

Tenancy Application Form

We can only accept your application if you have done the following:

- Inspected the property to which this application relates
- Each applicant has attached copies of the required documentation to meet the 100 points of identification as per the table below, plus their last 2 payslips and proof of identity.
- All intended occupants over the age of 18 have complete and signed this application form.

Completed applications, along with the required documents can be emailed through to rentals@sahomesandacreage.com.au

All fully completed applications will be processed within 2 business days (subject to the availability of your provided references).

Successful applicants are required to pay a minimum of 2 weeks rent and a bond of up to 6 weeks 24 hours after signing a lease agreement. You will have trust account details provided to you upon signing a lease agreement.

If your application is unsuccessful, you will be notified via SMS message. Due to privacy laws, we are unable to explain unsuccessful applicants. All unsuccessful applications will be destroyed and are not kept by our office.

SA Homes & Acreage and/or the Landlord cannot guarantee that the property, to which this application relates, has an active phone line or internet connection, nor can we guarantee the availability of connectivity. It is the responsibility of the tenant to investigate and/or connect such services. The details of all successful applicants will be passed on to connectnow who can assist with the connection of any utility services that you require.

Please attach clear photocopies of documents which add up to 100 points or more as per the table below.

Source	<i>(circle the points you are providing)</i>	Applicant
COMPULSORY:		MUST HAVE
- Proof of income ie: payslip - bank statement - Centrelink form - letter from employer		
- Drivers License (if you do not have a license, please let us know first)		
Your last (4) rent receipts if you rent a property		50 points
Own/owned a property (must prove with a bill with that address on it)		50 points
Proof of Age Card or Key Pass		30 points
Passport/Visa details		30 points
Current Car/Motorbike Registration Papers		20 points
Minimum 2 References from previous Landlord/Agent		20 points
Copy of Phone, Gas and or Power Accounts for current address: each		10 points
TOTAL NUMBER OF POINTS:		

Property Applying for: _____

Rent: \$ _____ per week (to be paid fortnightly in advance)

Bond: \$ _____ Own funds / Housing trust guarantee
(Bond is equal to 4 weeks rent if the weekly rent is \$250.00 or less, or 6 weeks rent is the weekly rent is \$251.00 or greater)

Term of tenancy: 6 Months / 12 Months Tenancy Commencement Date: _____ / _____ / _____

Applicant One:	Applicant Two:
Full Name:	Full Name:
Current Address:	Current Address:
Length of time at address:	Length of time at address:
Date of birth: / /	Date of birth: / /
Drivers licence number:	Drivers licence number:
Home Phone:	Home Phone:
Mobile Phone:	Mobile Phone:
Work Phone:	Work Phone:
Email:	Email:
Number of children living with you:	Number of children living with you:
Childs Name: Age:	Childs Name: Age:
Childs Name: Age:	Childs Name: Age:
Childs Name: Age:	Childs Name: Age:
Childs Name: Age:	Childs Name: Age:
Pets that will be kept at the property:	Pets that will be kept at the property:
Pets: Yes / No If yes: Inside / Outside	Pets: Yes / No If yes: Inside / Outside
Types of pets:	Types of pets:
Pet One: Name:	Pet Three: Name:
Desexed: Yes / No Microchipped: Yes / No Type of pet:	Desexed: Yes / No Microchipped: Yes / No Type of pet:
Pet Two: Name:	Pet Four: Name:
Desexed: Yes / No Microchipped: Yes / No Type of pet:	Desexed: Yes / No Microchipped: Yes / No Type of pet:
Comments:	Comments:

Applicant One	Applicant Two
Current Landlord/Agent:	Current Landlord/Agent:
Agency Name:	Agency Name:
Contact Name:	Contact Name:
Phone:	Phone:
Email:	Email:
Property Address:	Property Address:
Length of time at address:	Length of time at address:
Rent per week: \$	Rent per week: \$
Lease Expiry Date: / /	Lease Expiry Date: / /
Bond refunded? If not, why?	Bond refunded? If not, why?
Reason for leaving?	Reason for leaving?
Previous Landlord/Agent:	Previous Landlord/Agent:
Agency Name:	Agency Name:
Contact Name:	Contact Name:
Phone:	Phone:
Email:	Email:
Property Address:	Property Address:
Length of time at address:	Length of time at address:
Rent per week: \$	Rent per week: \$
Lease Expiry Date: / /	Lease Expiry Date: / /
Bond refunded? If not, why?	Bond refunded? If not, why?
Reason for leaving?	Reason for leaving?
No rental history? Please add reason:	No rental history? Please add reason:

Applicant One	Applicant Two
Employment History:	Employment History:
Current Occupation:	Current occupation:
Employers Name:	Employers Name:
Employers Address:	Employers Address:
Employers Phone: Mobile: Landline:	Employers Phone: Mobile: Landline:
Email:	Email:
Supervisors Name:	Supervisors Name:
Net Weekly Income: \$	Net Weekly Income: \$
Length of employment:	Length of employment:
If Self Employed:	If Self Employed:
Business Name:	Business Name:
ABN:	ABN:
Business Address:	Business Address:
Business Phone:	Business Phone:
Nature of Business:	Nature of Business:
Annual Income: \$	Annual Income: \$
Accountant Name:	Accountant Name:
Accountant Phone:	Accountant Phone:
Accountant Email:	Accountant Email:
Centrelink Benefits	Centrelink Benefits
Type of payment/s:	Type of payment/s:
Customer Reference Number:	Customer Reference Number:
Total Fortnightly Payment: \$	Total Fortnightly Payment: \$
Other Income	Other Income
Other income per week: \$	Other income per week: \$
Details of other income:	Details of other income:

Applicant One	Applicant Two
Reference One: (Cannot be a relative)	Reference One: (Cannot be a relative)
Name:	Name:
Address:	Address:
Phone:	Phone:
Email:	Email:
Reference Two: (Cannot be a relative)	Reference Two: (Cannot be a relative)
Name:	Name:
Address:	Address:
Phone:	Phone:
Email:	Email:
Emergency Contact (Cannot be applicant)	Emergency Contact (Cannot be applicant)
Name:	Name:
Address:	Address:
Phone:	Phone:
Email:	Email:
Additional Information:	Additional Information:

PRIVACY DECLARATION FORM:

I / We (Please print name clearly)

Applicant One: _____

Applicant Two: _____

Hereby authorise Sa Homes & Acreage Property Specialists to access all employment/rental history deemed relevant to evaluate my tenancy application. This may include details regarding length of employment, positions held, salary or wage, or any rental history.

Signed: _____

Date: / /

Signed: _____

Date: / /

AUTHORITY AND PRIVACY ACT

The Applicants and each of them acknowledge and authorise the Letting Agent to make all necessary enquiries to verify the information provided herein, including information relating to employment, rental history and personal references, and to report on these matters to the Landlord under the provisions of the Privacy Act (SA) www.privacy.gov.au.

The Agent uses personal information collected from you to act as the agent and to perform its obligations as agent. The Agent may disclose information to other parties such as its client, to potential purchasers of the property, or to clients of the Agent both existing and potential, as well as to tradespeople, strata corporations, T.I.C.A, government and statutory bodies and to other parties as required by law. The Agent will only disclose information in this way to other parties as required to perform their duties for the purposes specified above or as otherwise allowed under the Privacy Act 1988. If you would like to access this information you can do so by contacting the Agent at the address and contact numbers in this application form. You can correct any information if it is inaccurate, incomplete or out-of date. Real estate and tax law requires some of this information to be collected.

I/We confirm and acknowledge that:

- The information in this application is true and correct.
- All of the applicants are over the age of 18 years, that the rental payments are within my/our means and that none of the applicants is an undischarged bankrupt.
- Only those persons listed on this application will reside at the property.
- If I/we enter into a Residential Tenancy Agreement and fail to comply with obligations under that agreement, relevant information collected by the agent during the tenancy may be disclosed to landlords, third party operators of tenancy databases and/or other agents.
- I/We will pay a security bond, equal to 4 weeks rent if the weekly rent is \$250 or less or, equal to 6 weeks rent if the weekly rent is \$251 or more. Housing SA bond guarantees must be presented prior to signing the tenancy agreement.
- The owner/agent reserves the right to increase the rent during this tenancy and at any future lease renewals in accordance with the Residential Tenancies Act.
- SA Homes & Acreage does not accept cash payments for rent or bond. Our preferred method of payment is via Electronic Funds Transfer (EFT). Our EFT details will be provided to successful applicants. Payment by bank cheque, money order or SA Housing Trust guarantee are also acceptable.
- If your application is successful, we will forward your details to connectnow to assist you in connecting your utilities. While the connectnow service is free, standard service provider connection fees and charges still apply. Connectnow can be contacted on 1300 554 323.
- The following water costs will apply (unless specifically agreed otherwise): quarterly water supply charges plus all water usage at a rate and manner determined or prescribed from time to time by SA Water. All water costs will be calculated and adjusted on a daily basis for the duration of the tenancy.
- That the signing of a pet agreement is required if pets are allowed on the property.
- The premises are designated "smoke free". If your application is accepted, you and any other occupiers and/or guests, agree not to smoke within the premises.

Signed: _____

Date: / /

Signed: _____

Date: / /