



42 Ann Street Salisbury SA 5108
 Tel: 8281 4999 Fax: 8281 5408

Email: rentals@larcor.com.au
Internet: www.larcor.com.au

Residential Tenancy Application Form

- Applications must be completed in full before processed.
- Processing time - Minimum 2 clear business days.
- Only approved applicants will be contacted to view property.
- One application form per adult.
- No faxed applications accepted.

Please list in order of preference:

Property 1:Rent Per Week: \$.....

Property 2:Rent Per Week: \$.....

Property 3:Rent Per Week: \$.....

Length of Tenancy:..... Months

Tenancy to Commence:/...../20.....

Applicant: (One Application Form Per Adult.)

Family/Last Name: First Names: Mr/Mrs/Ms/Miss

Current Address: P/Code:

Home Phone Number:Work Phone Number:

Mobile Phone Number: E-mail address:

Occupation:

Date of Birth:Age:..... Marital Status: Proof of Age Card #:

Driver's Licence Number: Vehicle Reg Number: State of Registration.....

Year Make & Model:.....Car / Motorbike (circle)

<u>COMPULSORY</u>	<u>UPON APPROVAL</u>																				
<p><i>*Proof of Income with Application*</i> <i>e.g Payslips, Centrelink Statement etc</i></p> <hr style="width: 40%; margin: 10px auto;"/> <p style="text-align: center;">The properties managed by this office are protected by the LANDLORD ASSISTANCE PLAN. Upon acceptance of application by this office, you must achieve 100 points as per the list and be approved by LANDLORD ASSISTANCE PLAN P/L</p>	<p style="text-align: center;"><i>*Photographic Identification is preferred</i></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;">Source (circle the points you are providing)</th> <th style="text-align: right; padding: 5px;">Pts</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Drivers Licence</td> <td style="text-align: right; padding: 5px;">50</td> </tr> <tr> <td style="padding: 5px;">Passport/Photo ID/Student Card</td> <td style="text-align: right; padding: 5px;">50</td> </tr> <tr> <td style="padding: 5px;">Rental History Statement (previous Agent/Landlord for period of tenancy)</td> <td style="text-align: right; padding: 5px;">50</td> </tr> <tr> <td style="padding: 5px;">Report/Final Inspection from previous tenancy</td> <td style="text-align: right; padding: 5px;">20</td> </tr> <tr> <td style="padding: 5px;">Written Reference From Previous L/Lord/Agent</td> <td style="text-align: right; padding: 5px;">20</td> </tr> <tr> <td style="padding: 5px;">Copy of Birth Certificate</td> <td style="text-align: right; padding: 5px;">20</td> </tr> <tr> <td style="padding: 5px;">Health Care/Centrelink Card</td> <td style="text-align: right; padding: 5px;">20</td> </tr> <tr> <td style="padding: 5px;">Current Car/Motorbike/Boat Registration Papers</td> <td style="text-align: right; padding: 5px;">10</td> </tr> <tr> <td style="padding: 5px;">Copy of Phone, Gas, AGL, Water, Council Acc: each</td> <td style="text-align: right; padding: 5px;">10</td> </tr> </tbody> </table>	Source (circle the points you are providing)	Pts	Drivers Licence	50	Passport/Photo ID/Student Card	50	Rental History Statement (previous Agent/Landlord for period of tenancy)	50	Report/Final Inspection from previous tenancy	20	Written Reference From Previous L/Lord/Agent	20	Copy of Birth Certificate	20	Health Care/Centrelink Card	20	Current Car/Motorbike/Boat Registration Papers	10	Copy of Phone, Gas, AGL, Water, Council Acc: each	10
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***N.B:** All applicants for tenancy are referred to Landlord Assistance Plan for confirmation of details supplied and no application will be accepted until this is done.*

PROOF OF INCOME WILL BE REQUIRED

If You Are Employed:

Employer's Name :
Address : P/code:.....
Phone : Fax:.....
Length of Employment : Commenced:.....
Position Held :
Nett Wkly Income (excl.Overtime):
Casual Part Time Full Time
If employed there for less than 6 months, previous employer's name :
Address : P/code:
Phone : Fax:.....
Length of Employment : Commenced:.....
Position Held :
Casual Part Time Full Time

If You Are Self -Employed or Own Your Own Business:

Registered Name of Business :
ABN :
What does your Business do? :
Address : P/Code:.....
Personal Nett Income/Week :
Name of Accountant :
Accountant's Phone Number : Fax:.....
How Long in this Business :
List one major creditor : Phone:.....

If You Are A Student:

Name of Learning Institution :
Course you are Studying :
Faculty/Department :
Student Union Number :
Student Identification (ID) Number:
Income Source :
Nett Weekly Income :

If You Receive A Centrelink Payment:

Type of Payment :
Centrelink Reference Number :
Total Centrelink Payment / Fortnight :

Your Rental History:

Current Landlord/Agent's

Name :
Phone Number & Mobile Number :
Rent per Week & Period Rented :
Bond Refunded? & If Not, Why Not? :
Reason for Leaving :

Previous Landlord/Agent's

Name :
Address of Property Rented :
Phone Number :
Rent per Week & Period Rented :
Bond Refunded? & If Not, Why Not? :
Reason for Leaving :

Your References:

Complete all 5 reference blocks below. Your FIVE (5) references to include:

- (1) Your Parents or Guardians.
- (2) Your nearest relative not living with you (Other than parents/guardians)
- (3) At least two (2) permanent residents of Australia, other than those above.
- (4) If self employed, at least one (1) established trade or business reference.

#1:Name – Parents/Guardians :

Address :

Home Phone Number :

Work Phone Number :

Mobile Phone Number :

Relationship & Known for How Long? :

#2:Name – Nearest Relative :

Address :

Home Phone Number :

Work Phone number :

Mobile Phone Number :

Relationship & Known for How Long? :

#3:Name – Personal :

Address :

Home Phone Number :

Work Phone number :

Mobile Phone Number :

Relationship & Known for How Long? :

#4:Name – Personal :

Address :

Home Phone Number :

Work Phone Number :

Mobile Phone Number :

Relationship & Known for How Long? :

#5:Name – Business :

Address :

Home Phone Number :

Work Phone Number :

Mobile Phone Number :

Relationship & Known for How Long? :

Adults to reside at the property **Full Names:**..... **D.O.B:**.....

.....

.....

.....

Dependants/Children to reside at the property **Full Names:**..... **D.O.B:**.....

.....

.....

.....

Do you have any Pets? Yes / No **Type:**..... **Breed:**.....

Are they registered? Yes / No **Registration Details:**.....

Do you own a lawnmower? Yes / No

Please identify if you are a; Smoker/Non Smoker

Disclaimer / Authority

I, the said applicant, do solemnly and sincerely declare that the information contained in this Application is true and correct and that all of the information was given of my own free will. I further consent to the Lessor/Agent contacting and/or conducting any enquiries and/or searches with regard to the information and references supplied in this application

I, the said Applicant, do solemnly and sincerely declare that I have read and understand the contents of this agreement and have the competence and capacity to enter into this agreement.

I further confirm and declare that:-

- That I am over eighteen (18) years of age.
- That I am not bankrupt or an undischarged bankrupt.
- That if this Application is accepted, no pets will be kept on the premises without the permission of the Landlord / Agent other than what is approved on the Residential Tenancy Agreement.
- That if this application is accepted, only those persons listed on the Residential Tenancy Application will reside permanently on the premises.
- Application is binding on acceptance, immediately upon the Agent advising the Applicant by telephone or otherwise that the Landlord accepts this application, the Applicant agrees that a binding Residential Tenancy Agreement is created in accordance with the terms of; this Application; and the Residential Tenancy Agreement.
- I have of my own accord decided that I wish to rent the aforementioned property/s commencing/...../..... for a period of
- I have been informed, understand and agree that the rental for the said property is to be 1 \$..... 2 \$..... 3 \$..... per week and is within my means of support.
- I have been informed, understand and agree the rental for the said property is to be paid every **Week / Fortnight** and is to be paid at least 2 weeks in advance at all times.
- I have been informed, understand and agree that the Agent will carry out an inspection on the property on a pro rata quarterly basis and I further warrant that I will co-operate fully to allow this inspection to be carried on a quarterly basis and as required to inspect for any remedy of breaches
- I have been informed, understand and agree that I will pay a Security Bond equal to four (4) / six (6) weeks rent (**Cash/Housing SA Bond**) 1 \$..... 2 \$..... 3 \$..... and I further authorise the Agent to attend to all details regarding the lodgement of the said Security Bond with the appropriate authority.
- I have been informed, understand and agree that I will pay two (2) weeks rent in advance for the said property which will be (**Cash / Housing SA Cheque**) 1 \$..... 2 \$..... 3 \$.....
- I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on the fully completed Residential Tenancy Application submitted by me. I further consent to the Agent carrying out any enquiries necessary to process my application for tenancy.
- I have been informed, understand and agree should there be a requirement to commence proceedings for the recovery of rent, repairs and/or damage to the aforesaid property during the term or at the expiration of the tenancy agreement, all costs associated with these proceedings shall be able to be recovered from me.
- I further consent to the Agent disclosing all personal information that they may hold for the purpose of;
 - a) Listing my name with a Tenancy Data Base as a result of a Tribunal Order or multiple breach notices,
 - b) Enforcing a Tribunal Order,
 - c) Commencing recovery action in relation to any debt owed as a result of outstanding rent, repairs and / or damage that occurred or occurs during my period of tenancy.
- I have been informed and understand that this property is covered by the Landlord Assistant Plan and further consent to the Agent supplying my personal information to the LANDLORD ASSISTANCE PLAN.
- I have been informed, understand and agree that should this application not be accepted, the Agent is not required or obligated to disclose why or supply any reason for the rejection of this application unless the application is declined as a result of my name being listed with a Tenancy Data Base.
- I confirm that I have read and understand the Privacy Policy that the Agent has made available to me.
- I have been informed, understand and consent to the Agent supplying all necessary information, as may be required, to any Tenancy Data Base that they use, subject to the Tenancy Data Base complying with the provisions of the Privacy Act.
- I have been informed, understand and acknowledge that the Agent has the contact details for the Tenancy Data Base they use and that the Agent will supply these contacts should I request.

Applicant's Name:

Applicant's Signature: Dated:/...../ 20.....



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TENANCY PRIVACY STATEMENT

Applicant Name: _____

Applicant Signature: _____ Date: _____

Current Property Address: _____

Due to the recent changes in the Privacy Laws, all Property Managers must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional Property Managers. Please take time to read this Privacy Statement carefully and once completed return it to our office with your tenancy application.

As professional Property Managers LARCOR Real Estate collects personal information about you to ascertain what personal information we have about you, you can contact us by

Phone on (08) 8281 4999 **Fax** (08) 8281 5408 **Email:** rentals@larcor.com.au or

In Person at 42 Ann Street, Salisbury SA 5108.

Primary Purpose of Information:

As professional Property Managers we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested and if the risk is considered acceptable to provide you with the lease/tenancy of the premises.

To carry out this role and during the term of your tenancy, we usually disclose your personal information to:

- The Landlord, the Landlord's lawyers and/or the Landlord's Mortgagee.
- Referees you have nominated.
- Organisations/ Tradespeople required to carry out maintenance to the premises.
- Rental Bond Authorities and/or Residential Tenancies Tribunals/Courts.
- Collection Agencies.
- National Tenancy Database Pty Ltd and
- Tenancy Information Centre Australia Holdings Pty Ltd.
- Barclay.
- Other Real Estate Agents and Landlords.

Secondary Purposes:

We also collect your personal information to:

- Enable Agent/Landlord to prepare the lease/tenancy documents for the premises.
- Allow organisations/trades people to contact you in relation to maintenance matters relating to the premises.
- Pay/Release rental bonds to/from the Residential Tenancies Board
- Refer to Tribunals Court and Statutory Authorities (where necessary)
- Refer to collection agencies/lawyers (where default/enforcement action is required)
- Provide confirmation details for organisation contacting us on your behalf ie banks, utilities (gas, electricity etc) and employers etc.

If your personal information is not provided to us and you do not consent to the uses to which we put personal information we cannot properly assess the risk to our client, or carry out our duties as professional Property Managers. Consequently we then cannot provide you with the lease/tenancy of the premises.

Utility Application Form

LARCOR Real Estate

42 Ann St SALISBURY SA5108
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This is a free service that connects all your utilities

Once we have received this application we 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 the information on this Application and explain the details of the services offered. Direct Connect is a utility one stop connection service.

CONNECTION DETAILS

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

 Postcode

Utility connection date?

 Day Month Year

Please tick utilities as required

Electricity Gas Phone Internet Insurance Removalist Cleaning Service

APPLICANT DETAILS

Please give us your details

Dr Mr Mrs Miss Ms Other

Email address

Surname Given Name/s

Date of Birth

Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

PLEASE PROVIDE AT LEAST ONE FORM OF IDENTIFICATION

Driver's licence number

Driver's licence expiry date

Driver's licence state

Medicare number

Passport no.

Passport country

Pension no. (if applicable)

Pension type (if applicable)

DECLARATION AND EXECUTION: By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect 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 the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services.

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

Signature

Date

Property Manager

PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F:1300 664 185. www.directconnect.com.au

Application sent to Direct Connect

Submitted on-line

Faxed to: 1300 664 185