

## Tenancy Application Form

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 business days. This relies on your references being available for our contact.

Please note the following important points:

1. If the property is of interest and you have not viewed the property, you are required to contact the property manager to arrange an inspection.
2. Email your completed application to the property manager at the below email address; alternatively you can lodge in person during office hours.
3. If your application has been mutually accepted, an agreed time and day will be made with you to sign your Tenancy Agreement at our office.
4. 2 weeks rent and the bond is to be paid within 2 business days to secure the property. The rent will be credited towards your first rental payment.
5. If your application is unsuccessful you will be notified via an SMS message. Due to privacy laws no reason can be given for unsuccessful applications. Once we have notified you, your application will be destroyed. If you wish to collect it, please notify us immediately.

<b>Property address:</b>	
<b>Rent:</b> \$_____ <b>per week.</b> Payable calendar monthly in advance unless agreed otherwise.	
<b>Bond:</b> \$_____ Bond provided from: <b>Own funds / Housing Trust guarantee</b> (please circle) (Note: The bond is equal to 6 weeks rent if more than \$251 per week or 4 weeks rent if \$250 per week or less).	
<b>Term of tenancy:</b> 6 / 12 months or other: _____ (please circle)	<b>Date able to occupy:</b> /     /

Applicant 1	Applicant 2
Family name:	Family name:
Given name:	Given name:
Preferred name:	Preferred name:
Date of birth:	Date of birth:
Occupation:	Occupation:
Current residential address including postcode:	Current residential address including postcode:
Length of time at current address:	Length of time at current address:
Driver's license no:	Driver's license no:
Home phone:	Home phone:
Work phone:	Work phone:
Mobile:	Mobile:
Email address:	Email address:

### Proof of identity (100 points required for each applicant)

Copies of each proof of identification must be attached. We require at least one document from Category A and C.

Category A	Point Value	Category B	Point Value	Category C	Point Value
Passport	70 Points	Birth Certificate Current rental history Last 3 rent receipts	30 points	Last 3 pay slips Bank statement	30 points
Driver's License Photo ID Student ID	40 Points	Phone, gas, or electricity bill	20 points	Letter of employment	25 points
<b>Total value of points:</b>		Current M.V registration paper Bank debit or credit card	10 points		

## Rental History

### Current rental details

Applicant 1	Applicant 2
Current rental address:	Current rental address:
Current rent: \$_____per week.	Current rent: \$_____per week.
Agency name: Agent/Landlord/Property Manager/Selling agent name:	Agency name: Agent/Landlord/Property Manager/Selling agent name:
Phone: Email:	Phone: Email:
How long have you lived there?	How long have you lived there?
Reason for leaving:	Reason for leaving:

### Previous rental details (if less than 2 years at current address)

Applicant 1	Applicant 2
Previous rental address:	Previous rental address:
Rent: \$_____per week.	Rent: \$_____per week.
Agency name: Agent/Landlord/Property Manager/Selling agent name:	Agency name: Agent/Landlord/Property Manager/Selling agent name:
Phone: Email:	Phone: Email:
How long was the tenancy period?	How long was the tenancy period?
Reason for leaving:	Reason for leaving:

### No rental history (home owner)

Applicant 1	Applicant 2
Property address:	Property address:
Selling agent or managing agent: Contact details:	Selling agent or managing agent: Contact details:
Would you like a rental or sales appraisal on your current home? Yes No <input type="checkbox"/> <input type="checkbox"/>	Would you like a rental or sales appraisal on your current home? Yes <input type="checkbox"/> No <input type="checkbox"/>

### Personal/Business Reference (Must be different to the name of your current employer and not related)

Applicant 1	Applicant 2
Name:	Name:
Occupation:	Occupation:
Day time phone:	Day time phone:
Address:	Address:
How do they know you?	How do they know you?

### If no rental history, indicate reason below:

☐ Own property ☐ Lived overseas ☐ Lived with parents, family and/or friends ☐ Been travelling

Other: \_\_\_\_\_

## Rental History Continued & Additional Information

### Additional reference (other than a relative)

Applicant 1	Applicant 2
Name:	Name:
Day time phone:	Day time phone:
Address:	Address:
Email:	Email:
How do they know you?	How do they know you?

### Emergency contact details (not residing at premises)

Applicant 1	Applicant 2
Name:	Name:
Address:	Address:
Phone:	Phone:
Email:	Email:
Relationship:	Relationship:

### Pets (permission from landlord required for all requests)

Applicant 1	Applicant 2
Do you have any pets?	Do you have any pets?
Number of pets:	Number of pets:
If yes, please provide full details: Pet type: Breed: Age:	If yes, please provide full details: Pet type: Breed: Age:

### Additional people permanently residing at the property (other than the applicants)

1. Full name:	Age:
2. Full name:	Age:
3. Full name:	Age:
4. Full name:	Age:

### Other information to assist us in assessing your application for rent

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Do you own an investment property?

Yes ☐ No ☐

If yes, would you like to receive our 'Maximising Your Investment' via email?

Yes ☐ No ☐

It is the tenant's responsibility to arrange for the utility connections to the home. Would you like us to arrange for someone to be in contact with you to assist in the connection to the home?

(Please refer to the terms & conditions on the back of this rental application form).

Yes ☐ No ☐

## Employment History

### Current Employment

Applicant 1	Applicant 2
Occupation:	Occupation:
Business name:	Business name:
Business address:	Business address:
Supervisor Name:	Supervisor name:
Employer's contact details: Phone: Fax: Email:	Employer's contact details: Phone: Fax: Email:
Length of service:	Length of service:
Net income per week:	Net income per week:
Other sources of income?	Other sources of income?

### Previous Employment (minimum 2 years)

Applicant 1	Applicant 2
Business name:	Business name:
Business address:	Business address:
Supervisor name:	Supervisor name:
Employer's contact details: Phone: Fax: Email:	Employer's contact details: Phone: Fax: Email:
Position:	Position:
Length of employment:	Length of employment:
Net income per week:	Net income per week:

### If self-employed

Applicant 1	Applicant 2
Business name:	Business name:
Business ABN:	Business ABN:
Length of employment:	Length of employment:
Net income per week:	Net income per week:
Accountant contact details: Name: Phone: Email:	Accountant contact details: Name: Phone: Email:
Are tax returns in order?	Are tax returns in order?

### If a student

Applicant 1	Applicant 2
Name of school, college or university enrolled into:	Name of school, college or university enrolled into:
Contact person: Phone:	Contact person: Phone:
Student ID:	Student ID:
Course attended:	Course attended:
Length of study remaining:	Length of study remaining:

## Confirmation and Acknowledgement

I/We confirm and acknowledge the following:

<b>Personal</b>
<ul style="list-style-type: none"> <li>The information contained in this application is true and correct.</li> <li>The applicant/s are over 18 years of age.</li> <li>The rental payments are within my/our means.</li> <li>The applicant/s are not bankrupt/undischarged bankrupt.</li> <li>Only those persons listed on this application will permanently reside at the property.</li> <li>If I/we accept the property upon advice from the agent that the landlord/s has accepted this application, a Residential Tenancy Agreement with terms including the rental and other conditions contained in this application comes into existence immediately and is legally binding upon me/us.</li> <li>If I/we enter into a Residential Tenancy Agreement, and fail to comply with obligations under that agreement, that fact and other relevant information collected by the agent during the tenancy may be disclosed to the landlord, third party operators of tenancy databases and/or other agents.</li> </ul>
<b>Finance</b>
<ul style="list-style-type: none"> <li>Any bond guarantee provided by Housing SA must be presented prior to or at the time of signing the Residential Tenancy Agreement.</li> <li>The applicant/s will pay the bond of the amount set out on page 1 upon signing a Residential Tenancy Agreement.</li> <li>Harris Property Management does not accept cash at the office.</li> <li>Our payment method is via Bpay DEFT payment.</li> <li>Payments by bank cheque, money order or SA Housing Trust guarantee are also acceptable.</li> <li>The owner/agent reserves the right to increase the rent at any future lease renewals in accordance with the Residential Tenancies Act.</li> </ul>
<b>Utilities</b>
<ul style="list-style-type: none"> <li>If you are successful and you have elected to use a utility service for arranging the service connections to the property, we will arrange for them to be in contact with you. Alternatively, you can contact them directly with the contact details outlined on page 7 of this application.</li> </ul>
<b>Water</b>
<ul style="list-style-type: none"> <li>Adjusted water supply will apply at the beginning of your tenancy and thereafter. (Unless specifically agreed otherwise)</li> <li>All water accounts are payable within 14 days of receipts of invoice or when your next rent payment is due.</li> <li>The following water costs will apply: (unless specifically agreed otherwise) <ul style="list-style-type: none"> <li>Quarterly water supply charges.</li> <li>All water usage at a rate and manner determined or prescribed from time to time by SA Water.</li> </ul> </li> <li>All water costs will be calculated and adjusted on a daily basis for the duration of the tenancy.</li> </ul>
<b>Garden maintenance</b>
<ul style="list-style-type: none"> <li>The applicant/s acknowledge that they will be responsibility to maintain (keep alive), water, mow &amp; weed all gardens, garden beds, shrubs &amp; lawns; including the verge. (If applicable)</li> </ul>
<b>Pets</b>
<ul style="list-style-type: none"> <li>The signing of a pet agreement is required if permission is granted to keep pets on the property. This includes a photo of all agreed pets.</li> </ul>
<b>No smoking</b>
<ul style="list-style-type: none"> <li>These premises are designated "smoke-free". If your application is accepted, you and any other co-tenants, sub-tenants, occupiers and guests, agree to not smoke in or at the premises.</li> </ul>
<b>Phone</b>
<ul style="list-style-type: none"> <li><b>NOTE: Harcourts Packham Property or the Landlord</b> cannot guarantee that the property that you have applied for has an active phone line connected or in an internet availability area, it is the tenants responsibility for any investigation and/or connection of such services to the property.</li> </ul>
<b>Verbal Acceptance and Lease Signing Appointment</b>
<ul style="list-style-type: none"> <li>We wish to highlight that under the Residential Tenancies Act verbal acceptance of a written application is binding upon both parties. Accordingly the Landlord cannot withdraw their acceptance and the tenant is obligated to proceed. Please note that the agreement is voidable at the Landlord's option if you fail to pay the bond by the due date.</li> </ul>

Signed by the Applicant/s

Applicant 1

Signature	Date
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Applicant 2

Signature	Date
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## 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 cannot process your application.

**Agency Name:** Harcourts Packham Property Pty Ltd

**Address:** 851 Marion Road, Mitchell Park SA 5043

**Phone:** 08 8377 2636

**Email:** packhampm@harcourts.com.au

As a professional asset manager the Agent collects personal information about you. You can access this information by contacting our office.

### Primary Purpose

Before a tenancy is accepted the Agent collects your personal information for the primary purpose of assessing 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 the Agent may disclose your personal information to all or any of the following:

- The Lessor / Owners for approval or rejection of your application
- TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to record details of your application for tenancy with the Agent and assess the risk to our clients and verify the details provided in your application.
- Referees to validate information supplied in your application
- Other Real Estate Agents or asset managers 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

The Agent also has a number of secondary purposes for collecting your information. These purposes are related to your tenancy and as such, will only become applicable if your application for this property is successful.

During and after the tenancy the Agent 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.

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.

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

### Authority and Privacy Act

The applicants and each of them acknowledge and authorise the Letting Agent to make all necessary enquires to verify the information provided herein, including information relating to employment, rental history and personal references, and to report on these matters to the Landlord under the provisions of the Privacy Act (SA) [www.privacy.gov.au](http://www.privacy.gov.au) The Agent uses personal information collected from you to act as the agent and to perform its obligations as agent. The Agent may disclose information to other parties such as its client, to potential purchasers of the property, or to clients of the Agent both existing and potential, as well as to tradespeople, strata corporations, government 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 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 the Agent at the address and contact numbers stated on this application form. 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.

### Signed by the Applicant/s

I/We hereby authorise Harris Property Management to access all employment/rental history deemed relevant to evaluate my tenancy application.

### Applicant 1

<b>Signature</b>	<b>Date</b>
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### Applicant 2

<b>Signature</b>	<b>Date</b>
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## Utility Connections



This is a FREE service that connects all your utilities and other services.

Direct Connect can help arrange for the connection or provision of the following utilities and other services:

- |                                      |                                   |                                   |  |                                 |
|--------------------------------------|-----------------------------------|-----------------------------------|--|---------------------------------|
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Gas      | <input type="checkbox"/> Phone    | <input type="checkbox"/> Internet          | <input type="checkbox"/> Pay TV |
| <input type="checkbox"/> Insurance   | <input type="checkbox"/> Cleaning | <input type="checkbox"/> Removals | <input type="checkbox"/> Truck or van hire |                                 |

**Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.**



We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect 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 your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

**DECLARATION AND EXECUTION:** By signing this application, you:

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

**Signature of applicant:** \_\_\_\_\_ **Date...../...../.....**