

# APPLICATION FOR RESIDENTIAL TENANCY

## *PLEASE READ THE FOLLOWING CAREFULLY*

### TO BE ABLE TO LEGALLY PROCESS YOUR APPLICATION FOR A TENANCY WE REQUIRE:

- **Application Form** – To be fully completed & signed by all applicants
- **Privacy Act Acknowledgment** – Please sign on page 4
- **100 points of identification** – For all applicants aged 18 years and over – including at least one form of photo identification. Refer to page 4 for more details.

Please note – ID is only required once you have viewed the property and if you want to proceed with application.

### Important Notes on Application Procedure

- Your application will be processed with the information provided and presented to the **landlord so they can make their decision.**
- We may not contact you if your application has not been accepted. You may contact us for an answer should you not hear from us.
- No reason will be disclosed for non-acceptance of an application.
- Should your application be successful, and you accept, at that time you will legally be bound by the terms of the rent, agreed start date and term of the lease.
- We will confirm all the tenancy and appointment details to you in writing.
- Water usage and supply charges may also apply. Please see SA Waters website for details of current pricing.
- You will be requested to pay the bond once the tenancy has been accepted.
- We will then arrange an appointment time for you to sign a written tenancy agreement and make the first payment of rent.
- It is up to you to arrange connection of electricity, telephone and gas etc.



THE AGENT: Elders Real Estate Gawler

THE PROPERTY: .....

RENT: \$.....per week BOND: \$..... Equivalent of 4 weeks rent on weekly rental up to \$250, 6 weeks rent on weekly rental of \$251 and above.

Rent is to be paid fortnightly/calendar monthly. LEASE TERM REQUESTED: 6 / 12 MONTHS (please circle preferred)  
(Please circle preferred)

PREFERRED COMMENCEMENT DATE: ...../...../..... or other.....

I/We hereby apply to "The Agent" for the above property and supply the following details:

**PERSON 1**

(Mr/Mrs/Ms/Miss) Surname.....  
Given Names.....  
Age..... Years Date of Birth...../...../.....  
Home..... Work.....  
Mobile.....  
Email Address.....  
Address.....  
Time at present address..... Months / Years.....  
Previous address.....  
Driver's licence or Passport No..... Expiry Date.....

**PERSON 2**

(Mr/Mrs/Ms/Miss) Surname.....  
Given Names.....  
Age..... Years Date of Birth...../...../.....  
Home..... Work.....  
Mobile.....  
Email Address.....  
Address.....  
Time at present address..... Months / Years.....  
Previous address.....  
Driver's licence or Passport No..... Expiry Date.....

**RENTAL HISTORY**  
Current Landlord or Agent

If no rental history state: Owned home Living with family/friends  
Other.....  
Current Rental Address.....  
Private Landlord / Agent Name.....  
Property Manager Name (if applicable).....  
Phone (H)..... (W).....  
Mobile..... Other.....  
Start Date...../...../..... End Date...../...../..... Rent per week \$.....  
Reason for vacating.....  
Will you be breaking your current lease? Yes / No

**RENTAL HISTORY**  
Current Landlord or Agent

If no rental history state: Owned home Living with family/friends  
Other.....  
Current Rental Address.....  
Private Landlord / Agent Name.....  
Property Manager Name (if applicable).....  
Phone (H)..... (W).....  
Mobile..... Other.....  
Start Date...../...../..... End Date...../...../..... Rent per week \$.....  
Reason for vacating.....  
Will you be breaking your current lease? Yes / No

**Previous Landlord or Agent**

Previous Rental Address.....  
Private Landlord / Agent Name.....  
Property Manager Name (if applicable).....  
Phone (H)..... (W).....  
Mobile..... Other.....  
Start Date...../...../..... End Date...../...../..... Rent per week \$.....  
Reason for vacating.....

**Previous Landlord or Agent**

Previous Rental Address.....  
Private Landlord / Agent Name.....  
Property Manager Name (if applicable).....  
Phone (H)..... (W).....  
Mobile..... Other.....  
Start Date...../...../..... End Date...../...../..... Rent per week \$.....  
Reason for vacating.....

**EMPLOYMENT DETAILS &/OR INCOME VERIFICATION**

Position / Occupation.....

Business Name.....

Business Address.....

Supervisor/Manager.....

Phone (W)..... (M).....

Length of Service..... months / years

Income \$..... Per week gross Other income..... Per week

Other Income and Sources.....

**Personal Reference (Not a relative & not someone living with you)**

Name.....

Address.....

Relationship to you.....

Phone (H)..... (W)..... Mobile.....

**Closest Relative/Emergency Contact (Not residing with you)**

Name.....

Address.....

Contact no..... Relationship.....

**EMPLOYMENT DETAILS &/OR INCOME VERIFICATION**

Position / Occupation.....

Business Name.....

Business Address.....

Supervisor/Manager.....

Phone (W)..... (M).....

Length of Service..... months / years

Income \$..... Per week gross Other income..... Per week

Other Income and Sources.....

**Personal Reference (Not a relative & not someone living with you)**

Name.....

Address.....

Relationship to you.....

Phone (H)..... (W)..... Mobile.....

**Closest Relative/Emergency Contact (Not residing with you)**

Name.....

Address.....

Contact no..... Relationship.....

**FULL NAMES & AGES OF ANY OTHER PERSONS WHO WILL OCCUPY THE PREMISES**

Please note: All persons 18 years of age and over who are to be a party to the lease must fill in the application form as an applicant

**Pets \* Yes / No** Full details (e.g. Dog – Labrador)..... does the pet(s) come inside? **YES/NO**  
**(If this question is not answered we will assume you have NO PETS)**

**IMPORTANT – PLEASE READ CAREFULLY**

I/we confirm and acknowledge that:

- 1) The information contained in this Application is true and correct
- 2) I/We am/are over the age of 18 years old
- 3) I/We are not bankrupt or an undischarged bankrupt
- 4) I/We will pay a security bond (equivalent of 4/6 weeks rent, whichever is applicable) plus the first two weeks by cash, EFT or bank cheque before taking possession of the property. **We understand the Agent is unable to accept personal cheques**  
**The bond will need to be paid to the Agent within 24 hours of tenancy being confirmed.**
- 5) I/WE understand and accept that **immediately upon advice from the Agent** that the Landlord has offered to let the property to me/us (based on my/our statements in this application), **and I/We accept** that offer, a tenancy agreement with terms, including the rent and other conditions contained in this application, **comes into existence and is legally binding upon me/us in accordance with the rent amount, term and start date.**
- 6) Only those persons on this application will reside permanently at the property
- 7) I/We hereby authorise the Agent to make all necessary enquires to verify the information provided herein, including information relating to my/our employment, rental history, business and any other references. I/We further authorise the Agent to provide information relating my/our tenancy of the property to any Registered Agent who is authorised by me/us to enquire about that matter. Further, I/we give permission for the Agent to make necessary enquires on The TICA Tenancy Data Base Control Pty Ltd, to verify the information given.
- 8) I/We have signed the Privacy Act Acknowledgment and will supply the required identification should I/we wish to proceed with this application after viewing the property.
- 9) That this application creates no legal relations between me/us and the Agent and/or the landlord until such time as an offer has been made to me/us to let the property and I/we have accepted that offer.

SIGNATURE.....

DATE .../...../.....



SIGNATURE.....

DATE .../...../.....





# PRIVACY ACT ACKNOWLEDGMENT FORM FOR TENANT APPLICANTS AND OCCUPANTS

This form provides information about how Auratel Pty Ltd (ABN 24 052 087 797) (trading as Elders Real Estate Gawler) will collect and handle your personal information, as required by the National Privacy Act 1988, and seeks your consent to disclosures to contain the third parties (which are set out below) in specified circumstances. If you do not consent to the disclosure of your person information to those third parties we cannot process your application for a tenancy.

**We will collect and handle personal information about you in order to process your application for a tenancy.**

**Primary Purpose**

**Before a tenancy is accepted, we collect your information to assess the risk to our clients in providing you with the property you have requested to rent and, if considered acceptable, provide you with a tenancy for that property. In order to assess your application we disclose your personal information to:**

- The Landlords/Owners for approval or rejection of your application
- TICA Default Tenancy Control 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
- Other Real Estate Agents to assess the risk to our clients

**Secondary Purpose**

During and after the tenancy we may need to disclose your personal information to:

- Tradespeople to contact you for repairs and maintenance of the property
- Refer to Tribunals or Courts having jurisdiction seeking orders or remedies
- Refer to Debt Collection Agencies where Tribunal/Court orders have been awarded
- Refer to TICA Default Tenancy Control Pty Ltd to record details of your tenancy history
- Refer to Landlords/Owners insurer in the event of an insurance claim
- To provide future rental references to other property managers/owners

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

The information we collect can be accessed by you (except where the law allows us to deny access to that information) by contacting us as follows:

Telephone: (08) 8522 1988  
 Fax: (08) 8523 0578  
 Post: 37 Murray Street, Gawler, SA, 5118  
 E-mail: [gawlerre@elders.com.au](mailto:gawlerre@elders.com.au)

Signed by the Applicant/s

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature



\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name



Dated     /     /

Dated     /     /

Identification required PER applicant	Point Value
Current Rent Ledger / Rent book (Rent payment record) Must show date rent was paid with dates paid to/from	50 points
Current driver's license with photo	40 points
Latest electricity or gas account	40 points
Current passport	40 points
School/tertiary education photo ID	40 points
Medicare card	20 points
Current vehicle registration	20 points
Citizenship certificate	10 points
Birth certificate	10 points
Pay Slip	10 points
Bank account statement	10 points
Debit/credit card (photocopy)	10 points