

RESIDENTIAL TENANCY APPLICATION FORM

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PLEASE READ THE FOLLOWING CAREFULLY

TO BE ABLE TO LEGALLY PROCESS YOUR APPLICATION FOR TENANCY, WE REQUIRE YOU TO:

- Fully complete and sign the Application Form with all relevant information & reference information, including the Privacy Act Acknowledgement form. Unsigned & incomplete applications will not be processed.
- Provide copies of identification- 100 POINT CHECK. (Please see below). Originals will need to be sighted if application accepted.
- Please complete one application per person

HELPFUL HINTS FOR FILLING OUT THIS APPLICATION

- PLEASE NOTIFY all referees and employer contacts that we will be phoning them and authorize them to verify the information you have given us.
- If self-employed, we require your Accountant's name and phone number to verify your income
- If an international student, being finance by your parents, we will require bank statements for the last 3 months indication a regular payment from your parents into your Australian bank account.
- If you have Centrelink payments please supply us with written verification of payments and /or bank statements.

PROCESSING AN APPLICATION ACCEPTANCE/NON ACCEPTANCE

- Your application will be processed within 2 full business day with the information provided and then submitted to the landlord for their acceptance or non-acceptance. No reason will be disclosed for non-acceptance.
- Should your application be approved and you verbally accept the landlord's offer to lease the property, you will at that time bound to the agreed terms of rent, lease commencement date and term of the lease. A legal tenancy agreement is thereby created.
- Unity Real Estate will then arrange an appointment time to sign a written tenancy agreement and accept the first payment of rent and bond.
- If you subsequently choose not to proceed, the agent will begin procedures to re-let the property and reserves the right to recover costs incurred from the re-letting as set down by the Residential Tenancies Act 1995.
- We will contact you via phone, sms or email if your application has not been accepted. You may contacts for an outcome should you not hear from us.
- Water Charges may also apply. Please enquire with the Property Manager if you are unsure.**
- All properties leased through UNITY REAL ESTATE have a no smoking policy inside the premises.**
- It is your responsibility to connect electricity, telephone, gas, etc and it is your responsibility to ensure these services are available to the property prior to lodging this application. If you chose connection through Direct Connect, they should contact you within 48 hours of acceptance of the lease,
- By completing this application, you accepted the property as you have viewed it, taking into consideration the age, character & prospective life of the property.**

FOR SECURITY PURPOSES PLEASE BE AWARE THAT OUR OFFICE DOES NOT ACCEPT CASH AT ANYTIME PROOF OF IDENTIFICATION REQUIRED-100 POINT CHECK

WE REQUIRE IDENTIFICATION WITH 100 POINT VALUE OR MORE WITH AT LEAST 1 PHOTO ID

We require each application 18 years and over to provide the following

Last 4 Rent Receipts/Rent Ledger	50 Points	School/Tertiary Education Photo ID	40 Points
Current Drivers License	40 Points	Medicare Card	10 Points
Latest Electricity or Gas Account	40 Points	Current Vehicle Registration	30 Points
Telephone Account	40 Points	Birth Certificate	10 Points
Current Passport	40 Points	Bank Account Statement	10 Points

PROPERTY DETAILS

Property Address: _____

Rental Amount: \$ _____ PER WEEK

Property Manager: _____

Exclusions:

1. **Property Details that you are applying for:** Address: _____

Where did you see this property advertised? _____	
Lease Term <input type="checkbox"/> 6 Months <input type="checkbox"/> 12 Months <input type="checkbox"/> other _____	Weekly Rental Price \$ _____
Preferred commencement date ____ / ____ / ____	Pets: Yes _____ No _____
Please provide details of any pets: Breed/Type: _____	

Lease to be in the Name(s) of: _____	
Do you plan to operate any part of your business from home (please tick) Yes _____ No _____	

Proposed frequency of rental payment: ☐ Fortnightly ☐ Calendar Monthly

Method of bond payment: ☐ Internet transfer ☐ Bank chq or Money Order ☐ SA Housing trust

First payment of 2 weeks rent in advance \$ _____

Security Bond 4 weeks or 6 weeks if rent is more than \$250 per week \$ _____

Total: \$ _____

2. **Personal Details:**

Applicant 1	Applicant 2
Surname: _____	Surname: _____
Given Names: _____	Given Names: _____
Date of Birth: ____ / ____ / ____	Date of Birth: ____ / ____ / ____
Driver's License Number: _____	Driver's License Number: _____
Alternate ID (eg passport): _____	Alternate ID (eg passport): _____
State of issue: _____ Expiry Date: _____	State of issue: _____ Expiry Date: _____
No: _____ Country Issued: _____	No: _____ Country Issued: _____
Australian Citizen/Resident Yes/No	Australian Citizen/Resident Yes/No
Home number: _____	Home Number: _____
Work number: _____	Work Number: _____
Mobile Number: _____	Mobile Number: _____
Email address: _____	Email address: _____
Medicare or Pension No: _____	Medicare or Pension No: _____

3. Current Residence Information:

If you are not renting go to 'Details of home owner' below

Applicant 1

Name of Agent/Private Landlord: _____

Contact Person/Agent: _____

Contact Number: _____

Current Address: _____

Email address: _____

Length of Tenancy: _____ Years/Months

Weekly Rent: \$ _____ per week/Month

Reason for moving: _____

Applicant 2

Name of Current Agent/Private Landlord: _____

Contact Person/Agent: _____

Contact Number: _____

Current Address: _____

Email address: _____

Length of Tenancy: _____ Years/Months

Weekly Rent: \$ _____ per week/Month

Reason for moving: _____

(if you have previously rented from a private landlord please provide copy of the lease agreement or formal written reference

Details of Home Owner

Applicant 1

This home is to be: Sold/Rented/Retained

Details of selling/Lease Agent

Agents Name: _____

Contact: _____

Phone Number: _____

Mobile: _____

Address: _____

Email address: _____

Sale Amount/Rental Amount: \$ _____

Length of ownership: Years: _____ Months: _____

Reason for moving: _____

Other comments: _____

Applicant 2

This home is to be: Sold/Rented/Retained

Agents Name: _____

Contact: _____

Phone Number: _____

Mobile: _____

Address: _____

Email address: _____

Sale Amount/Rental Amount: \$ _____

Length of ownership: Years: _____ Months: _____

Reason for moving: _____

Other comments: _____

4. Previous Residence Information:

If you are not renting go to 'Details of home owner' below

Applicant 1

Name of Agent/Private Landlord: _____

Contact Person/Agent: _____

Contact Number: _____

Current Address: _____

Email address: _____

Length of Tenancy: _____ Years/Months

Weekly Rent: \$ _____ per week/Month

Reason for moving: _____

Applicant 2

Name of Current Agent/Private Landlord: _____

Contact Person/Agent: _____

Contact Number: _____

Current Address: _____

Email address: _____

Length of Tenancy: _____ Years/Months

Weekly Rent: \$ _____ per week/Month

Reason for moving: _____

(if you have previously rented from a private landlord please provide copy of the lease agreement or formal written reference)

'Details of Home Owner'

Applicant 1	Applicant 2
This home is to be: Sold/Rented/Retained	This home is to be: Sold/Rented/Retained
<u>Details of selling/Lease Agent</u>	
Agents Name: _____	Agents Name: _____
Contact: _____	Contact: _____
Phone Number: _____	Phone Number: _____
Mobile: _____	Mobile: _____
Address: _____	Address: _____
Email address: _____	Email address: _____
Sale Amount/Rental Amount: \$ _____	Sale Amount/Rental Amount: \$ _____
Length of ownership: Years: _____ Months: _____	Length of ownership: Years: _____ Months: _____
Reason for moving: _____	Reason for moving: _____

5. Other Information:

Number of persons occupying property: Adults _____ Children: _____

Full Name and ages of all OTHER persons who will reside at the property:

	Name:	Ages
1		
2		
3		
4		
5		

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

1	
2	
3	

EMERGENCY CONTACT/NEXT OF KIN/RELATIVE (Not living with you)

Applicant 1	Applicant 2
Name: _____	Name: _____
Home Number: _____	Home Number: _____
Mobile: _____	Mobile: _____
Address: _____	Address: _____
Relationship: _____	Relationship: _____

6. Current Employment/ Status Details:

Please provide source/proof of income and complete appropriate section:

If self-employed please provide accountant name & number

Applicant 1	Applicant 2
Employed/Centrelink/Student/Finance by parents	Employed/Centrelink/Student/Finance by parents
Self Employed/Occupation:_____	Self Employed/Occupation:_____
Name of Employer:_____	Name of Employer:_____
Address:_____	Address:_____
Contact Person:_____	Contact Person:_____
Position Held:_____	Position Held:_____
Contact Number :_____	Contact Number:_____
Email Address:_____	Email Address:_____
Length of employment:_____	Length of employment:_____
Gross Primary Income:_____	Gross Primary Income:_____
Additional Income: : Child Support/Centrelink,//Shares	Additional Income: child Support/Centrelink/Shares
Name & Address of Institution:_____	Name & Address of Institution:_____
Course Name:_____	Course Name:_____
Contact Person & No:_____	Contact Person & No:_____

7. Previous Employment Detail

Please provide source/proof of income and complete appropriate section:

If self-employed please provide accountant name & number

Applicant 1	Applicant 2
Employed/Centrelink/Student/Finance by parents	Employed/Centrelink/Student/Finance by parents
Self Employed/Occupation:_____	Self Employed/Occupation:_____
Name of Employer:_____	Name of Employer:_____
Address:_____	Address:_____
Contact Person:_____	Contact Person:_____
Position Held:_____	Position Held:_____
Contact Number :_____	Contact Number:_____
Email Address:_____	Email Address:_____
Length of employment:_____	Length of employment:_____
Gross Primary Income:_____	Gross Primary Income:_____
Additional Income: : Child Support/Centrelink,//Shares	Additional Income: child Support/Centrelink/Shares
Name & Address of Institution:_____	Name & Address of Institution:_____
Course Name:_____	Course Name:_____
Contact Person & No:_____	Contact Person & No:_____

8. Personal Referees

Applicant 1	Applicant 2
Reference Name: _____	Reference Name: _____
Phone: _____	Phone: _____
Occupation: _____	Occupation: _____
Relationship: _____	Relationship: _____
Known Since: _____	Known Since: _____
Reference Name: _____	Reference Name: _____
Phone: _____	Phone: _____
Occupation: _____	Occupation: _____
Relationship: _____	Relationship: _____
Known Since: _____	Known Since: _____

9. Business Referees

Applicant 1	Applicant 2
Reference Name: _____	Reference Name: _____
Phone: _____	Phone: _____
Occupation: _____	Occupation: _____
Relationship: _____	Relationship: _____
Known Since: _____	Known Since: _____

10. Utility Connection- Direct connect

This is a free service that connects all your utilities

Direct **Connect**

Once we have received this application we will call you to confirm your details.

Direct connect will make all reasonable efforts to contact you within 24hours of the nearest working day on receipt of this Application to confirm the information on this Application and explain the details of the services. Should you not be contacted please contact your Property Manager directly at least 48 hours prior to moving in to ensure power is connect for you.

Please tick utilities as required

Electricity ☐ Gas ☐ Water ☐ Insurance ☐ Phone ☐ Internet ☐ Pay TV ☐

DECLARATION AND EXECUTION:

By authorising this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/until 28] days after we/I disconnect the last of the services in respect of which this application is made]; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect 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 the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services.

By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

Signature _____

Date: _____

11. Declaration

The applicant(s) acknowledges that this is an application to lease this 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 is true and correct and given of my own free will. I declare that I have inspected the premises and I am over the age of 18 and I am not bankrupt. I acknowledge that I will be required to pay rent in advance and a rental bond.

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 such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting –

- NTD: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

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: _____

Date: _____

Name: _____