

Application for Residential Tenancy

The 4 pages of this application **MUST BE COMPLETED IN FULL & PRIVACY DISCLAIMER SIGNED** or your application will **NOT** be processed. **100 points of Identification must also accompany this form - see Tenant Application Information Form attached.**

RENTAL PROPERTY ADDRESS: _____

RENT: \$ _____ (per week) PROPOSED TENANCY COMMENCEMENT DATE: __/__/__

BOND: \$ _____ (equivalent to 4 weeks rent up to \$800 per week or 6 weeks rent over \$800 per week)

PLEASE INDICATE HOW YOU WILL BE PAYING YOUR BOND (personal cheques are NOT accepted):

Own Funds (Cash or EFT transfer) Borrowed Funds (ie RentBond) SA Housing Trust Guarantee

WATER COSTS: Tenants are responsible for payment of water costs in line with the conditions of their tenancy agreement and as billed by SA Water. Further information can be found at:

<http://www.sawater.com.au/SAWater/YourHome/>

SMOKE FREE POLICY: ALL properties are strictly smoke free inside.

TELEPHONE LINE OR TV AERIAL: In making this application, the applicant/s acknowledge that the Landlord and/or Agent do not guarantee that a telephone line or TV aerial is in working order.

APPLICANT DETAILS

Full Name:	DOB / /	AGE:
Are you known by another name? <input type="checkbox"/> NO <input type="checkbox"/> YES (please provide):		
Mobile Number:	Work Number:	Home Number:
Email Address:		
Will this be a shared tenancy? <input type="checkbox"/> Yes <input type="checkbox"/> No - If yes please list the name/s of the other applicants: _____ _____		
*PLEASE NOTE THAT EACH ADULT OVER 18 YEARS OF AGE WILL NEED TO A COMPLETE SEPARATE APPLICATION FORM		
Number of dependants to reside in property (i.e. children or persons who will not be listed on the lease):		
Full names & ages of dependants _____ _____		
Total number of occupants who will be residing at the property including yourself:		
Pets <input type="checkbox"/> Yes <input type="checkbox"/> No If yes - Number: Type & Breed: Age/s:		
Car Registration: Drivers Licence Number: Licenced State:		
Number of vehicles to be kept at property: <input type="checkbox"/> Car/s <input type="checkbox"/> Motorbike/s <input type="checkbox"/> Commercial vehicle <input type="checkbox"/> Boat <input type="checkbox"/> Trailer		
Are all cars registered? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you, or any other occupants, smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If the property has a pool - Have you cared for a pool previously? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		

CURRENT ADDRESS DETAILS

Property Address:
Is your current property: <input type="checkbox"/> Owned by you <input type="checkbox"/> Rented through an Agent <input type="checkbox"/> Privately Rented <input type="checkbox"/> Other
If rented, what is the rent per week TOTAL: \$ _____ If shared, what is your share? \$ _____
Name and address of Lessor/Agent:
Phone: _____ Mobile: _____ Email: _____
Period of occupancy: / / to / /
Reason for leaving:
If renting do you expect the bond to be refunded in full: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why: _____

PREVIOUS ADDRESS DETAILS

Property Address:
Was the property: <input type="checkbox"/> Owned by you <input type="checkbox"/> Rented through an Agent <input type="checkbox"/> Privately Rented <input type="checkbox"/> Other
If rented, what was the rent per week TOTAL: \$ _____ If shared, what is your share? \$ _____
Name and address of Lessor/Agent:
Phone: _____ Mobile: _____ Period of occupancy: / / to / /
Reason for leaving:
Was the bond refunded in full: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why: _____

PERSONAL/BUSINESS REFERENCES (Do NOT include relatives)

Name: _____ Address: _____
Phone: _____ Relationship: _____
Name: _____ Address: _____
Phone: _____ Relationship: _____

Next of Kin or other person to contact in case of an emergency:

Name: _____ Relationship to you: _____
 Address: _____ Phone: _____

Questions:

Have you physically viewed the property you are applying for? (Not including photos): Yes No
 Have you applied for other rental properties at this time? Yes No
 Do you currently, or have you ever, owned a rental property? Yes No
 Are you satisfied with the property in its present condition? Yes No

If no, give details _____

How did you find out about this property?

Realestate.com.au Smallacombe Website Domain.com.au Rent.com.au Homely.com.au
 To Let Sign Rental Catalogue Social Media Other: _____

Smallacombe Real Estate
Mitcham • Unley83 Belair Rd, Kingswood 5062
Phone 8274 8777rentals@smallacombe.com.au**Smallacombe Sanderson**
Norwood • Kensington44 Fullarton Rd, Norwood 5067
Phone 8130 1400propertymanagement@smallacombesanderson.com.au**Smallacombe Burnside**
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Phone 8274 8777rentals@smallacombe.com.au

INCOME DETAILS *All income is NET or Take Home "PER WEEK"*******Current Employment Details (please attach current payslips)**

Occupation: _____ Period of employment: _____
 Employer: _____ Weekly wage: \$ _____
 Address: _____ Landline phone: _____
 Manager/Contact: _____ Mobile phone: _____
 Full - time Part - time Casual (_____ hours per week)

Previous Employer Details

Occupation: _____ Period of employment: _____
 Employer: _____ Weekly wage: \$ _____
 Manager/Contact: _____ Mobile phone: _____
 Full - time Part - time Casual (_____ hours per week)

Other Income Source/s (ALL Centrelink payments require a statement of income to be attached)

Pensioner: Type: _____ Allowance \$ _____

Unemployment Benefit: _____ Allowance \$ _____

Student (Name of College, TAFE, UNI): _____ Austudy \$ _____

Are you a student from Overseas Yes No Visa Expiry Date / /

Course title being studied: _____ Years of course remaining: _____

Self Employed (Name of Business): _____

Address: _____ Phone: _____

How long established: _____ ABN No. _____ Wage: \$ _____

Accountant's Name: _____ Phone: _____

Other type of Income (ie. Savings or Investments – statement/s required) \$: _____



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We will send you a personal invitation to connect via email and text once you have been approved to rent a property. Once you receive it, please click on the link and take 3 minutes to sign up online.

Move Me In is a FREE utilities connection service that offers you great discounted deals, saving you money right from the start! Other companies may have only ever offered you the standard off the shelf utility plans but Move Me In presents you with a selection of utility providers to choose from on our quick and easy online portal, so you can pick the discounted plan that suits you best.

E: support@movemein.com.au P: 1300 911 947 www.movemein.com.au

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TERMS & CONDITIONS AND AUTHORITY & PRIVACY DISCLAIMER

I, (name) _____ the applicant, hereby offers 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. Upon communication of acceptance of this application by the Agent, I agree that this tenancy shall be binding. **If, I choose to withdraw my application at any time, I will advise the Agent IMMEDIATELY.**

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information is contained in this application (all pages) is true and correct and given of my own free will.

1A: I authorise the Agent to obtain and verify personal information given in this application from:

- The owner or Agent of my current or previous residence.
- My personal referees/next of kin and employer/s.
- Any record, listing or database of defaults by tenants.
- Any other personal or business contact/s you have provided.
- I accept that if my application is rejected, I will be notified by text message or email and understand that the Agent is not legally obliged to provide a reason and that this application will be securely disposed of.

1B: Once an application has been approved for tenancy, the applicant acknowledges:

- If this property forms part of a Strata Corporation, the tenant agrees to abide by all by-laws set out by the Strata Corp. Failure to do so may result in fines being issued which the tenant will be responsible to pay.
- That the Landlords insurance will not cover contents or personal items within the property. It is advised the tenant should obtain contents and public liability insurance.
- Upon being advised of approval of this application by the Agent, a legal Tenancy Agreement will be created. If the tenant chooses not to proceed, the Agent will begin procedures to re-let the property and MAY choose to recover costs incurred from the reletting as set down by the Residential Tenancies Act 1995.

1C: I agree that I will not be entitled to occupation of the premises until:

- Vacant possession is provided by the current occupant of the premises.
- The tenancy agreement is signed by all parties listed on the Tenancy Agreement.
- The first two weeks rent and a security bond is paid, in full and has been received as cleared funds into our bank account.
- In the event that any of the information contained in your application proves to be fraudulent, the owner reserves the right to retract any offer of tenancy.

1D: I am aware 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 Bond Authority.
- Refer to Tribunals/Courts & Statutory Authorities (where applicable).
- Refer to collection agencies/lawyers (where applicable).
- Complete a credit check with NTD (National Tenancies Database)

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.

In signing this declaration, I agree to all of the above outlined conditions and I agree to pay a minimum of 2 (two) weeks rent within 24 hours to secure the property. **THE PROPERTY WILL NOT BE HELD UNTIL WE RECEIVE THE 2 (TWO) WEEKS RENT & THE TENANCY DOCUMENTATION HAS BEEN SIGNED BY ALL PARTIES.**

APPLICANTS SIGNATURE _____ DATE _____

WE ARE HERE TO HELP - If you require further assistance proceeding with or submitting your application, please feel free to contact our office.

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**** Please retain this page for your information ****



Dear Applicant,

Applications will not be processed unless ALL information and supporting documents are supplied. Each applicant over 18 years of age must complete a separate application form.

OFFICE HOURS:

Our office is open Monday to Friday 9:00am to 5:00pm

IDENTIFICATION & SUPPORTING DOCUMENTS:

Our office requires you to submit a minimum of 100 points for your application to be considered. This **must** include a minimum of one current photo identification (see below).

100 POINT IDENTIFICATION CHECK:

Please contact us if you are unable to meet the 100 point check criteria

- 40 points - Passport
- 40 points - Drivers License / Government issued Photo ID
- 40 points - Current Rent Ledger
- 30 points - Previous Bond lodgement or Refund Evidence
- 30 points - Birth Certificate
- 20 points - Current Motor Vehicle Registration Papers
- 10 points - Copy of utilities account at your current address
- 10 Points - Bank Card / Medicare Card

HOW LONG WILL IT BE BEFORE I KNOW IF MY APPLICATION HAS BEEN SUCCESSFUL?

In most instances, we will endeavour to process your application within 2 business days of receipt. Once processed you will be advised of the outcome. If we are unable to contact all of your referees, this process may take longer. **We recommend that you advise your referees to expect us to make contact with them.**

WHAT HAPPENS ONCE I HAVE BEEN APPROVED?

If your application is approved the Agent will contact you. You will then be required to pay the first 2 (two) weeks rent within 24 hours to secure the property.

WHEN DO I NEED TO PAY THE BOND?

It is essential the bond is paid in FULL prior to the commencement of your tenancy. No keys will be released until the full bond has been received as cleared funds. This amount can be paid either by either in cash or via bank transfer (please allow 2 working days for the funds to be received). **Personal cheques will not be accepted and we do NOT have EFTPOS facilities.** If you will be receiving a SA Housing Trust Bond Guarantee this must also be provided before keys can be collected.

RENT12 08/23

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