b>	<b>Make:</b>	<b>Make:</b>	<b>Make:</b>
<b>Model:</b>	<b>Model:</b>	<b>Model:</b>	<b>Model:</b>
<b>Colour:</b>	<b>Colour:</b>	<b>Colour:</b>	<b>Colour:</b>
<b>Rego:</b>	<b>Rego:</b>	<b>Rego:</b>	<b>Rego:</b>
<b>Driver's Licence No:</b>	<b>Driver's Licence No:</b>	<b>Driver's Licence No:</b>	<b>Driver's Licence No:</b>



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**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 cannot 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.

**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 and Other Real Estate Agents to assess the risk to our clients The Agent 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: 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, Lessors / 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 form.

**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 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, driver's 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.

Signed By the Applicant/s

Name:..... Signature:..... Date:.....

Name:..... Signature:..... Date:.....



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**UTILITY APPLICATION FORM – This is a FREE service that connects all your utilities.**

Direct Connect will make 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 the services offered. Direct Connect is a one stop utility connection service.

**CONNECTION DETAILS**

What is the address of the property you are moving into?

Postcode:

Utility connection date?

Lease Term

Day  
   Month  
   Year  
                         
   Years  
 OR  
   Months

Please tick as required

Electricity  
  Gas  
  Phone  
  Internet  
  Insurance  
  Removalist  
  Cleaning

**APPLICANT DETAILS**

Dr   
 Mr   
 Mrs   
 Miss   
 Ms   
 Other

Surname \_\_\_\_\_ Given Name(s) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Email Address \_\_\_\_\_

Home no \_\_\_\_\_ Mobile No \_\_\_\_\_ Work No \_\_\_\_\_

**PLEASE PROVIDE ONE FORM OF IDENTIFICATION**

Driver's Licence Number	<input type="text"/>	Driver's Licence Expiry	<input type="text"/>	Driver's Licence State	<input type="text"/>
Medicate Number	<input type="text"/>	Passport Number	<input type="text"/>	Passport Country	<input type="text"/>
Pension Number (if applicable)	<input type="text"/>	Pension Type (if applicable)	<input type="text"/>		

By ticking the terms and conditions and declaration box on the Direct Connect online application form, you agree to: 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 ticking the box on the application form, you warrant that you are authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in the application on behalf of all applicants listed on the application.

I accept the terms and conditions set by Direct Connect  
 Signature.....Date.....