

ANDREWS
PROPERTY

RESIDENTIAL TENANCY AGREEMENT
APPLICATION FORM



andrewsproperty.com.au



APPLICATION FOR RESIDENTIAL TENANCY

THE PROCESS OF YOUR APPLICATION...

1. Fill in and sign the application form (completely) with all relevant information and reference details provided
 2. All persons wishing to reside at the premises must be indicated on this form
 3. Read and sign the Privacy Act Acknowledgment Form
 4. Provide required copies of identification as required
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PROCESSING AND APPLICATION ACCEPTANCE/NON ACCEPTANCE

1. Your application will be processed with the information provided and submitted to the landlord for their acceptance or non-acceptance for tenancy.
 2. We endeavour to SMS applicants if the application is unsuccessful.
 3. Should your application be accepted, you will be asked to pay the security bond within 24hours.
 4. If successful you agree to pay all rent by on-line B-Pay
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PLEASE READ CAREFULLY AND ENSURE ALL RELEVANT DETAILS HAVE BEEN COMPLETED

Rental Property Address _____

How do you propose to pay your bond Own Funds Borrowed Funds SA/NT Housing

How do you propose to pay your initial rent Own Funds Borrowed Funds SA/NT Housing

Rental Amount \$ _____ What date do you want to move in? _____

Tenancy required 12 Months Other _____

How many people will occupy the premises? _____ Adults _____ Children _____ Pets

How did you hear about the property? Internet Direct from Office Paper - Sat

Other _____

APPLICANT 1

Details

Business Name & ABN *(if applicable)*:

Family name: _____

Given names: _____

Date of birth: _____

Occupation: _____

Current residential address: _____

Length of time at current address: _____

Reason for moving: _____

Previous address *(if less than 2 years at current address)*: _____

Home phone: _____

Work phone: _____

Mobile: _____

Email: _____

Identity information

Drivers license # _____

Other: _____

Car registration & State: _____

Employment

Current Employment

Business name: _____

Business address: _____

Supervisor's name: _____

Supervisor's phone: _____

Supervisor's email: _____

Length of employment: _____

Total annual income: _____

(as declared to Australian Taxation Office)

APPLICANT 2

Details

Business Name & ABN *(if applicable)*:

Family name: _____

Given names: _____

Date of birth: _____

Occupation: _____

Current residential address: _____

Length of time at current address: _____

Reason for moving: _____

Previous address *(if less than 2 years at current address)*: _____

Home phone: _____

Work phone: _____

Mobile: _____

Email: _____

Identity information

Drivers license # _____

Other: _____

Car registration & State: _____

Employment

Current Employment

Business name: _____

Business address: _____

Supervisor's name: _____

Supervisor's phone: _____

Supervisor's email: _____

Length of employment: _____

Total annual income: _____

(as declared to Australian Taxation Office)

Previous Employment (Minimum 2 year period)

Business name: _____

Business address: _____

Supervisor's name: _____

Supervisor's phone: _____

Supervisor's email: _____

Length of employment: _____

Total annual income: _____

(as declared to Australian Taxation Office)

If self employed

Business name: _____

Business address: _____

Business phone: _____

Industry/nature of business: _____

Length of self employment: _____

Total annual income: _____

(as declared to Australian Taxation Office)

Accountant name: _____

Accountant phone: _____

Accountant email: _____

Rental History

Current Landlord/Agent

Name: _____

Phone: _____

Email: _____

Address of property rented & rent per week: _____

Do you expect the bond to be refunded in full? Yes No

If 'No', why? _____

Previous Employment (Minimum 2 year period)

Business name: _____

Business address: _____

Supervisor's name: _____

Supervisor's phone: _____

Supervisor's email: _____

Length of employment: _____

Total annual income: _____

(as declared to Australian Taxation Office)

If self employed

Business name: _____

Business address: _____

Business phone: _____

Industry/nature of business: _____

Length of self employment: _____

Total annual income: _____

(as declared to Australian Taxation Office)

Accountant name: _____

Accountant phone: _____

Accountant email: _____

Rental History

Current Landlord/Agent

Name: _____

Phone: _____

Email: _____

Address of property rented & rent per week: _____

Do you expect the bond to be refunded in full? Yes No

If 'No', why? _____

Previous Landlord/Agent

Name: _____

Phone: _____

Email: _____

Address of property rented & rent per week: _____

Was bond refunded in full? Yes No

If 'No', why? _____

If you have not rented before, have you owned your own home? Yes No

If 'Yes', provide address & Sales Agent details (note copy of council rates will be required): _____

Reference

Business Reference

Name: _____

Address: _____

Phone: _____

Relationship: _____

How long known: _____

Closest relative who will not be residing with you

Name: _____

Address: _____

Phone: _____

Relationship: _____

Previous Landlord/Agent

Name: _____

Phone: _____

Email: _____

Address of property rented & rent per week: _____

Was bond refunded in full? Yes No

If 'No', why? _____

If you have not rented before, have you owned your own home? Yes No

If 'Yes', provide address & Sales Agent details (note copy of council rates will be required): _____

Reference

Business Reference

Name: _____

Address: _____

Phone: _____

Relationship: _____

How long known: _____

Closest relative who will not be residing with you

Name: _____

Address: _____

Phone: _____

Relationship: _____

PRIVACY STATEMENT

As professional property managers, Andrews Property collects and uses personal information about you to act as the agent and perform its obligations as an agent. We may disclose information to other parties such as clients, potential purchasers of the property, or to clients both existing and potential, as well as to tradespeople, strata corporations, government and statutory bodies and to other parties as required by law. Andrews Property will only disclose information in this way to other parties as required to perform our 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 Regional Head Office on (08) 8586 5122 or writing to the Regional Head Office at PO Box 1667, Renmark SA 5341. You can correct any information if it is inaccurate, incomplete or out of date. Real Estate and Tax laws require some of this information to be collected.

DECLARATION

1. The information provided is true and correct.
 2. I/We are 18 years or over.
 3. I/We are not bankrupt or are an un-discharged bankrupt.
 4. I/We consent to the information provided in this application being verified/confirmed with the contacts given and further consent to our details being verified on the internet tenancy databases, T.I.C.A., NTD and the Pacific Mercantile Courts Judgement database.
 5. I/We understand that if our application is not accepted for tenancy, no reason for non-acceptance will be provided.
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SIGNATURES

I have read the Privacy statement and accept the terms and conditions of this application.

Signature: _____ Name: _____ Date: _____

Signature: _____ Name: _____ Date: _____

OFFICE USE ONLY

LEASE DATES Commencing: _____ Expiring: _____

Rent Payable per Fortnight: _____ Bond: _____ Total Due: _____

WATER ALLOWANCE All Quarterly Supply Charges + All Water Usage All Water Usage
 All Water Usage Over & above Annual Allowance None Other: _____

Allocated BPay Number: _____ Periodic Inspection Date: _____

Property Manager: _____ Accepted By: _____

Strata Articles Required: Yes No Pet Lease Required: Yes No

Primary Tenant Contact: _____

Leasing Fee: \$ _____ Internet: \$ _____ Tenant Check: \$ _____

SPECIAL CONDITIONS

APPLICATION FOR RESIDENTIAL TENANCY

TO PROCESS YOUR APPLICATION WE WILL REQUIRE YOU TO

1. Fill in and sign the application form (completely) with all relevant information and reference details
2. All persons wishing to reside at the premises must be indicated on this form
3. Read and sign the Privacy Act Acknowledgement Form
4. We require pay slips or proof of income
5. Provide required copies of identification

PROOF OF IDENTIFICATION & INCOME

- A. One of the following:
 - Drivers Licence (with photo)
 - Birth Certificate
- B. Any three of the following:
 - Medicare Card
 - Passport
 - Bank Statement
 - Bank Card or Credit Card
 - Vehicle Registration
 - Utility Account/Bill (gas, electricity, telephone, etc)
- C. - Last 3 Pay Slips or Centrelink Remittance

PROCESSING AND APPLICATION ACCEPTANCE/NON ACCEPTANCE

1. Your application will be processed with the information provided and submitted to the Landlord for their response.
2. We endeavor to SMS applicants if the application is unsuccessful.
3. IMPORTANT – No reason will be disclosed for non acceptance of an application.
4. Should your application be accepted, you will be asked to pay the first two weeks rent and security bond and sign the lease within 24 hours.
5. Water charges may also apply. Please check with your Property Manager.
6. It is a tenants responsibility to arrange connection of electricity, telephone and gas supply to the property (once the application has been approved). However, we are able to assist in this process. Please check with your Property Manager.
7. If this application is successful you will be allocated a BPAY number to make the initial and **ongoing** rental payments.