

Application for Residential Tenancy



Gary J Smith Real Estate
762 Anzac Highway Glenelg SA 5045
Phone: 08 8376 1199
Fax: 08 8376 5400
E-mail: sara@garyjsmith.com.au
Web: www.garyjsmith.com.au

PLEASE READ THE FOLLOWING CAREFULLY

To be able to process your application for tenancy, we require you to:

- Fill in completely and sign (all applicants) the application form with all relevant information and reference information;
- Sign (all applicants) the Privacy Act Acknowledgement form;
- Provide required copies of identification 100 points check.

PROOF OF IDENTIFICATION REQUIRED - 100 POINT CHECK

We require each applicant 18 years and over to provide the following.

WE REQUIRE IDENTIFICATION WITH A 100 POINT VALUE OR MORE PLUS PROOF OF INCOME.

Identification required PER applicant	Point Value
You MUST supply proof of income	Compulsory
Current rent ledger / rent book (rent payment record) Must show date rent was paid with dates paid to / from	50 points
Current Driver's Licence - 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
Bank account statement	10 points

Processing and Application Acceptance / Non Acceptance

- Please inform your referees that they can expect a call from us.
- Your application will be processed with the information provided and put to the landlord for their acceptance or non-acceptance.
- 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 application.**
- Should your application be accepted, and you accept and pay the required 2 weeks rent in advance, you will at that time be bound to the terms of the rent, agreed start date and term of the lease. The 2 weeks rent in advance is not refundable should you change your mind.
- **Water charges may also apply to the property.**
- **You will be requested to pay the bond and 2 weeks rent in advance once the tenancy has been accepted.**
- We will then arrange an appointment time to sign a written tenancy agreement.
- It is up to you to arrange connection of electricity, telephone, gas etc. We have partnered with **Direct Connect** to assist our tenants with this. If you would like **Direct Connect** to help with any of the above connections please complete page six of this application form.

Property / Personal Details

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 working days. The Applicant/s detailed herein apply for a property tenancy through the Property Manager and declare and covenant that the information herein is true and correct. The Applicant/s must not give false or misleading information to the Property Manager and to do so is an offence pursuant to Section 51 of the Residential Tenancies Act 1995

PLEASE NOTE: ALL OUR TENANCY AGREEMENTS CONTAIN A SPECIAL CLAUSE STATING " NO SMOKING INSIDE THE PREMISES"

Address of Property you are applying for: _____

Rent Amount \$ _____ per week

Will you be receiving government assistance for the rent? Yes No

Bond \$ _____ (Payable upon signing the Tenancy Agreement)

(Equivalent to 4 weeks rent to be paid if rent is up to \$250 p/w — equivalent to 6 weeks rent will apply for properties over \$250 p/w)

Bond is to be paid prior to the commencement of the lease.

Will you be receiving government assistance for the bond? Yes No

Bond Guarantees provided by the South Australian Housing Trust must be supplied at signing of agreement.

Tenancy Required

6 Months 12 Months Other _____ Date able to occupy ____/____/____

Acknowledgements by Applicant/s

I/we have inspected the above property (internally) on... Day _____ Month _____ Year _____

I/We agree to accept it with existing features subject to the final clean and the property being presented in a reasonable Condition

Yes No

Applicant 1:	Applicant 2:
Applications pending on other properties? Yes/No	Applications pending on other properties? Yes/No
Has your tenancy ever been terminated? Yes/No	Has your tenancy ever been terminated? Yes/No
Have you ever been refused a rental property? Yes/No	Have you ever been refused a rental property? Yes/No
Are you in debt to another landlord or agent? Yes/No	Are you in debt to another landlord or agent? Yes/No
Deductions ever taken from your bond? Yes/No	Deductions ever taken from your bond? Yes/No
If you answered yes for above why?	If you answered yes for above why?
Anything affecting future rental payments? Yes/No	Anything affecting future rental payments? Yes/No
Considering buying a property soon? Yes/No	Considering buying a property soon? Yes/No
Do you currently own a property? Yes/No	Do you currently own a property? Yes/No

Business Name & ABN (if applicable):	Business Name & ABN (if applicable):
Given Name:	Given Name:
Family Name:	Family Name:
Date of birth:	Date of birth:
Occupation:	Occupation:
Current Residential address:	Current Residential address:
Length of time at current address:	Length of time at current address:
Reason for moving:	Reason for moving:
Previous address (if less than 24 months at current address)	Previous address (if less than 24 months at current address)
Home phone:	Home phone:
Mobile:	Mobile:
Work phone:	Work phone:
Email address:	Email address:

Employment History

Current Employment
Business Name:
Business Address:
Supervisor's Name:
Supervisor's office phone:
Supervisor's email address:
Length of employment:
Total annual income (as declared to Australian Taxation Office): <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual \$

Previous Employment (Minimum 2 years)
Business Name:
Business Address:
Supervisor's Name:
Supervisor's office phone:
Supervisor's email address:
Length of employment:
Total annual income (as declared to Australian Taxation Office): <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual \$

If self employed
Business Name:
Business Address:
Length of employment:
Total annual income (as declared to Australian Taxation Office): <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time \$
Business Name:
Accountant Name:
Accountant's office phone number:
Accountant email:

If student/Centrelink (*please refer to 100 point check requirements*)
College/Tafe/University or Centrelink benefit:
Student ID/ Pension number:
Supervisor's office phone:
Income/sources:
Faculty/Course:

Identity Information:
Drivers licence #:
Other:
Car registration & State:

Current Employment
Business Name:
Business Address:
Supervisor's Name:
Supervisor's office phone:
Supervisor's email address:
Length of employment:
Total annual income (as declared to Australian Taxation Office): <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual \$

Previous Employment (Minimum 2 years)
Business Name:
Business Address:
Supervisor's Name:
Supervisor's office phone:
Supervisor's email address:
Length of employment:
Total annual income (as declared to Australian Taxation Office): <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual \$

If self employed
Business Name:
Business Address:
Length of employment:
Total annual income (as declared to Australian Taxation Office): <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time \$
Business Name:
Accountant Name:
Accountant's office phone number:
Accountant email:

If student/Centrelink (*please refer to 100 point check requirements*)
College/Tafe/University or Centrelink benefit:
Student ID/ Pension number:
Supervisor's office phone:
Income/sources:
Faculty/Course:

Identity Information:
Drivers licence #:
Other:
Car registration & State:

Rental History

Current (please tick) <input type="checkbox"/> Landlord <input type="checkbox"/> Agent
Name:
Phone:
Email address:
Address of property rented & cost per week:
Rent: \$ _____
Do you expect your bond to be refunded in full?: Yes <input type="checkbox"/> No <input type="checkbox"/>
If NO, why?:

Current (please tick) <input type="checkbox"/> Landlord <input type="checkbox"/> Agent
Name:
Phone:
Email address:
Address of property rented & cost per week:
Rent: \$ _____
Do you expect your bond to be refunded in full?: Yes <input type="checkbox"/> No <input type="checkbox"/>
If NO, why?:

Previous (please tick) <input type="checkbox"/> Landlord <input type="checkbox"/> Agent
Name:
Phone:
Email address:
Address of property rented & cost per week:
Rent: \$ _____
Was bond refunded in full?: Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, why?

Previous (please tick) <input type="checkbox"/> Landlord <input type="checkbox"/> Agent
Name:
Phone:
Email address:
Address of property rented & cost per week:
Rent: \$ _____
Was bond refunded in full?: Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, why?

Home Owners
If you have not rented before, have you owned your own home? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, provide address & Sales Agent details (Note: copy of council rates will be required) :
Would you like a rental appraisal on your current home? Yes <input type="checkbox"/> No <input type="checkbox"/>

Home Owners
If you have not rented before, have you owned your own home? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, provide address & Sales Agent details (Note: copy of council rates will be required) :
Would you like a rental appraisal on your current home? Yes <input type="checkbox"/> No <input type="checkbox"/>

Business reference (other than the name of your employer)
Name:
Address:
Phone:
Relationship:
How long known:

Business reference (other than the name of your employer)
Name:
Address:
Phone:
Relationship:
How long known:

Closest relative who will not be residing with you
Name:
Address:
Phone:
Relationship:

Closest relative who will not be residing with you
Name:
Address:
Phone:
Relationship:

Rental History (continued)

Pets
Do you have any pets? Yes <input type="checkbox"/> No <input type="checkbox"/>
How many pets?
If yes, provide full details: Pet type: Breed: Age:

Pets
Do you have any pets? Yes <input type="checkbox"/> No <input type="checkbox"/>
How many pets?
If yes, provide full details: Pet type: Breed: Age:

Other people permanently residing in the property
Full names & ages of all people (including children) who will permanently reside at this property:
1: _____ Age: _____
2: _____ Age: _____
3: _____ Age: _____
4: _____ Age: _____

Other people permanently residing in the property
Full names & ages of all people (including children) who will permanently reside at this property:
1: _____ Age: _____
2: _____ Age: _____
3: _____ Age: _____
4: _____ Age: _____

FOR OFFICE USE ONLY

100 Point check—Notice to Applicant 1	
Before any application will be processed, each applicant must achieve a minimum of 100 check points:	
Compulsory requirements	Office use
Pay slips x 4 (current) (Compulsory)	<input type="checkbox"/>
Drivers license <u>or</u> Passport (40 points)	<input type="checkbox"/>
Copy of bank statements x 2 months (10 points)	<input type="checkbox"/>
Please provide a current copy of your rental history, if you have not rented before please provide a current council rate notice.	

100 Point check—Notice to Applicant 2	
Before any application will be processed, each applicant must achieve a minimum of 100 check points:	
Compulsory requirements	Office use
Pay slips x 4 (current) (Compulsory)	<input type="checkbox"/>
Drivers license <u>or</u> Passport (40 points)	<input type="checkbox"/>
Copy of bank statements x 2 months (10 points)	<input type="checkbox"/>
Please provide a current copy of your rental history, if you have not rented before please provide a current council rate notice.	

For immigrants and International Students	
Compulsory requirements	Office use
Passport including visa (50 points)	<input type="checkbox"/>
Photo ID (30 points)	<input type="checkbox"/>
Copy of bank statements x2 months (20 points)	<input type="checkbox"/>

For immigrants and International Students	
Compulsory requirements	Office use
Passport including visa (50 points)	<input type="checkbox"/>
Photo ID (30 points)	<input type="checkbox"/>
Copy of bank statements x2 months (20 points)	<input type="checkbox"/>

If never rented before and owned a home only	
Has the council rates been provided?	<input type="checkbox"/>

If never rented before and owned a home only	
Has the council rates been provided?	<input type="checkbox"/>

100 point check information must be attached to this application form when submitted

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Direct Connect—Utility Connection

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

ONCE WE HAVE RECEIVED YOUR APPLICATION WE WILL CALL YOU TO CONFIRM YOUR DETAILS



MAKES MOVING EASY

Electricity

Gas

Phone

Internet

Pay TV

Insurance

Removalist

Truck or van hire

Cleaners

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 One

Signature of Applicant Two

Date _____

Date _____

P: 1300 664 715

F: 1300 664 185

W: www.directconnect.com.au

Warranties and Privacy

Declaration.

Residential Tenancy Application Terms and Conditions.

1. Application.

The Applicant applies to the Agent to let the Property in accordance with the Terms and Conditions of this application.

2. Applicant's Obligations.

The Applicant warrants that:

- 2.1 I/We have the legal capacity to enter into the formal REISA Residential Tenancy Agreement ('Residential Tenancy Agreement') which is available to the me/us at the office of Gary J Smith Real Estate.
- 2.2 All information provided to the Agent in relation to this application is true and correct, and I/We undertake to promptly advise the Agent of any changes;

The Applicant acknowledges that:

- 2.3 I/We must sign the Residential Tenancy agreement as soon as reasonably practicable following acceptance of this Application by the Landlord;
- 2.4 I/We are not entitled to take possession of the Property until the Residential Tenancy Agreement is signed by me/us and returned to the Agent;
- 2.5 I/We agree to pay the Rent during the Term in accordance with this application and the Residential Tenancy Agreement;
- 2.6 I/We must provide the bond plus an amount equal to two (2) weeks rent before taking possession of the Property;
- 2.7 I/We understand that the property is strictly NO SMOKING INSIDE the premises.

3. Authority

3.1 The Applicant authorises the Agent:

- 3.1.1 To make all necessary enquiries to verify the information provided by the Applicant in this Application;
- 3.1.2 To provide information related to the Applicant's tenancy of the Property to any Registered Agent who is authorised by the Applicant to enquire about that matter.

3.2 The Applicant authorises their current employer, previous employer, accountant, current landlord/agent, previous landlord/agent and referees as set out in this Application to disclose details of its tenancy, employment and/or character to the Agent for the purpose of processing this Application.

4. Inconsistency

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

5. Privacy Act 1988

5.1 The personal information the Applicant 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 this applicant in this Application and during the course of the Tenancy (if this Application is approved) may be disclosed for the purpose for which it was collected to other parties including to the Landlord, referees, other agents, and third party operators of residential tenancy databases.

5.2 Information already held on Residential Tenancy 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, this fact and other relevant personal information collected about the Applicant during the course of the Tenancy may also be disclosed to the Landlord or, third party operators of Residential Tenancy Databases and or other agents.

6. Applicant Acknowledges the Agents disclosure of the use of Residential Tenancy Database

TICA – PO Box 120 Concord NSW 2137 or Telephone 190 222 0346

NTD - National Tenancy Database - GPO BOX 13294 George Street, Brisbane QLD 4003 or Telephone 1300 563 826

Signature of Applicant One

Name of Applicant One

Date _____

Signature of Applicant Two

Name of Applicant Two

Date _____