

RESIDENTIAL TENANCY APPLICATION



Residential Property Management Services
 109 Regency Rd, CROYDON PARK SA 5008
 Ph: (08) 8340 9555
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 Email: croydonpark@rpmsrentals.com.au

Applicants please note that by signing this application you are agreeing to enter into a Residential Tenancy Agreement if you are successful and the Landlord notifies you of acceptance.

PLEASE NOTE; TO VIEW PHOTOS & PRO-ACTIVE TOURS OF OUR NEW INVESTMENT HOMES BEING BUILT, PLEASE VISIT www.rpmsrentals.com.au.
 APPLICATIONS WILL BE PROCESSED WITHIN 2-3 DAYS UPON SUBMISSION TO OFFICE. PLEASE PROVIDE ALL CONTACT NUMBERS OF REFERENCES TO ENSURE SPEEDY RESPONSE. ALL APPLICANTS WILL BE NOTIFIED.

Applicant

Phone Nos.

Home	Work	Mobile
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Email

Property

Preferred Term of lease **6 or 12** months Preferred commencement of lease/...../.....

I / We acknowledge Rent of \$ per week is payable in advance during the term of the lease.

My nominated method of payment for rent shall be.

- Bank Cheque (during office hours) Direct Debit from Bank Account
 Money Order Internet Banking



I acknowledge there is a requirement to pay a Security Bond Equal to 4 weeks / 6 weeks Rent being \$.....

UTILITY CONNECTION- 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.

Please tick utilities as required: Electricity Gas Phone Internet Insurance Removalist Cleaning

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 of applicant _____ Date...../...../..... Application sent to Direct Connect (if required)

APPLICATION TERMS

1. APPLICATION

The applicant applies to the Agent to let the property in accordance with the terms of this Application, and in consideration of the Landlord accepting the application agrees to the following acknowledgments and undertakings.

2. APPLICANT'S ACKNOWLEDGEMENTS

2.1 **Legal Capacity**

The Applicant has the legal capacity to enter into the formal residential tenancy agreement ("**Residential Tenancy Agreement**") which was made available to the Applicant by the Agent for inspection.

2.2 **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 Tenancy Agreement is created in accordance with the terms of:

2.2.1 this application; and

2.2.2 the Residential Tenancy Agreement

2.3 **Sign Residential Tenancy Agreement**

The Applicant must sign the Residential Tenancy Agreement as soon as reasonably possible after this Application is accepted by the Landlord.

2.4 **Entitlement to possession**

The Applicant is not entitled to take possession of the Property until the Residential Tenancy Agreement is signed by the Applicant and returned to the Agent.

2.5 **Applicant to pay the rent**

The Applicant agrees to pay the Rent during the Term in accordance with this Application and the Residential Tenancy Agreement.

2.6 **Applicant to pay the Security Bond**

The applicant must provide the Security Bond plus an amount equal to two 2 weeks rent in cash or by bank cheque before taking possession of the Property.

2.7 **Agent may make enquiries**

The applicant authorises the Agent:

2.7.1 to make all necessary enquiries to verify the information provided by the Applicant in this Application (including information relating to the Applicant's employment, rental history, business and personal references).

2.7.2 to provide information relating to the Applicant's tenancy of the Property to any Registered Agent who is authorised by the Applicant to inquire about that matter

2.8 **Application if true**

The application and all of them warrant that the information contained in the Reference Schedule is true.

2.9 **Inconsistency**

Subject to clauses 2.4 and 2.6, if there is any inconsistency between the terms of this Application and the Residential Tenancy Agreement then the terms of the Residential Tenancy Agreement prevail.

3. APPLICATION INCLUDES ATTACHMENTS

This Application includes all schedules and attachments to it.

4. INTERPRETING THIS APPLICATION

Unless the context suggests otherwise, this Application must be interpreted

4.2 All headings are for convenience only.

4.3 A reference to the Applicant includes each person named as the Applicant jointly and severally.

5. PRIVACY ACT 1988

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including to the landlord, referees, other agents and third part operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and/or other agents.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting the Agents at the above agents address and phone number. The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date.

If the information is not provided, the Agent may not be able to process the application and manage the tenancy

APPLICANT SIGNATURE: _____ **DATE** ____ / ____ / ____

APPLICANT SIGNATURE: _____ **DATE** ____ / ____ / ____

Applicants Please Note Prior to Signing Any Application:

1. All items on this Application must be completed in full.
2. Do not sign this document unless you are satisfied that you understand its terms
3. Applicants acknowledge that upon verbal acceptance of the Property if notified that they are the successful applicant they will enter into a Residential Tenancy Agreement.
4. If the Applicant wishes to cancel the lease on the property prior to signing the Tenancy Agreement an Administration fee equal to 1 weeks rent is required to be paid to the Agent.
5. The agent reserves the Right to Cancel Such Acceptance if the Tenant fails to attend and sign the agreement within 48 hours of verbal acceptance and may offer the property to another applicant.

APPLICANT 1

Please provide personal details. PLEASE CIRCLE

MR MRS MS DR

[Empty box for name]

Date of Birth

[Empty box for date of birth]

Car registration no. & State

[Empty box for car registration]

Driver's license no. / Passport no.

[Empty box for license/passport no.]

Drivers licence / Passport country

[Empty box for license/passport country]

Pension no. (if applicable)

[Empty box for pension no.]

Pension type (if applicable)

[Empty box for pension type]

Home phone no.

[Empty box for home phone no.]

Mobile phone no.

[Empty box for mobile phone no.]

Work phone no.

[Empty box for work phone no.]

Email address

[Empty box for email address]

What is your current address?

[Empty box for current address]

How long have you lived at your current address?

[Empty boxes for years and months]

Please tell us about this rented property

Name of landlord or agent

[Empty box for landlord/agent name]

Landlord/agent's phone no.

[Empty box for landlord/agent phone no.]

Weekly rent paid

[Empty box for weekly rent paid with \$ symbol]

Why are you leaving this address?

[Empty box for reason for leaving]

What was your previous residential address?

[Empty box for previous address]

Please give us further information about this rented property

Name of landlord or agent

[Empty box for landlord/agent name]

Landlord/agent's phone no.

[Empty box for landlord/agent phone no.]

Weekly rent paid

[Empty box for weekly rent paid with \$ symbol]

How long did you live at this address?

[Empty boxes for years and months]

Why did you leave this address?

[Empty box for reason for leaving]

Please provide your employment details

What is your occupation?

[Empty box for occupation]

Employer's name (inc. accountant if self employed or institution if a student)

[Empty box for employer's name]

Employer's address

[Empty box for employer's address]

Contact name

[Empty box for contact name]

Phone no.

[Empty box for phone no.]

Length of employment

[Empty boxes for years and months]

Weekly income (net)

[Empty box for weekly income with \$ symbol]

APPLICANT 2

Please provide personal details. PLEASE CIRCLE

MR MRS MS DR

[Empty box for name]

Date of Birth

[Empty box for date of birth]

Car registration no. & State

[Empty box for car registration]

Driver's license no. / Passport no.

[Empty box for license/passport no.]

Driver's licence / Passport country

[Empty box for license/passport country]

Pension no. (if applicable)

[Empty box for pension no.]

Pension type (if applicable)

[Empty box for pension type]

Home phone no.

[Empty box for home phone no.]

Mobile phone no.

[Empty box for mobile phone no.]

Work phone no.

[Empty box for work phone no.]

Email address

[Empty box for email address]

What is your current address?

[Empty box for current address]

How long have you lived at your current address?

[Empty boxes for years and months]

Please tell us about this rented property

Name of landlord or agent

[Empty box for landlord/agent name]

Landlord/agent's phone no.

[Empty box for landlord/agent phone no.]

Weekly rent paid

[Empty box for weekly rent paid with \$ symbol]

Why are you leaving this address?

[Empty box for reason for leaving]

What was your previous residential address?

[Empty box for previous address]

Please give us further information about this rented property

Name of landlord or agent

[Empty box for landlord/agent name]

Landlord/agent's phone no.

[Empty box for landlord/agent phone no.]

Weekly rent paid

[Empty box for weekly rent paid with \$ symbol]

How long did you live at this address?

[Empty boxes for years and months]

Why did you leave this address?

[Empty box for reason for leaving]

Please provide your employment details

What is your occupation?

[Empty box for occupation]

Employer's name (inc. accountant if self employed or institution if a student)

[Empty box for employer's name]

Employer's address

[Empty box for employer's address]

Contact name

[Empty box for contact name]

Phone no.

[Empty box for phone no.]

Length of employment

[Empty boxes for years and months]

Weekly income (net)

[Empty box for weekly income with \$ symbol]

APPLICANT 1**Next of kin details (not residing with you) in case of emergency**

Surname	Given name/s

Relative's address

--

Home no.	Work/mobile

Relationship to you

--

Please provide two personal references (not related to you) Please ensure each has agreed for you to nominate them as a referee and names must be given that can be contacted during business hours

1. Surname	Given name/s

Home no.	Work/mobile

2. Surname	Given name/s

Home no.	Work/mobile

APPLICANT 2**Next of kin details (not residing with you) in case of emergency**

Surname	Given name/s

Relative's address

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Home no.	Work/mobile

Relationship to you

--

Please provide two personal references (not related to you) Please ensure each has agreed for you to nominate them as a referee and names must be given that can be contacted during business hours

1. Surname	Given name/s

Home no.	Work/mobile

2. Surname	Given name/s

Home no.	Work/mobile

Full names and ages of all OTHER persons who will reside at the property

Names	Ages
1.	
2.	
3.	
4.	

Please provide details of any pets

Breed/type	council registration number	Inside/Outside
1.		
2.		

Do any of the applicants Smoke

YES NO

Do any of the applicants own a Lawnmower

YES NO

TENANCY APPLICANTS NOTE:**WE REQUIRE THE FOLLOWING INFORMATION TO BE SUPPLIED TO PROCESS AN APPLICATION:**

- ◆ PHOTOGRAPHIC IDENTIFICATION/PASSPORT
- ◆ 2 RECENT PAYSLIPS
- ◆ REFERENCES FROM PREVIOUS AGENT/LANDLORD – VERBAL IS FINE
- ◆ PROOF OF LAST RESIDENTIAL ADDRESS – IE TELSTRA A/C, AGL OR ORIGIN ACCOUNT
- ◆ COPIES OF PREVIOUS RENTAL RECEIPTS – IF POSSIBLE
- ◆ COPY OF PREVIOUS LEASE AGREEMENT – IF POSSIBLE
- ◆ ON APPROVAL OF AN APPLICATION, ALL MONIES MUST BE PAID IN FULL EITHER VIA CASH OR BANK CHEQUE
- ◆ APPLICATIONS WILL ONLY BE PROCESSED ON COMPLETE AND SIGNED TENANCY APPLICATION

YOUR COMPLIANCE WITH THE ABOVE POINTS WILL ASSIST WITH SPEEDY PROCESSING OF YOUR APPLICATION. THANK YOU.

APPLICATION FOR RESIDENTIAL TENANCY

IMPORTANT- To Consider 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 clearly indicated. **WE CANNOT PROCESS THIS FORM UNLESS ALL PARTS HAVE BEEN FULLY COMPLETED.**
- Read and Sign the **Privacy Act Acknowledgment Form**
- **Provide identification to pass our 100 POINT CHECK and 2 recent payslips or proof of income**

PROOF OF IDENTIFICATION REQUIRED- 100 POINT CHECK

We require each applicant to provide the following

WE REQUIRE IDENTIFICATION FROM ALL THREE CATAGORIES

WITH A TOTAL SUM OF 100 POINTS OR MORE

Category	IDENTIFICATION REQUIRED PER APPLICANT	POINT VALUE
1 <input type="checkbox"/> Tick	Current Agent Rent History Ledger/Record	50 Points
1 <input type="checkbox"/>	Passport (only if Non-Australian Resident)	40 Points
1 <input type="checkbox"/>	Latest Telephone Account (Landline Only)	40 Points
1 <input type="checkbox"/>	Latest Electricity or Gas Account (With Address)	40 Points
1 <input type="checkbox"/>	Current Driver's Licence- with Photo	40 Points
1 <input type="checkbox"/>	Proof of Age Card- with Photo	40 Points
2 <input type="checkbox"/>	Tertiary Education Photo ID	30 Points
2 <input type="checkbox"/>	Current Vehicle Registration	30 Points
2 <input type="checkbox"/>	Passport (Australian Resident)	20 Points
3 <input type="checkbox"/>	Medicare Card	10 Points
3 <input type="checkbox"/>	Citizenship Certificate	10 Points
3 <input type="checkbox"/>	Birth Certificate	10 Points
3 <input type="checkbox"/>	Debit/Credit Card	10 Points

PROCESSING AND APPLICATION ACCEPTANCE/NON ACCEPTANCE

PLEASE READ CAREFULLY

- Your application will be processed with the information provided and submitted to the landlord for their acceptance or non-acceptance for tenancy. This is always a landlord decision.
- **IMPORTANT- We are unable to give any reason for non-acceptance, if your application is not approved for tenancy.**
- **If your application is not approved, you will be informed by SMS**
- Should your application be accepted, **you will be asked to pay the bond/first 2 weeks rent and sign the lease as soon as possible. You will be asked to pay the monies by direct deposit into our trust account immediately**
- **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 also able to assist you in this regard- please let us know.