

Telephone (08) 8186 2777 Email: admin@adelaidesouth.com.au  
PO Box 800 Morphett Vale SA 5162  
114 Sherriffs Road Morphett Vale SA 5162 (next door to Bank SA)

**Important** To Process Your Application, We Require You To:

- ✓ **FILL IN COMPLETELY AND SIGN THE APPLICATION FORM** with all relevant information and reference details, and all persons wishing to reside- indicated. **WE CANNOT PROCESS THIS FORM UNLESS ALL PARTS HAVE BEEN COMPLETED.**
- ✓ Read and Sign the **Privacy Act Acknowledgment Form**
- ✓ **Provide** required copies of **identification for the 100 POINT CHECK**

### **PROOF OF IDENTIFICATION REQUIRED- 100 POINT CHECK**

We require each applicant 18 years and over to provide the following  
**WE REQUIRE IDENTIFICATION FROM ALL THREE CATAGORIES**  
**WITH A TOTAL SUM OF 100 POINTS**

Category	IDENTIFICATION REQUIRED PER APPLICANT	POINT VALUE
1	Current Agent Rent History Ledger/Record	50 Points
1	Passport (only if Non-Australian Resident)	40 Points
1	Latest Electricity or Gas Account	40 Points
1	Current Driver's Licence- with Photo Front & Back	40 Points
1	Proof of Age Card	40 Points
2	Tertiary Education Photo ID	30 Points
2	Current Vehicle Registration	30 Points
2	Passport (Australian Resident)	20 Points
3	Medicare Card	10 Points
3	Citizenship Certificate	10 Points
3	Birth Certificate	10 Points
3	Bank Account Statement	10 Points
3	Debit/Credit Card	10 Points

### **Processing and Application Acceptance/Non Acceptance**

- Your application will be processed with the information provided and submitted to the landlord for their acceptance or non-acceptance for tenancy.
- We endeavour to SMS applicants – if the application is unsuccessful.
- **IMPORTANT- No reason will be disclosed for non-acceptance of application.**
- Should your application be accepted, you will be asked to pay the bond and sign the lease within 24 hours.
- Water Charges may also apply- please check with the property manager.
- It is a tenant responsibility to arrange connection of electricity, telephone and gas supply to the property, once the application is approved. However- we are able to assist in this process- please check with your property manager.



**ADDRESS OF PROPERTY BEING APPLIED FOR:** \_\_\_\_\_

**PERSONAL DETAILS:**

<b>NAME</b> (including Christian, Middle, Surname & Maiden)	<b>AGE</b>	<b>OCCUPATION</b>
.....	.....	.....
<b>EMAIL</b> .....	<b>CONTACT NUMBER</b> .....	

(Every applicant is required to complete a separate rental application form)

<b>CURRENT ADDRESS:</b> (include street number, name, suburb & postcode)	<b>Period of Occupancy</b>	<b>Own/Rent/Share</b>
1. ....	.....	.....

<b>PREVIOUS 3 ADDRESSES (EXCLUDING THE ABOVE ADDRESS)</b> (Include street number, name, suburb & postcode)	<b>Period of Occupancy</b>	<b>Own/Rent/Share</b>
2. ....	.....	.....
3. ....	.....	.....
4. ....	.....	.....

**LANDLORD REFERENCE**

(1) Address of Property Rented: .....

Agent/Landlord's Full Name ..... Rent Paid \$..... p/w  
 Agent/Landlord's Address..... Phone Number: .....

(2) Address of Property Rented: .....

Agent/Landlord's Full Name ..... Rent Paid \$..... p/w  
 Agent/Landlord's Address..... Phone Number: .....

(3) Address of Property Rented: .....

Agent/Landlord's Full Name ..... Rent Paid \$..... p/w  
 Agent/Landlord's Address..... Phone Number: .....

**EMPLOYMENT/INCOME DETAILS**

(1) Place of Employment ..... Full Time / Part Time / Casual  
 Address of Employment .....  
 Manager / Supervisor Name: ..... Ph No. ....  
 Period of Employment ..... Nett Wage \$ ..... p/w

(2) Place of Employment ..... Full Time / Part Time / Casual  
 Address of Employment .....  
 Manager/Supervisor Name: ..... Ph No. ....  
 Period of Employment ..... Nett Wage ..... p/w

**Please supply last two payslips for confirmation of income.**

**FINANCIAL COMMITMENTS** (including Store Cards, Personal Loans, Credit Cards etc)

(1) Financial Institution .....	Monthly Repayment .....
Financial Institution .....	Monthly Repayment .....
(2) Financial Institution .....	Monthly Repayment .....
Financial Institution .....	Monthly Repayment .....

**NEXT OF KIN/RELATIVE REFERENCE:** (not residing at same address)

(1) Full Name: .....	Relationship: .....
Address: .....	Hm: ..... Wk: .....
(2) Full Name: .....	Relationship: .....
Address: .....	Hm: ..... Wk: .....

**PERSONAL REFERENCES:** (not residing at same address)

(1) Full Name: ..... Relationship: .....  
 Address: ..... Hm: ..... Wk: .....

(2) Full Name: ..... Relationship: .....  
 Address: ..... Hm: ..... Wk: .....

(3) Full Name: ..... Relationship: .....  
 Address: ..... Hm: ..... Wk: .....

(4) Full Name: ..... Relationship: .....  
 Address: ..... Hm: ..... Wk: .....

(5) Full Name: ..... Relationship: .....  
 Address: ..... Hm: ..... Wk: .....

Reason for moving from your current residence: .....

Have you been convicted of a criminal offence? Yes / No  
 Are you a bankrupt or discharged bankrupt? Yes / No  
 Have you ever been evicted from a rented property? Yes / No  
 Are you a smoker? Yes / No  
 Will you be receiving Government Assistance for the Bond and/or Rent? Yes / No

**We agree to pay rent via Bpay (telephone/internet)**

I/We have inspected the premises & wish to enter into a Tenancy Agreement. Yes / No  
 Do you propose to keep any pets on the premises? Yes / No  
 If yes, type of pet: ..... Breed? ..... Age? .....

Marital Status: Single Married Separated Divorced Defacto (please circle)

Do you have any children that will be residing with you? Yes / No Number of Children: ..... Ages: .....  
 Do you have other co-applicants for this rental? Yes/No Other Applicant Name: .....  
 Will you have others living with you? Yes/No Please list all their names and ages: .....

Are you an Australian Resident: yes / No If no, what residency do you hold? .....  
 Date of which you require occupation of the premises? .....  
 Period of Tenancy Required: 6 or 12 months (please circle appropriate) Rent: \$..... p/w \*

**\* The tenant may be asked to pay for Quarterly Supply Charges plus Water Usage costs as set by SA Water Corp. A Security Bond equivalent to 4 - 6 weeks rent is required to be paid upon entering into a Tenancy Agreement.**

I/We, the applicant(s), hereby acknowledge and accept that upon being notified by the Landlord or the Agent, that this Application is accepted by the Landlord, I/we must sign a Residential Tenancy Agreement before either the Landlord or applicant(s) are bound to the Lease and it's condition. I/we hereby agree to have our rent & any water charges paid via BPay as per Company Policy.

**'Normal' processing time is 48 hours.**

Dated: ..... / ..... / ..... Signed: .....  
 Print Name: .....

**OFFICE USE ONLY**

**Lease Dates:** Commencing: ..... Expiring: .....  
 Inspection Date: ..... Rent Payable: \$..... 2 Weeks  
 Accepted By: ..... Bond \$.....  
 Property Manager: ..... Total Due: \$.....  
 Excess Water Allowance: .....  
 Special Conditions: .....

***N.B. The Agent will not contact unsuccessful applicants. 'Normal' processing time is 48 hours.***

**Due to recent changes in the Privacy Laws, from December 21, 2001 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 the time to read this Privacy Statement carefully, and once completed, return it to this office with your tenancy application.**

As professional property managers Adelaide South Property – ABN 80 116 334 797 collect personal information about you. To ascertain what personal information we have about you, you can contact us by:

Telephone: (08) 8186 2777  
Email: admin@adelaidesouth.com.au  
Website: [www.adelaidesouth.com.au](http://www.adelaidesouth.com.au)  
Office/Mail: PO Box 800 114 Sherriffs Road  
MORPHETT VALE SA 5162

## **PRIMARY PURPOSE**

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 Mortgagees
- Referees you have nominated
- Organisations / Trades people required to carry out maintenance to the premises
- Rental Bond Authorities
- Residential Tenancy Tribunals / Courts
- Collection Agents
- TICA Default Tenancy Control Pty Ltd – ABN 84 087 400 379 Referred to hereinafter as TICA
- Equifax Australia Information Services and Solutions PTY Limited; ABN: 26 000 602 86 trading as National Tenancy Database. Referred to hereinafter as NTD
- Barclay MIS Protect & Collect Pty Ltd – 79 096 963 692. Referred to hereinafter as Bayclays
- Other Real Estate Agents and Landlords.

## **SECONDARY PURPOSES**

We also collect your personal information to:

Tick each box if you consent to the use and disclosure of information

Enable us 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 Rental Bond Authorities (where applicable).

Refer to Tribunals, Courts and Statutory Authorities (where necessary).

Refer to Collection Agents / Lawyers (where default / enforcement action is required).

Provide confirmation details for organisations contacting us on your behalf i.e. Banks, Utilities (Gas, Electricity, Water, Phone), Employers, etc.

If your personal information is not provided to us, and you do not consent to the uses to which we put your 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.

## **TICA & NTD & BARCLAYS DISCLOSURE STATEMENTS**

**TICA Default Tenancy Control Pty Ltd**  
ABN 84 087 400 379

Telephone: (02) 9743 1800  
Website: [www.tica.com.au](http://www.tica.com.au)  
By Mail: PO Box 120  
CONCORD NSW 2137

**Equifax Australia Information Services and Solutions PTY LTD**  
ABN: 26 000 602 86

Trading as National Tenancy Database (NTD)  
Telephone: 13 8332  
Website: [www.tenancydatabase.com.au](http://www.tenancydatabase.com.au)  
Location: Level 15, 100 Arthur Street  
NORTH SYDNEY, NSW 2060

**Barclays MIS Protect & Collect Pty Ltd** ABN 79 096 963 692

Telephone: 1300 883 916  
Website: [www.barclaymis.com.au](http://www.barclaymis.com.au)  
By Mail: PO Box 553, WYNNUM QLD 4178

### **PRIMARY PURPOSE**

**TICA, NTD & Barclays** collect your personal information to provide to their members and others listed below, historical tenancy and public record information on individuals and companies who / which lease residential and commercial property from or through licensed real estate agent members of **TICA, NTD & Barclays**.

The real estate agent / property manager may advise **TICA, NTD & Barclays** of your conduct throughout the lease / tenancy, and that information will form part of your tenant history.

**TICA, NTD & Barclays** usually disclose information to licensed real estate agent members and Credit Bureaus

If your personal information is not provided to **TICA, NTD & Barclays** the real estate agent / property manager will **not** be able to carry out their professional responsibilities and will **not** be able to provide you with a lease / tenancy of the premises.

***N.B. The Agent will not contact unsuccessful applicants. 'Normal' processing time is 48 hours.***

**Signed by the Applicant** \_\_\_\_\_

(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
Date

/                      /  
Month

\_\_\_\_\_  
Year

### **SIGNING AND AUTHORITY FOR APPLICATIONS SUBMITTED ONLINE**

If you access this application online via our website, [www.AdelaideSouth.com.au](http://www.AdelaideSouth.com.au) and then submit this application online you will need to upload your digital signature. If digital signature is not available, you will not be required to sign until you have been accepted by our office. Once accepted you will need to sign this application at the earliest possible opportunity or immediately upon being directed to by this office. Failure to sign the application upon being directed to do so may result in your application being refused. Before any applicant is accepted and even if not accepted the submission of this application online is deemed to be your consent and authority for this office to proceed with its assessment of your application in accordance with the Primary and Secondary Purpose. It is further agreed that if due to a technical fault of the website or other reason the boxes listed within the Secondary Purpose are not ticked then this office will proceed to process your application on the assumption they were meant to be ticked and that your consent and authority has been given.