

Weeks & Macklin Real Estate

A: 173 Main North Road, Nailsworth SA 5083 P: 08 8422 5333 F: 08 8422 5399

E: wm.admin@weeksmacklin.com.au

Tenancy Application Form

This Application must be accompanied by 100 POINT Identification Value- Copies. If there is more than one applicant, a separate Application Form is required for each applicant.

I have viewed the property

I have not viewed the property

Property Address			
Tenancy requirements	When do you want to move in? ____ / ____ / ____		
Your full name			
Your current address			
Your contact details	☎ (Home)	☎ (Work)	☎ (Mobile)
	Email		
Current rental Details (if applicable)	Current rent \$	per week	Method
			I have lived there for
			years months
	Agent/Landlord name		
	☎ Day Time Phone No.		
	Reason for vacating?		
Previous address	Address:		
	Rent \$	per week	I lived there for
			years months
	Agent/Landlord name		
	☎ Day Time Phone No.		
	Reason for vacating?		
Employment	Current employer:		
	Job position		
	Length of employment		☎ Business
	Contact name		
	Full time or part time? (Circle one)		Nett monthly income \$
Personal details	Date of birth		
	Drivers licence no.		Passport no.
	Expiry date		Expiry date
Occupancy details	What is the total number of occupants who will live in this property?		
	Number and ages of children (if any)		
	Pets? Yes/No (circle one)		
	Number and type		
Emergency contact details	Name of contact		
	Address		
	Relationship to you		☎ (Work)
Next of kin contact	Name of contact		
	Address		
	Contact No.		

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Personal or business references (not relatives)	Name	Occupation	Address (Work)
How did you find out about this property?	<input type="checkbox"/> Newspaper <input type="checkbox"/> Internet <input type="checkbox"/> Sign board <input type="checkbox"/> Rental List <input type="checkbox"/> Referral <input type="checkbox"/> Window Display <input type="checkbox"/> Other (name)		
100 Point Identification check	Current Agent Rent Ledger (40), Drivers Licence (40), Passport (40), Electricity Account (30), Gas Account (30), Birth Certificate (30), Other Photo ID (30), Medicare Card (20), Credit Card (20), Current Wage Advice (20), Previous Tenancy Reference (20), Previous 2 Rent Receipts (20), Motor Vehicle Registration Certificate (10), Bank Statement (10), Telephone Account (10),		
Bond type	Housing SA <input type="checkbox"/> Own bond <input type="checkbox"/>		

I confirm the following:

1. During my inspection of this property I found it to be in a reasonably clean condition
Yes/No (circle one)
2. If "No," I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the landlord's approval.

3. I acknowledge that this is an application to rent this property and that my application is subject to the landlord's approval.
4. I consent to the information provided in this application being verified and a reference check on national tenancy internet databases being undertaken.

Privacy Statement

The personal information you provide in this application, or that is collected by us from other sources, is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the landlord, referees, other agents and third party operators of tenancy reference databases- **TICA**. Information already held on these databases may also be disclosed to us and the landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your property manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, or you are not able to sign this application form, we may not be able to process your application and manage your tenancy.

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Application

I, the Applicant apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the landlord of the property for his / her / their acceptance and if the application is approved, to prepare a Residential Tenancy Agreement for the premises

I, the Applicant, declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the above premises and wish to apply for tenancy of the premises for a period of months, at a rental of \$..... per month/fortnight (strike through one that is not applicable).

Statement of Costs

Rental Bond	\$
Rent in advance from ____/____/____ to ____/____/____	\$
Total	\$

It is hereby acknowledged:

1. I undertake to pay the rental bond and the first 2 weeks rent by bank cheque, money order or cash made payable to Weeks & Macklin Real Estate. **The bond will be payable once the tenancy has been approved**, and the first installment of 2 weeks rent when the Residential Tenancy Agreement has been signed.
2. We are unable to grant possession unless the bond and first installment of rent has been paid in full on or prior to the first day of tenancy.
3. If using a South Australian Housing Trust Bond Guarantee, this must be arranged, signed and delivered to the agent on or before the first day of tenancy.
4. We can only accept a bank cheque, cash or money order for the first installment of rent and bond payment, unless prior arrangements have been made.

Applicant's signature _____ Date _____

Agent's signature _____ Date _____