

4 STEPS TO A GREAT TENANCY APPLICATION

Please follow the steps below to ensure your application is processed as quickly as possible.

STEP 1: TELL US WHO YOU ARE

YOU NEED TO...

- Complete the application form entirely
- Provide 100 points of identification

Please note that **every** adult living at the premises **must** complete the application and provide a **minimum** of **100 points of ID**.

- | | |
|--|--|
| <input type="checkbox"/> Drivers Licence (40 Points) | <input type="checkbox"/> Bank Statements (20 Points) |
| <input type="checkbox"/> Current Passport (40 Points) | <input type="checkbox"/> Medicare Card (20 Points) |
| <input type="checkbox"/> Other Photo ID (40 Points) | <input type="checkbox"/> ATM/Bank Card (10 Points) |
| <input type="checkbox"/> Birth Certificate (40 Points) | <input type="checkbox"/> Concession Card (10 Points) |
| <input type="checkbox"/> Rental Ledger (20 Points) | <input type="checkbox"/> Utility Bills (10 Points) |



STEP 2: TELL US WHERE YOU HAVE LIVED

YOU NEED TO...

- Provide proof of current and previous residence
- Provide rental references and let them know to expect our call
- Provide rental ledgers (ask your previous agent for a copy)

STEP 3: TELL US HOW YOU WILL PAY THE RENT

YOU NEED TO...

- Provide proof of income such as payslips, bank statements and Centrelink statements

STEP 4: SUBMIT YOUR APPLICATION

YOU CAN...

- Apply online via 1Form. Visit www.chateaufrealestate.com.au and click apply on the relevant property. Sign up and login to 1form.com.au and fill in the details and send your application. You **MUST** ensure all documents uploaded are complete, clear and easy to read.

OR

- Scan and email this application form and all supporting documents to **office@chateaufrealestate.com.au**

OR

- Bring this application and all supporting documents in person to our office. Please ensure you book an appointment so we can give you the personal service you deserve.



(08) 8365 8211

office@chateau realestate.com.au

642 Lower North East Rd PARADISE SA 5075

www.chateau propertymanagement.com.au

Chateau Property Management - RLA258757

APPLICATION FOR RESIDENTIAL TENANCY

IT IS A CONDITION OF THIS APPLICATION THAT ALL ITEMS ARE COMPLETED IN FULL

Property Details:

Property Address: _____

Property Rental: \$ _____ per week (payable fortnightly)

Term of Tenancy: 6 months 12 months Other: _____

Commencement Date: _____ / _____ / _____

Security Bond: \$ _____ equal to 4 weeks rent for properties under \$250/wk or 6 weeks rent for properties over \$250/wk. **Please note: 2 weeks deposit plus the security bond is payable upon acceptance.**

TENANT 1:

Mr Mrs Ms Miss

Your Name: _____ Your Age: _____ Date of Birth: _____ / _____ / _____

Marital Status: Single Married Divorced De facto

Telephone: Work: _____ Mobile: _____

Email: _____

Proof of Identity:

Drivers Licence No: _____ State of Issue: _____ Expiry Date: _____ / _____ / _____

Car Registration No: _____ Make and Model: _____

18+ Card No: _____ Medicare No: _____

Your Current Address:

Address : _____

Suburb : _____ Postcode : _____

Time at current address: _____ years _____ months

Your Rental History:

I'm not currently renting :

Current Landlord/Agent Name : _____

Their Full Address : _____

Telephone: Work: _____ Mobile: _____

Email: _____

Reason for vacating property: _____

Current weekly rent: \$ _____ Was bond refunded in full? Yes No

If not, why not?: _____

Your Previous Rental History:

Previous Landlord/Agent Name : _____

Their Full Address : _____

Telephone: Work: _____ Mobile: _____

Email: _____

Full Property Address : _____

Reason for vacating property: _____

Weekly rent: \$ _____ Was bond refunded in full? Yes No

If not, why not?: _____

Your Employment:Are you: Employed Self-employed A student Occupation: _____

Company or Institution Name: _____

Supervisors Name (if applicable): _____

Their Phone No: Work: _____ Mobile: _____

Their Email: _____

Business Address : _____

Length of service: _____ years _____ months

If less than 6 months, who was your previous employer?: _____

Their Phone No: Work: _____ Length of service: _____ years _____ months

Current weekly income (gross): \$ _____ Other weekly income (gross): \$ _____

If self employed, what is your ABN: _____

If studying, what is your student ID: _____

Are you currently receiving centrelink payments: Yes No Customer Reference No: _____

Centrelink Income Weekly: \$ _____ Type of payment: _____

Your References: Please note you *must* have 2 references per applicant**Reference 1 :**

Their Name: _____ Mobile No: _____ Relationship: _____

Reference 2 :

Their Name: _____ Mobile No: _____ Relationship: _____

Emergency Contact or Next of Kin

Name: _____

Their Phone No: Work: _____ Mobile: _____

Their Address : _____

Suburb : _____ Postcode : _____

TENANT 2:

Mr Mrs Ms Miss

Your Name: _____ Your Age: _____ Date of Birth: _____ / _____ / _____

Marital Status: Single Married Divorced De facto

Telephone: Work: _____ Mobile: _____

Email: _____

Proof of Identity:

Drivers Licence No: _____ State of Issue: _____ Expiry Date: _____ / _____ / _____

Car Registration No: _____ Make and Model: _____

18+ Card No: _____ Medicare No: _____

Your Current Address:

Address : _____

Suburb : _____ Postcode : _____

Time at current address: _____ years _____ months

Your Rental History:

I'm not currently renting :

Current Landlord/Agent Name : _____

Their Full Address : _____

Telephone: Work: _____ Mobile: _____

Email: _____

Reason for vacating property: _____

Current weekly rent: \$ _____ Was bond refunded in full? Yes No

If not, why not?: _____

Your Previous Rental History:

Previous Landlord/Agent Name : _____

Their Full Address : _____

Telephone: Work: _____ Mobile: _____

Email: _____

Full Property Address : _____

Reason for vacating property: _____

Weekly rent: \$ _____ Was bond refunded in full? Yes No

If not, why not?: _____

Your Employment:Are you: Employed Self-employed A student Occupation: _____

Company or Institution Name: _____

Supervisors Name (if applicable): _____

Their Phone No: Work: _____ Mobile: _____

Their Email: _____

Business Address : _____

Length of service: _____ years _____ months

If less than 6 months, who was your previous employer?: _____

Their Phone No: Work: _____ Length of service: _____ years _____ months

Current weekly income (gross): \$ _____ Other weekly income (gross): \$ _____

If self employed, what is your ABN: _____

If studying, what is your student ID: _____

Are you currently receiving centrelink payments: Yes No Customer Reference No: _____

Centrelink Income Weekly: \$ _____ Type of payment: _____

Your References: Please note you *must* have 2 references per applicant**Reference 1 :**

Their Name: _____ Mobile No: _____ Relationship: _____

Reference 2 :

Their Name: _____ Mobile No: _____ Relationship: _____

Emergency Contact or Next of Kin

Name: _____

Their Phone No: Work: _____ Mobile: _____

Their Address : _____

Suburb : _____ Postcode : _____

Other Occupants

Their Name and Age: _____

Proposed pets to be kept on the property

Type of Pet: _____ Breed: _____ Their Age: _____

Pet's Name: _____ Colour: _____

Utility ConnectionsThis is a FREE service through **Move Me In** and there is NO obligation to use this service. Phone Electricity Gas Internet Insurance Pay TV

Signature (s): _____ Date: _____ / _____ / _____

To contact Move Me In: Call 1300 911 947 or visit their website www.movemein.com.au for full terms and conditions. Yes, I understand that Chateau Real Estate may receive a commission for my referral to Move Me In.

I/we confirm and acknowledge that:

1. The information contained in this Application is given of my own free will, and is true and correct.
2. This application includes all schedules and attachments to it.
3. That the landlords insurance will not cover the tenant's contents and it is advised that the tenant should obtain contents and liability insurance.
4. I/we am /are over the age of 18 years and that the rental payments are within my means.
5. I/we am/are not bankrupt or an undischarged bankrupt.
- 6. Privacy Act 1988.** The personal information the prospective tenant provides in this application or collected from other sources necessary for the agent to verify the applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information is 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 is collected to the other parties including to the landlord, referees, other agents and third party operators of the tenancy reference data base, Information already held on tenancy reference database 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 the 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 the tenancy reference database and/or other agent.
7. I/we will pay a Security Bond of \$..... plus two weeks rent \$.....via (please tick)
 Internet Transfer Bank Deposit Housing SA , before taking possession of the property.
8. I/we understand and accept that immediately upon advice from the agent that the landlord has accepted this application; a tenancy agreement with terms including the rental and other conditions contained in this Application comes into existence and is legally binding upon me/us. I/we undertake to enter into a written Residential Tenancy Agreement as shown to me/us in this form together with other conditions therein before taking possession of the property.
- 9. That upon being advised of approval of this application by the Agent, a deposit is paid, and a legal Tenancy Agreement is created, and if the Tenant/s choose not to proceed, the Agent will begin proceedings to relet the property, the deposit is forfeited, and the agent WILL recover costs incurred for Reletting the property, as set down by The Residential Tenancies Act 1995, which also states that the landlord has the right to increase rent during the term of the tenancy.**
10. In the event of any conflict between the terms of this Application and the terms of the Residential Tenancy Agreement then the terms of the Residential Tenancy Agreement will apply.
11. Only those persons on this application will reside permanently at the property.
- 12. Tenant agrees not to smoke inside and not allow visitors to do so.**
13. I have been informed, understand and agree that should this application not be accepted, the Landlord will not disclose why or supply any reasons for the rejection of this application.
14. I/We herby authorise the landlord to make all necessary inquiries to verify the information provided herein, including information relating to my/our employment, rental history, business and personal references. I/we further authorise the landlord to provide information relating to my/our tenancy of the property to a registered Agent who is authorised who is authorised by me/us to inquire about that matter.

Signature: _____ Date: _____ / _____ / _____

Signature: _____ Date: _____ / _____ / _____

Please note:

Due to the new Privacy Regulations it is in your best interests to ensure a speedy reply on your Application please inform your Human Resource Department or Payroll Officer of your Employer (if applicable) to give information to us when we are processing your application. Please read the "Privacy Act 1988" above.

If simple information such as confirming your employment details is not given to us, we are unable to process your application form and the property will go to someone else. While every endeavour has been made to verify the correct details in this Application the landlord does not accept liability for any error or omissions.

Before submitting this application, have you?

- Filled in all sections of this application in full? Yes Included 100 points of ID with your application? Yes
Included proof of residence or rental ledgers? Yes Included proof of income, such as latest payslips? Yes