

Residential Tenancy Application Form

For your application to be processed you must answer all questions

A. AGENT DETAILS

Glenn Dias Real Estate Pty. Ltd.

307 North East Road

Hampstead Gardens SA 5086

Ph (08) 8266 0888 Fax (08) 8367 7468

email: rentals@glenndias.com

Website: www.glenndias.com

B. PROPERTY DETAILS

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

 Postcode

2. Lease commencement date?

 Day Month Year

3. Lease term?

 Years Months

4. How many tenants will occupy the property?

 Adults Children

C. APPLICANT ONE DETAILS

5. Please give us your details

Mr Ms Miss Mrs Other

Surname Given Name/s

Date of Birth Driver's licence number

Driver's licence expiry date Driver's licence state

Passport no. Passport country

Medicare no.

Company Name (for Corporate Lease)

6. Please provide your contact details

Home phone no. Mobile phone no.

Work phone no. Fax no.

Email address

7. What is your current address?

 Postcode

D. UTILITY CONNECTIONS



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

Phone : 1300 854 478 enquiry@myconnect.com.au
Fax : 1300 854 479 www.myconnect.com.au

Yes, Please Contact Me

Unless I have opted out below, I 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.

Tick here to opt out



E. 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;
- 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)

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

Date

F. APPLICANT ONE- HISTORY**8. How long have you lived at your current address?**

		Years			Months
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9. Why are you leaving this address?

10. Name of Landlord Agent (please tick as applicable)

Landlord/agent's phone no.

Weekly Rent Paid

\$	
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11. What was your previous residential address?

Postcode

12. How long did you live at this address?

		Years			Months
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13. Name of Landlord Agent (please tick as applicable)

Landlord/agent's phone no.

Weekly Rent Paid

\$	
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Was bond refunded in full?

If not why not?

G. EMPLOYMENT HISTORY**14. Please provide your employment details**

What is your occupation?

What is the nature of your employment?
(FULL TIME/PART TIME/CASUAL)

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

Employer's address

Postcode

Contact name

Phone no.

Length of employment

		Years			Months
--	--	-------	--	--	--------

Annual Net Income

\$	
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 Copy of latest Pay Slip attached (Tick Box)**15. Please provide your previous employment details**

Occupation?

Employer's name

Length of employment

		Years			Months
--	--	-------	--	--	--------

Annual Net Income

\$	
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H. IF STUDENT PLEASE COMPLETE THE FOLLOWING**16. Please provide your study details**

Campus Name & Location

Course being undertaken

Course Length

		Years			Months
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Parents Name

Phone no.

Course Coordinator

Phone no.

Enrolment No

Parents Overseas Address

Name & Age of any Children who will be residing at these premises

1.	
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2.	
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I. CONTACTS / REFERENCES**17. Please provide a contact in case of emergency**

Surname

Given name/s

Relationship to you

Phone no.

18. Please provide 2 personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

PLEASE NOTE

Initial payments must be made by electronic funds transfer (EFT) or bank cheque within 24 hours after approval of application. No Personal Cheques accepted.

Keys will not be handed over until the lease agreement has been signed by all applicants.

This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

OFFICE USE ONLY**Property Rental**

\$	
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per week

\$	
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per month

J. APPLICANT TWO- DETAILS**19. Please give us your details**Mr Ms Miss Mrs Other Surname Given Name/s Date of Birth Driver's licence number Driver's licence expiry date Driver's licence state Passport no. Passport country Pension no. (if applicable) Pension type (if applicable) **20. Please provide your contact details**Home phone no. Mobile phone no. Work phone no. Fax no. Email address **21. What is your current address?**
 Postcode**K. APPLICANT HISTORY****22. How long have you lived at your current address?** Years Months**23. Why are you leaving this address?****24. Name of Landlord Agent (please tick as applicable)**Landlord/agent's phone no. Weekly Rent Paid \$**25. What was your previous residential address?**
 Postcode**26. How long did you live at this address?** Years Months**27. Name of Landlord Agent (please tick as applicable)**Landlord/agent's phone no. Weekly Rent Paid \$**K. APPLICANT HISTORY- cont'd**Was bond refunded in full? If not why not? **L. EMPLOYMENT HISTORY****28. Please provide your employment details**What is your occupation? What is the nature of your employment? (FULL TIME/PART TIME/CASUAL) Employer's name (inc. accountant if self employed or institution if student) Employer's address
 PostcodeContact name Phone no. Length of employment Years Months Annual Net Income \$ Copy of latest Pay Slip attached (Tick Box)**29. Please provide your previous employment details**Occupation? Employer's name Length of employment Years Months Annual Net Income \$**M. IF STUDENT PLEASE COMPLETE THE FOLLOWING****30. Please provide your study details**Place of Study Course being undertaken Course Length Years MonthsParents Name Phone no. Campus Name Phone no. Course Coordinator Phone no. Enrolment No Parents Overseas Address



Important Information for completing a Residential Tenancy Application Form

Please find below a list of requirements if you wish to proceed with applying for a property. Kindly ensure that all questions are answered fully so we can process your Application as quickly as possible.

- Please provide daytime contact phone numbers, including mobile numbers or email addresses for referees. Email preferred for those overseas.
- Proof of identity **must** be supplied i.e. photocopy of drivers licence / passport.
- Proof of income **must** be supplied; this can be pay slip /group certificate / letter of offer. If you are self-employed you may wish to list your accountant or solicitor (or both).
- Two weeks advance rent and the prescribed bond (either 4 or 6 weeks) is to be paid the next business day after the successful applicant/s have been notified.

Applications can be forwarded to our office by email / fax or in person. We do not recommend post due to possible time delays.

We endeavour to advise successful applicants within 2 working days, either by phone or email.

PROOF OF IDENTIFICATION 100 POINT CHECK	
In order to consider an application, <u>each applicant</u> is required to provide identification from both categories with a total sum of 100 POINTS or more. Copies of the documents should be provided with your application form. The Agent unable to photocopy your documents.	
IDENTIFICATION REQUIRED FOR EACH APPLICANT	POINTS
PRIMARY DOCUMENTS (all three must be provided)	
Current Passport, Birth Certificate or Citizenship Certificate	25 Points
Current Australia Driver's License/ Foreign Driver's License with name and signature	25 Points
Proof of Income or Pay Slip from your current employer	25 Points
SECONDARY DOCUMENTS (please provide latest documents)	
Local Government (Council) Land Tax or rates notice	35 Points
Bank Statement	25 Points
Current Lease, Rent Ledger or Rent Receipt from Agent	25 Points
Electricity, Gas or Telephone Account	25 Points
Australian Tertiary Education Photo ID	25 Points
Professional or Trade Association Membership (with name and date of birth)	25 Points
Current Vehicle Registration	25 Points
Public Employee ID Card	25 Points
Medicare Card	25 Points
Debit/Credit/EFTPOS Card (only one may be claimed)	25 Points

Glenn Dias T/A Glenn Dias Real Estate, 307 North East Road, Hampstead Gardens SA 5086

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