



Tenancy Application Form

Please complete this application form in full and attach a photocopy of all supporting documentation prior to submission in ONE EMAIL

Application Checklist for Tenants

I, _____
(Name/s)
 confirm that I have seen the property

(Property Address)
 on _____ and wish to apply for the
(Date)
 property in its current condition

- 100 Points of ID Attached
- Compulsory Docs Attached
- Viewed the Property
- Completed all sections accurately
- Have completed the Pet Application Section as I have pets
- Have not completed the Pet Application Section as I do not have pets
- Have read the Direct Connect Utility Connection Section
- Have filled this application in electronically only

Policy & Procedures

- Applications are processed Monday to Friday only, please allow 2 business days (provided all required information has been submitted);

- Each applicant must submit an individual form with 100 points of photocopied identification for applicant in the one email. Please complete all details accurately, as incorrect details could void your application;

- All applicants will be checked thoroughly through the Tenancy Information Centre of Australia (TICA);

- Applicants are referred to the owner of the property and the owner's decision is considered final.

Compulsory
Proof of Income / 3 Payslips
Centrelink Statement
Current Bank Statement
Photo of all Pets (if applicable)

Drivers License 40 points	Proof of Address 25 points
Birth Certificate 70 points	Rates Notice 25 points
Bank Card / Medicare Card 25 points	Current Passport 70 points

I declare that I have completed and attached the required information as outlined above

Signed: _____

Should Your Application Be Successful

- You will be required to pay the first two weeks rent within 24 hours to secure the property. The property will not be removed from our availability list until the Tenancy Agreement has been signed. A tenancy induction will be conducted with ALL tenants as soon as possible after approval. Once the Tenancy Agreement has been signed you will be required to pay the bond. We require cleared funds into our account before the keys can be collected.

- Once the commencement date of the tenancy has been agreed upon, this cannot be changed.

- If your weekly rent is more than \$250 you will be required to pay 6 weeks' bond. If your weekly rent is less than \$250 you will be required to pay 4 weeks' bond.

- We do not accept bond transfers; however the SA Housing Bond Guarantee will be accepted once approved

I have read, understand and agree to all of the above terms

Signed: _____

If you are unable to sign the application electronically, providing your name here will acknowledge your consent to the terms of application

Residential Tenancy Application

For your application to be processed you must answer all questions

Essential Property Management RLA 219523

Shop 4/ 44-48 Metro Parade, Mawson Lakes SA 5095

Ph (08) 7078 4090

Fax (08) 7109 0088

Email: enquiry@essentialpm.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.

Work phone no. Email address

What is your current address?

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?

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.

Work phone no. Email address

What is your current address?

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

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

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

10. THESE PREMISES ARE SMOKE FREE INSIDE.

11. 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

Please provide us with the following identification:

One document from each column and proof of income i.e payslip/centrelink income statement

A	B
Drivers Licence (70 points) <input type="checkbox"/>	Copy of Mobile Phone Account (20 points) <input type="checkbox"/>
Passport (70 points) <input type="checkbox"/>	Copy of Medicare Card (20 points) <input type="checkbox"/>
Proof of Age Card (50 points) <input type="checkbox"/>	Concession/Pension Card (10 points) <input type="checkbox"/>
Student ID Card (50 points) <input type="checkbox"/>	Copy of gas/Water/Electricity Account (30 each) <input type="checkbox"/>

HOW DID YOU FIND OUT ABOUT THIS PROPERTY?

The Advertiser The Internet Board Messenger Counter List Relocation Company Referral Other

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)

\$

Payment Method:

Direct or Internet Banking

Bpay

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.

2.8 Applicant to pay all costs associated with Telephone/Internet Connection

The Applicant agrees to pay all costs associated with any telephone/internet connection and usage to the property, regardless of outlet provision.

2.9 Applicant to pay all costs associated with TV Antennae

The Applicant agrees to pay all costs associated with supply, installation or rectifying any television antennae to the premises

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 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.

5. Please Note: Our tenancy agreements contain a special clause stating: NO SMOKING INSIDE THE PREMISES

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.

Name: _____

Name: _____

Signature of applicant 1 _____

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

Date...../...../.....

Property Manager Name: **Essential Property Manager**



MAKES MOVING EASY

Direct Connect can help arrange for the connection of the following utilities and other 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.



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

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:

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. 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
3. 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.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. 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.
6. 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

P: 1300 664 715

F: 1300 664 185

W: www.directconnect.com.au