

# RESIDENTIAL TENANCY APPLICATION



**Residential Property Management Services**  
 Level 1/127 Haydown Road, Elizabeth Vale SA 5112  
 PO Box 1121, Elizabeth Vale SA 5112  
 Ph: 08 8340 9555  
 Email: admin@rpmsrentals.com.au

*APPLICATIONS WILL NOT BE PROCESSED WITHOUT THE REQUIRED 100 POINTS OF ID AND PROOF OF INCOME FROM EACH OCCUPANT OVER 18 YEARS OF AGE.*

*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 ONCE PROCESSED VIA PHONE CALL OR SMS.*

Applicant

Phone Nos. 

Home	Work	Mobile
------	------	--------

Email

Property

Have you viewed this property  Yes  No What date was the property viewed ...../...../.....

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.

Internet Banking  Direct Debit from Bank Account (to be organised yourself)

I acknowledge there is a requirement to pay a Security Bond Equal to 4 weeks rent (under \$250 per week) or 6 weeks rent (over \$251 per week) being \$.....

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**We will send you a personal invitation to connect via email and text once you have been approved to rent a property. Once you receive it, please click on the link and take 3 minutes to sign up online.**

Move Me In is a FREE utilities connection service that offers you great discounted deals, saving you money right from the start! Other companies may have only ever offered you the standard off the shelf utility plans but Move Me In presents you with a selection of utility providers to choose from on our quick and easy online portal, so you can pick the discounted plan that suits you best.

E: support@movemein.com.au P: 1300 911 947 www.movemein.com.au

## 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 **Sign Residential Tenancy Agreement**

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

#### 2.2 **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.

#### 2.3 **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.

#### 2.4 **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.

#### 2.5 **Agent may make enquiries**

The applicant authorises the Agent:

2.5.1 to make all necessary enquires 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).

2.5.2 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

#### 2.6 **Application if true**

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

#### 2.7 **Inconsistency**

Subject to clauses 2.2 and 2.4, 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 1 NAME:** \_\_\_\_\_

**APPLICANT 1 SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**APPLICANT 2 NAME:** \_\_\_\_\_

**APPLICANT 2 SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Applicants Please Note Prior to Signing Any Application:

1. All items on this Application must be completed in full.
2. Do not this document sign 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 they will enter into a Residential Tenancy Agreement.
4. 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 MISS MS

[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 driver's license/passport no.]

Driver's license / Passport country

[Empty box for driver's 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.]

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 including agency

[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 including agency

[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 contact phone no.]

Length of employment

[Empty boxes for years and months]

Weekly income (net)

[Empty box for weekly income with \$ symbol]

\*Please provide 2 recent payslips and/or a Centrelink statement and/or 3 month recent bank statement

APPLICANT 2

Please provide personal details. PLEASE CIRCLE

MR MRS MISS MS

[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 driver's license/passport no.]

Driver's license / Passport country

[Empty box for driver's 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.]

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 including agency

[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 including agency

[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 contact phone no.]

Length of employment

[Empty boxes for years and months]

Weekly income (net)

[Empty box for weekly income with \$ symbol]

\*Please provide 2 recent payslips and/or a Centrelink statement and/or 3 month recent bank statement

**APPLICANT 1**

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

Surname	Given name/s
<input type="text"/>	

Relative's address

Home no.	Work/mobile
<input type="text"/>	<input type="text"/>

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
<input type="text"/>	<input type="text"/>

2. Surname Given name/s

Home no.	Work/mobile
<input type="text"/>	<input type="text"/>

**APPLICANT 2**

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

Surname	Given name/s
<input type="text"/>	

Relative's address

Home no.	Work/mobile
<input type="text"/>	<input type="text"/>

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
<input type="text"/>	<input type="text"/>

2. Surname Given name/s

Home no.	Work/mobile
<input type="text"/>	<input type="text"/>

**Full names and ages of all OTHER persons who will reside at the property (ANYONE OVER 18 MUST PROVIDE 100 POINTS OF ID)**

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 PAYSLEIPS AND/OR CENTRELINK STATEMENT AND/OR 3 MONTH RECENT BACNK STATEMENT
- ◆ 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/LEDGER – IF POSSIBLE
- ◆ COPY OF FRONT PAGE OF PREVIOUS LEASE AGREEMENT – IF POSSIBLE
- ◆ ON APPROVAL OF AN APPLICATION, ALL MONIES MUST BE PAID IN FULL
- ◆ APPLICATIONS WILL ONLY BE PROCESSED ON COMPLETED AND SIGNED TENANCY APPLICATIONS

**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**

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

We require **each occupant over 18** 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"/>	Current Driver's Licence (with current address)	50 Points
1 <input type="checkbox"/>	Proof of Age Card (with current address)	50 Points
1 <input type="checkbox"/>	Passport (only if Non-Australian Resident)	40 Points
1 <input type="checkbox"/>	Latest Telephone Account (with current address)	40 Points
1 <input type="checkbox"/>	Latest Electricity or Gas Account (with current address)	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"/>	Current Rental Agreement (front page only)	20 Points
2 <input type="checkbox"/>	Pension Card or Health Care Card (with current address)	20 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.