



## **APPLICATION REQUIREMENTS**

*Please read thoroughly. Your application will only be processed once adequate information and documents have been provided.*

Our office requires ALL the following documentation below along with your application.

These documents include 100 point ID as detailed below:

- Passport or Birth Certificate or Citizenship Certificate.....70 points**
- Australian Drivers License.....40 points**
- Credit Card with signature.....25 points**
- Student Card or other Photo ID.....40 points**
  
- Current bank Statements**
- Copies of any recent utility bills under applicant's name**
- Payslips (last four is preferred)**
- Copy of council/water rates if you are a home owner**
- Copy of signed employment contract (if job has commenced in last 6 months)**
- Centrelink letter of payment (if receiving any form of benefits)**

**If you are leasing through a Real Estate Agency you will need to provide:**

- Copy of your Tenant Ledger (preferred) or last 4 rent receipts**
- Copy of your last Routine Inspection report**

**If you are leasing through a Private Landlord you need to provide:**

- Copy of your last six rent receipts.**
- Copy of your lease agreement (a must).**

**PLEASE NOTE IT IS THE TENANTS RESPONSIBILITY TO ARRANGE ALL UTILITY CONNECTIONS INLCUDING ELECTRICITY & GAS PRIOR TO OCCUPYING THE PROPERTY.**

*Please provide your own photocopies as this office cannot photocopy any documents on your behalf. When submitting your application, please attach all documentation to the application.*

*Note: All original documents will need to be sighted for each applicant prior to signing the lease  
All hard copies must be provided, e-mails will not be accepted.*

*Submissions may be made to our office or sent via email to [admin@eldersmawsonlakes.com.au](mailto:admin@eldersmawsonlakes.com.au).  
Our office will endeavour to contact you within 24 hours of receiving your application.*



# Rental Reference

|                                     |  |
|-------------------------------------|--|
| <b>Applicant(s)</b>                 |  |
| <b>Current Address</b>              |  |
| <b>Period of Tenancy</b>            |  |
| <b>Real Estate Agency</b>           |  |
| <b>Property Manager</b>             |  |
| <b>Property Manager contact no.</b> |  |
| <b>Property Manager fax /email</b>  |  |

*In accordance with the Privacy Act, I/We the undersigned applicants authorise the recipient of this form to give information to **Elders Real Estate** regarding my/our rental history. I/We understand that this information will be used for the assessment of my/our application.*

**Applicant Signature(s):** \_\_\_\_\_

## Dear Agent,

Please complete the questionnaire below and return by facsimile or email to us with a copy of the **tenant(s)' Rental Ledger & last Routine Inspection Letter**. Thank you, **Elders Real Estate**.

|   |  |
|---|--|
| Name and position of staff filling this form out from the above agency.   |  |
| What was the weekly rent paid by the above applicant at your rental property?   |  |
| Did the tenant pay their rent on time? If inconsistent, please specify the issues.                                    |  |
| What is the overall condition of the home while the tenants resided in it? (report from Routine/ General Inspections) |  |
| Were there any notices to reconcile a breach of contract issued to the tenants? If so, please provide the details.    |  |
| Why are these tenants vacating the property?  |  |
| Was or will the full bond be returned? If not, please specify deductions.   |  |
| Would you rent to these tenants again?  |  |

**PROPERTY MANAGER** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE** ...../...../.....

# Residential Tenancy Application

For your application to be processed you must answer all questions (including the attached pages)

**Elders Real Estate Mawson Lakes**

Shop 9C,1 Main Street, Mawson Lakes SA 5095

Ph (08) 8359 0048 Fax (08) 8359 4487

Email: [admin@eldersmawsonlakes.com.au](mailto:admin@eldersmawsonlakes.com.au)

Web: [www.eldersmawsonlakes.com.au](http://www.eldersmawsonlakes.com.au)



What is the address of the property you would like to rent?

Lease commencement date?

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| Day                  | Month                | Year                 |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Lease Term?

|                      |                      |
|----------------------|----------------------|
| Years                | Months               |
| <input type="text"/> | <input type="text"/> |

How many people will normally occupy the property?

|                      |                      |
|----------------------|----------------------|
| Adults               | Children             |
| <input type="text"/> | <input type="text"/> |

## APPLICANT 1

1. Please give us your details

Mr  Mrs  Miss  Ms  Dr

Given name/s  Surname

Date of Birth  Car registration no. & State

Drivers licence/Passport no.  Licence state/ Passport country  Expiry Date

Pension/Medicare no. (if applicable)  Pension type (if applicable)

Home phone no.  Mobile phone no.

Email address

What is your current address?

## APPLICANT 2

1. Please give us your details

Mr  Mrs  Miss  Ms  Dr

Given name/s  Surname

Date of Birth  Car registration no. & State

Drivers licence/Passport no.  Licence state/ Passport country  Expiry Date

Pension/Medicare no. (if applicable)  Pension type (if applicable)

Home phone no.  Mobile phone no.

Email address

What is your current address?

## UTILITY CONNECTIONS

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



MAKES MOVING EASY

Direct Connect can help arrange for the connection or provision of the following utilities and services:

- 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.

**THE ALWAYS ON GUARANTEE**

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:

- Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
- 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
- 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.
- Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
- 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.
- 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

Date

## DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence; (b) My personal referees and employer/s; (c) Any record listing or database of defaults by tenants and I authorise and consent to each of those persons providing requested personal information about me to the Agent.

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future. I am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant; (b) prepare lease/tenancy documents; (c) allow tradespeople or equivalent organisations to contact me; (d) lodge/claim/transfer to/from a Bond Authority; (e) refer to Tribunals/Courts & Statutory Authorities (where applicable); (f) refer to collection agents/lawyers (where applicable); (g) complete a credit check with NTD (National Tenancies Database); (h) transfer water account details into my name

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

Signature of applicant 1.....Date...../...../..... Signature of applicant 2 .....Date...../...../.....

Property Manager Name: **Melissa Young**

Application sent to Direct Connect (if required) Yes/No

**APPLICANT 1**

**2. How long have you lived at your current address?**

Years  Months

Name of landlord or agent (Please tell us about this rented property)

Landlord/agent's phone no.

Weekly rent paid

\$

Why are you leaving this address?

**3. What was your previous residential address?**

Please give us further information about this rented property

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

\$

How long did you live at this address?

Years  Months

Why did you leave this address?

**4. Please provide your employment details**

What is your occupation?

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

Employer's address

Contact name

Phone no.

Length of employment

Years  Months

Weekly income

\$

**5. Next of kin details (not residing with you)**

Surname

Given name/s

Home no.

Work/mobile

Relationship to you

**6. 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

Relationship to you

2. Surname

Given name/s

Home no.

Work/mobile

Relationship to you

**APPLICANT 2**

**2. How long have you lived at your current address?**

Years  Months

Name of landlord or agent (Please tell us about this rented property)

Landlord/agent's phone no.

Weekly rent paid

\$

Why are you leaving this address?

**3. What was your previous residential address?**

Please give us further information about this rented property

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

\$

How long did you live at this address?

Years  Months

Why did you leave this address?

**4. Please provide your employment details**

What is your occupation?

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

Employer's address

Contact name

Phone no.

Length of employment

Years  Months

Weekly income

\$

**5. Next of kin details (not residing with you)**

Surname

Given name/s

Home no.

Work/mobile

Relationship to you

**6. 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

Relationship to you

2. Surname

Given name/s

Home no.

Work/mobile

Relationship to you

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

| Names | Ages |
|-------|------|
| 1.    |      |
| 2.    |      |
| 3.    |      |
| 4.    |      |

**8. Please provide details of any pets**

| Breed/type | council registration number |
|------------|-----------------------------|
| 1.         |                             |
| 2.         |                             |
| 3.         |                             |

**9. Registration, make & model of all vehicles permanently kept at the property**

|    |
|----|
| 1. |
| 2. |
| 3. |

**10. Payment details**

Please indicate how you propose to pay your bond:

Own funds  Borrowed funds  SA Housing Trust

Please indicate how you propose to pay your initial rent

Own funds  Borrowed funds  SA Housing Trust

Property rental

\$  Per week OR \$  per month

First payment of rent two weeks in advance

|    |
|----|
| \$ |
| \$ |
| \$ |

Rental bond 4 / (6 weeks if rent more than \$250 per week)

Sub total (payable before possession of property)

**DECLARATION**

The applicant acknowledges:

1. that the landlords insurance will not cover the tenant's contents and it is advised that the tenant should obtain contents and public liability insurance.
2. that the terms and conditions were available at the time of applying as these form part of the tenancy agreement and the tenant agrees with these terms and conditions.
3. that upon being advised of approval of this application by the agent a legal tenancy agreement is created and if the tenant(s) choose not to proceed, the agent will begin procedures to relet the property and MAY choose to recover costs incurred from the reletting as set down by the Residential Tenancies Act 1995.
4. that the tenant is liable for all usage costs and supply charge pertaining to the property as per SA water calculations. Costs to be calculated on a daily basis and invoiced to the tenant quarterly.
5. that the landlord has the right to increase rent during the term of a fixed tenancy in accordance with the Residential Tenancy Act 1995.
6. that the tenant agrees not to smoke inside the premises.

Signature of applicant 1.....Date...../...../..... Signature of applicant 2 .....Date...../...../.....

**Note: Please ensure that the front page is signed also.**

**Identification is required for us to process the application. Please provide a drivers licence or passport or other information which can provide name and current address.**

Other information you may feel useful.

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## Privacy Disclosure Form

This form provides information about how we use your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application. As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

### Primary Purpose:

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property. In order to assess your application we disclose your personal information to: The Lessor / Owners for approval or rejection of your application, TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application, Any other persons to validate information supplied in your application and Other Real Estate Agents to assess the risk to our clients

### Secondary Purpose:

During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors / Owners insurer in the event of an insurance claim and Future rental references to other asset managers / owners.

### TICA Statement

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the National Privacy Principles in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30

### TICA Primary Purpose

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows: Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Signed by the Applicant

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Real Estate**

Shop 9C/1 Main Street,  
MAWSON LAKES SA 5095  
Phone: (08) 8359 0048  
Fax: (08) 8359 4487

Email: [office@eldersmawsonlakes.com.au](mailto:office@eldersmawsonlakes.com.au)  
Website: [www.eldersmawsonlakes.com.au](http://www.eldersmawsonlakes.com.au)

## STATUTORY DECLARATION

for

### PROPERTY UNSEEN

I/We, \_\_\_\_\_

the applicant/s of the residential rental property situated at:

\_\_\_\_\_

hereby acknowledge that I/we agree to put forth my/our Residential Tenancy application for the above stated address without having viewed the property prior.

Should this application be approved, I/we agree to accept the property in its present state during the time of hand-over. I/We acknowledge this as a part of the terms and conditions of my/our Residential Tenancy Agreement.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Full Name/s: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_