

# Residential Tenancy Application

For your application to be processed you must answer all questions

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  Ms  Miss  Mrs  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.

Work phone no.  Email address

What is your current address?

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

Years  Months

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

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?

## APPLICANT 2

1. Please give us your details

Mr  Ms  Miss  Mrs  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.

Work phone no.  Email address

What is your current address?

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

Years  Months

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

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?

**APPLICANT 1**

**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

2. Surname

Given name/s

Home no.

Work/mobile

**APPLICANT 2**

**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

2. Surname

Given name/s

Home no.

Work/mobile

**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 – permission must be given prior to pets occupying the property.

Breed/type	council registration number
1.	
2.	

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

1.
2.

10. These premises are smoke free inside.

11. Please provide copies of pay-slips or Centrelink statement, we require proof of income.

12. Payment details (NB: Personal Cheques & cash are not accepted)

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) Subtotal (payable before possession of property

**Note: If you have no rental history please provide details, i.e.**

**If it is due to owning your own home, please provide proof of ownership. (SA Water Rates, Council Rates)**

# myconnect

**MyConnect is a FREE & EASY to use utility connection service available for tenants**



I would like to use MyConnect to assist with the connection of utilities at my new property



*Tick here to opt out*

**If you do not sign and tick this page you will get a call from Myconnect**

Unless I have opted out, I/we consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent; acknowledge the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect 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 services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities.

Signature \_\_\_\_\_



## DECLARATION

The applicant acknowledges:

- ✓ that the landlord's insurance will not cover the tenant's contents and it is advised that the tenant should obtain contents and public liability insurance.
- ✓ 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.
- ✓ 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.
- ✓ That unless agreed otherwise the tenant shall be liable for all water costs pertaining to the property as per SA Water calculations. Costs to be calculated on a daily basis.
- ✓ Please Note: Our tenancy agreements contain a special clause stating: NO SMOKING INSIDE THE PREMISES
- ✓ Applicant acknowledges that the agent in question cannot confirm that any phone lines or internet availability to the property are operable or able to be reconnected. Applicant understands that it is his/her responsibility to check with the telephone provider before proceeding with the tenancy to confirm the situation with the telephone line.
  
- ✓ 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:
  - ✓ The owner or the Agent of my current or previous residence;
  - ✓ My personal referees and employer/s;
  - ✓ Any record listing or database of defaults by tenants;
  - ✓ 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:
  - ✓ communicate with the owner and select a tenant
  - ✓ prepare lease/tenancy documents
  - ✓ allow tradespeople or equivalent organisations to contact me
  - ✓ lodge/claim/transfer to/from a Bond Authority
  - ✓ refer to Tribunals/Courts & Statutory Authorities (where applicable)
  - ✓ refer to collection agents/lawyers (where applicable)
  - ✓ complete a credit check with NTD (National Tenancies Database)
- ✓ 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. I am aware that I may access personal information on the contact details above.

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

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



## Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

This form provides information about how we the below named agent handle your personal information, as required by the Australian 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 cannot process your application.

Agency Name: Key Rentals Pty Ltd\_(Herein referred to as the "Agent")  
Address: 2/355 Anzac Highway Plympton  
Phone: 08 8351 6675:  
Email: [rentals@keyrentals.com.au](mailto:rentals@keyrentals.com.au)

As a professional asset manager, the Agent collects personal information about you. The information collected can be accessed by you by contacting our office on the above numbers or addresses.

### Primary Purpose

Before a tenancy is accepted the Agent collects your personal information for the primary purpose of assessing 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, the Agent may disclose your personal information to all or any of the following:

- The Lessor / Owners for approval or rejection of your application
- TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to record details of your application for tenancy with the Agent and assess the risk to our clients and verify the details provided in your application.
- Referees to validate information supplied in your application
- Other Real Estate Agents or asset managers to assess the risk to our clients

The Agent may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

### Secondary Purpose

The Agent also has a number of secondary purposes for collecting your information. These purposes are related to your tenancy and as such, will only become applicable if your application for this property is successful.

During and after the tenancy the Agent may disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property.
- Tribunals or Courts having jurisdiction seeking orders or remedies.
- Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you.
- TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Lessors / Owners insurer in the event of an insurance claim.
- Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant's personal information may be recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications you make. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

If you fail to provide your personal information and do not consent to the uses set out above the Agent cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently, the Agent cannot provide you with the property you requested to rent.

### Signed by the Applicant/s

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

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

Date \_\_\_\_\_

# STOP- PLEASE READ THE FOLLOWING CAREFULLY

**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** required copies of **identification for the 100 POINT CHECK**

## PROOF OF IDENTIFICATION REQUIRED- 100 POINT CHECK

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

**WE REQUIRE IDENTIFICATION FROM ALL THREE CATEGORIES WITH A TOTAL SUM OF 100 POINTS.**

Category	IDENTIFICATION REQUIRED PER APPLICANT	POINT VALUE
1 <input type="checkbox"/> Tick	Current Real Estate Agent Rental History Payment Ledger/Record (No personal bank statements)	50 Points
1 <input type="checkbox"/>	Passport (if Non-Australian Resident please provide Visa)	40 Points
1 <input type="checkbox"/>	Latest Telephone Account	40 Points
1 <input type="checkbox"/>	Latest Electricity or Gas Account	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 (Registration Certificate)	30 Points
2 <input type="checkbox"/>	Passport (Australian Resident)	20 Points
3 <input type="checkbox"/>	Medicare Card	10 Points
3 <input type="checkbox"/>	Current Vehicle Registration Renewal Notice	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 (photocopy)	10 Points

## PROCESSING AND APPLICATION ACCEPTANCE/NON-ACCEPTANCE

### IMPORTANT- PLEASE READ ALL OF BELOW

- ⦿ 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/owner decision.
- ⦿ We will endeavor to inform you by SMS – if the application is unsuccessful.
- ⦿ Should your application be accepted, **you will be asked to pay the bond and sign the lease within 24 hours. You will be asked to pay the bond via bank cheque, money order or EFT.**
- ⦿ **Please inform us if your bond will be by SAHT Bond Guarantee**
- ⦿ **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 able to assist in this process- **please check with your property manager for utility connection services.**
- ⦿
- ⦿ **SHOULD YOUR APPLICATION NOT BE SUCCESSFUL, IT ALONG WITH THE IDENTIFICATION DOCUMENTS WILL BE SECURELY DESTROYED.**