

# TENANCY APPLICATION

Our Agency welcomes your Application and any queries you may have about the Property, Tenancy or process. The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly.

**Please read prior to completing your Application**

One Application is to be completed per person. Our Agency staff will contact you within 24-48 business hours. If your Application is accepted by the Lessor, upon notification of acceptance, the applicant must exercise his/her option by payment of an amount equivalent to one (1) weeks rent (and is non-refundable) and sign the General Tenancy Agreement within 24 hours of notification of acceptance. Before possession of the property is given to the applicant, the first two (2) weeks rent and the entire bond (6 weeks rent) must be paid in full. This can be payable by BPay, Direct Debit, Credit Card (Rental Rewards www.rentalrewards.com.au & the cost to the Tenant is 1.76% convenience fee). **CASH or PERSONAL CHEQUE IS NOT AN OPTION**

This Application cannot be processed until it is completed including copies of supporting documents attached as required for 100 Points Identification Check. Refer to the following list of accepted documents and point value of each. Mandatory documents include either a Drivers Licence, Passport, Proof of Age Card and, also, at least one document from the list below to verify your current address. Submit copies of the documents with your Application.

If faxing or emailing your Application and documents, please call our office to confirm all documents have been received.

**We require 100 Points of ID. You must have:**

1. A current drivers Licence or other photo ID
2. Current proof of income
3. Current rent ledger (if renting)

**Application without 100 Points of ID will not be accepted.**

**Your 100 Point Check**

Drivers Licence	40 Points	Passport	40 Points
Birth Certificate/Extract	30 Points	Other Photo ID	30 Points
Current proof of income	20 Points	Previous Landlord Reference	20 Points
Rent Ledger from other Agent	20 Points	Motor Vehicle Registration Certificate	10 Points
Rates Notice (Proof of Ownership)	20 Points	Phone / Electricity/ Gas Account	10 Points
Pension Card	20 Points	Medicare / Health Care Card	10 Points
Bank Statement / Bank Card	10 Points		

**UTILITY CONNECTIONS: This is a FREE service that connects all your utilities**



MyConnect is an easy to use, free service for tenants connecting your Electricity, Gas, Telephone, Internet and Pay TV. We work with a wide range of service providers so we can help you find the best option to suit your needs.

www.myconnect.com.au  
enquiry@myconnect.com.au

**FX:** 1300 854 479  
**PH:** 1300 854 478

- Receive great rates and substantial savings on bonds and connection fees
- Choose no minimum term agreements so you're not locked in
- Don't spend hours doing it yourself - let us connect you in one quick phone call!

**Please tick the utilities required:** (We will contact you by phone within 24 hours to confirm your choices)

<input type="checkbox"/> Electricity <input type="checkbox"/> AGL <input type="checkbox"/> Energy Australia <input type="checkbox"/> Origin <input type="checkbox"/> Other: _____	<input type="checkbox"/> Gas <input type="checkbox"/> AGL <input type="checkbox"/> Energy Australia <input type="checkbox"/> Origin <input type="checkbox"/> Other: _____	<input type="checkbox"/> Telephone <input type="checkbox"/> Telstra <input type="checkbox"/> TPG <input type="checkbox"/> Optus <input type="checkbox"/> iinet	<input type="checkbox"/> Internet <input type="checkbox"/> Telstra <input type="checkbox"/> TPG <input type="checkbox"/> Optus <input type="checkbox"/> iinet	<input type="checkbox"/> Pay TV
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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.**



Tick here to opt out

**Applicant Checklist - Before I submit this Application, I have;**

- Attached photocopies of documents to meet 100 or more points of ID which include mandatory documents
- Inspected the Property both internally and externally
- Been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read. NB If not, please contact Agency ASAP
- Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent
- Completed the Pet Application & Agreement form if pets are to reside at the Property

## PROPERTY ADDRESS FOR RENT

### How did you find out about this Property

- Website: www.       Newspaper     Agency contact     Sign     Referral     Other Agent
- Other:

### Applicant's Full Name and Current Address

Name \_\_\_\_\_ Address \_\_\_\_\_

### Personal Details

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Drivers Licence No. \_\_\_\_\_ Expiry \_\_\_\_\_ Passport No \_\_\_\_\_ Expiry Date \_\_\_\_\_

### Applicant's Contact Details

Home       Mobile       Business      Email \_\_\_\_\_

### Australian Citizen

Yes     No: Refer to copies of Passport and Visa attached    Visa Expiry Date \_\_\_\_\_

### Current Tenancy Details

Rent per week      \$ \_\_\_\_\_      Period of occupancy \_\_\_\_\_      Years \_\_\_\_\_      Months \_\_\_\_\_

Agent/Landlord \_\_\_\_\_  Business \_\_\_\_\_ Fax \_\_\_\_\_

Do you expect the Bond to be refunded in full     Yes     No    Why: \_\_\_\_\_

### Previous Address

Address \_\_\_\_\_

Rent per week      \$ \_\_\_\_\_      Period of occupancy \_\_\_\_\_      Years \_\_\_\_\_      Months \_\_\_\_\_

Agent/Landlord \_\_\_\_\_  Business \_\_\_\_\_ Fax \_\_\_\_\_

### Employment

Current Employer \_\_\_\_\_

Full Time       Part Time       Casual       Contract

Your Position \_\_\_\_\_ Length of Employment \_\_\_\_\_      Years \_\_\_\_\_      Months \_\_\_\_\_

Payroll / Manager's Name \_\_\_\_\_ Fax \_\_\_\_\_  Business \_\_\_\_\_

Total Income (as declared to Australian Taxation Office)    \$ \_\_\_\_\_    Pay day is \_\_\_\_\_ of each: week / fortnight / month (circle frequency)

### If Self Employed

Company Name \_\_\_\_\_ Trading As \_\_\_\_\_

Address \_\_\_\_\_ ABN \_\_\_\_\_

Period self employed      Years \_\_\_\_\_      Months \_\_\_\_\_      Industry/ Nature of Business \_\_\_\_\_

Total Annual Income (as declared to Australian Taxation Office)    \$ \_\_\_\_\_    *Attach income statement by Accountant or ATO Return*

Accountant Details \_\_\_\_\_  Business \_\_\_\_\_

Creditor Referee \_\_\_\_\_  Business \_\_\_\_\_

Creditor Referee \_\_\_\_\_  Business \_\_\_\_\_

## If a Student or Not Currently Employed

Student ID #                      Institution                      Faculty                      Course                      Duration

Currently not employed or a Student. Refer to the following selected documents attached to Application to verify my source of income:

Parent/Guardian Letter     Centerlink Document     Bank Statements                       Austudy Document                       Other

## Details of all Vehicles to be kept at Property

Registration No                      Model                      Owned / Hire Purchase

Registration No                      Model                      Owned / Hire Purchase

## Occupancy Details of all Persons to Reside at Property, including Children

**Name**

**Pets**     No                       Yes: Refer to attached Pet Application and Agreement completed

## Emergency Contact Details of Closest Relatives who will not be Residing with You

1. Name	Relationship	2. Name	Relationship
Address		Address	
{ H                      { W                      { M		{ H                      { W                      { M	

## Personal Referees who are not Relatives

Name	Occupation	{ Business Hours Contact
1.		Mob                      Work
2.		Mob                      Work

## Declarations – Applicant to Complete and Provide Details as Required

Have you ever been evicted by any Lessor or Agent?                       No                       Yes:

Are you in debt to another Lessor or Agent?                       No                       Yes:

Is there any reason known to you that would affect your ability to pay rent when due?                       No                       Yes:

Was your Bond at your last address refunded in full?                       Yes                       No:

Was the Property in a satisfactory condition when you inspected it? If not, list requests.                       Yes                       No:

I agree and acknowledge that there is to be no smoking inside the premises, at all times.

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records. I declare I am not bankrupt or an undischarged bankrupt.

I apply for Tenancy for a period of \_\_\_\_\_ months, at a rental of \$ \_\_\_\_\_ per week commencing on \_\_\_\_/\_\_\_\_/\_\_\_\_. I have been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read before submitting this Application.

If your Application is accepted by the Lessor, upon notification of acceptance, the applicant must exercise his/her option by payment of an amount equivalent to one (1) weeks rent (and is non-refundable) and sign the General Tenancy Agreement within 24 hours of notification of acceptance. Before possession of the property is given to the applicant, the first two (2) weeks rent and the entire bond (6 weeks rent) must be paid in full. I understand that if the nominated Applicant is advised this Application is approved then within 24 hours, all approved Applicants are to sign the General Tenancy Agreement. The Tenant is then bound to the Terms of the Agreement and the Property will cease to be available for rent. If the Tenancy does not proceed, this application is deemed to be taken as having the intention to enter into a lease agreement.

I understand the Agent uses [www.rentalrewards.com.au](http://www.rentalrewards.com.au) for rent payments and if used the Tenant will incur a fee of for credit card 1.76% convenience fee & direct debit \$1.51 per transaction.

Pre-moving in costs as itemised below are to be paid by **BANK CHEQUE or Money Order made payable to CROSS COUNTRY REALTY OR DIRECT DEPOSIT – NAB – Cross Country Realty Trust BSB 082-916 A/C 479652384 Please use your surname as the reference.**

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
<b>Rent – first 2 weeks rent</b>	2 x \$	= \$	Must be paid BEFORE lease commences
<b>Bond – 6 times weekly rent</b> <i>NB: If rent is over \$250 - 6 weeks Bond is required</i>	6 x \$	= \$	Full Bond Must be paid BEFORE lease commences
<b>TOTAL PRE-MOVING IN COST</b>		<b>\$</b>	<b>Total to be paid BEFORE lease commences</b>

**APPLICANT'S SIGNATURE**                      **Date**

**PARKTRENT PROPERTIES GROUP**  
179 PORT ROAD QUEENSTOWN 5014 SA

**PHONE:** 08 8241 1111 **FAX:** 08 8241 1011 **EMAIL:** rentals1@parktrentsa.com.au

**PRIVACY DISCLOSURE STATEMENT**

We are an independently owned and operated business and are bound by the National Privacy principles. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section.

**COLLECTION NOTICE**

The personal information you provide in this Application or our Agency collects from other sources is necessary for **our Agency** to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application and during the course of your Tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor, Referees, other Agents and third party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the Lessor, third party operators of Tenancy Databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one month only. If you decide not to collect your Application we will destroy your documents to comply with Privacy Legislation.

If you do not complete this form or do not sign the consent below then your Application for Tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the Application.

**PRIVACY CONSENT**

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of **Parkrent Properties Group**. I authorise **Parkrent Properties Group** to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which **Cross Country Realty t/a Parkrent Properties Group** subscribes. I can refer to their Privacy Disclosure Statements via: [www.tica.com.au](http://www.tica.com.au) & [www.ntd.com.au](http://www.ntd.com.au)

I authorise **Parkrent Properties Group** to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, Body Corporate, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

**MARKETING CONSENT**

I understand that the Agency may need to contact me about Property related information eg properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree **Parkrent Properties Group** to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

Period of Contact:  Indefinite until advised in writing otherwise  Other -

**UTILITY CONNECTIONS**

If my Application for Tenancy is accepted I would like assistance at no additional charge, with the connection of telephone, electricity or gas to the Property. Direct Connect is authorized to contact me direct regarding the CONNECTION of these utility services. Application is attached.

**ELECTRONIC TRANSMISSION**

It is agreed by ticking this box, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

**ACKNOWLEDGEMENT AND CONSENT BY APPLICANT**

<b>Applicant Name</b>	
<b>Applicant Signature</b>	
<b>Date</b>	
<b>Time</b>	

# PET APPLICATION AND AGREEMENT

<b>AGENCY DETAILS</b>			
<b>PROPERTY ADDRESS</b>			
<b>TENANT NAME</b>			
<b>GENERAL</b>	Use this form only for Properties where the Lessor has indicated that pets may be accepted. If unsure please contact our Agency prior to completing this application form.		
<b>PET DETAILS</b> If more than 2 pets, print and complete separate Pet Agreement.	<b>ITEM</b>	<b>PET 1</b>	<b>PET 2</b>
	TYPE OF PET/S		
	NAME/S		
	AGE		
	DESEXED	YES / NO	YES / NO
	COUNCIL REG #		
	BREED		
	DESCRIPTION		
	WEIGHT		
PHOTO PROVIDED	YES - MUST PROVIDE	YES - MUST PROVIDE	
<b>EMERGENCY PET CARER</b> The Tenant provides the following information for use in the case of an emergency.	Name		
	Address		
	Phone Number	Work Number	Mobile Number
<b>VETERINARIAN</b> The Tenant provides the following information for use in the case of an emergency.	Name		
	Address		
	Phone Number	Fax Number	After Hours Number
<b>TERMS AND CONDITIONS</b>	<p>The Tenant/s acknowledges and agrees to the following terms:</p> <ol style="list-style-type: none"> <li>1. The Lessor has agreed to permit pet/s at the premises as specified in the General Tenancy Agreement and this Pet Agreement.</li> <li>2. Any pet other than the approved pet/s specified in the General Tenancy Agreement and this Pet Agreement must first be requested by Tenant/s in writing giving full details and then be approved in writing by the Lessor PRIOR to the pet/s being allowed onto the premises. Pet approval may be subject to specific criteria and must be complied with. Approval is NOT guaranteed.</li> <li>3. The Tenant shall be liable for any damage or injury whatsoever caused by the pets on the Property, whether they are the pet of a Tenant or guest, Tenant's pets or their guests pets and regardless of their approval status.</li> <li>4. The Tenant accepts full responsibility and indemnifies the Lessor for any claims by or injuries to third parties or their Property caused by, or as result of actions by their pet/s or their guests pet/s, and regardless of their approval status.</li> <li>5. The Tenant agrees to arrange for Flea Fumigation at the end of the tenancy or at a time during the tenancy as required or requested by the Lessor / Lessor's Agent to be carried out by a Company complying with Australian Standards.</li> <li>6. The pet/s are to be outside at all times, unless specified otherwise in the General Tenancy Agreement or this Pet Agreement.</li> </ol>		

	<p>7. By signing below you are only asking for approval of the above-mentioned pet/s to be accepted at the property for which you are applying.</p> <p>8. If approved, you are required to, at the time of signing the Tenancy Agreement and associated paperwork, sign the Tenant Agreement section.</p>		
<b>ACKNOWLEDGEMENT BY APPLICANT</b>	<b>Applicant Name</b>	<b>Signature</b>	<b>Date</b>
<b>AFTER PROCESSING APPLICATION</b>			
<b>APPLICATION RESULT</b>	<p><input type="checkbox"/> Application for Pet/s – <b>DECLINED</b></p> <p><input type="checkbox"/> Application for Pet/s – <b>APPROVED</b></p> <p>The abovementioned pet/s have been approved by the Lessor of the property stated in this Agreement. This Agreement now forms part of the General Tenancy Agreement and the Tenant/s are now bound by the acknowledgement set out in the Application above.</p>		
<b>AUTHORISATION ON BEHALF OF LESSOR / AGENT</b>	<b>Agent</b>	<b>Signature</b>	<b>Date</b>
<b>TENANT AGREEMENT</b> To be signed only if pet/s are approved.	<b>Tenant Name</b>	<b>Signature</b>	<b>Date</b>