

OFFICE USE:

Lease Sign: ___ / ___ / ___

Time: _____

RENTAL PROPERTY ADDRESS: _____

APPLICANT NAME (1): _____

APPLICANT NAME (2): _____

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 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. We require 4 payslips or proof of income
5. Provide required copies of identification for the 100 point check

DOCUMENTATION REQUIRED TO MEET THE 100 POINT ID CHECK. PROVIDE AT LEAST 1

DOCUMENT FROM CATEGORY A, AND THE REST OF THE DOCUMENTATION FROM CATEGORY A

OR B

CATEGORY A	POINTS
PASSPORT: CURRENT OR EXPIRED WITHIN THE LAST 2 YEARS, NOT CANCELLED	70
BIRTH CERTIFICATE: NOT AN EXTRACT	70
AUSTRALIAN CITIZENSHIP CERTIFICATE	70
DRIVER'S LICENCE: INCLUDING FOREIGN LICENCE WITH PHOTO	40

CATEGORY B	POINTS
CENTRELINK CARD, TERTIARY EDUCATION ID CARD, PUBLIC SERVICE CARD, SECURITY LICENCE	40
LANDS TITLE RECORDS, MORTGAGE DOCUMENTS	35
BANK STATEMENT, COUNCIL RATES, MEDICARE CARD, MOTOR VEHICLE REGISTRATION, PROOF OF AGE CARD, UTILITY ACCOUNT (CURRENT), RENT RECORDS (CURRENT)	25

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. 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 will apply and include supply and usage unless otherwise stated.
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, Deposit book, or CENTREPAY Application Form to make the initial and ongoing rental payments.

APPLICATION FORM

PLEASE READ CAREFULLY AND ENSURE ALL RELEVANT DETAILS HAVE BEEN COMPLETED

RENTAL PROPERTY ADDRESS :

HOW DO YOU PROPOSE TO PAY YOUR BOND	<input type="checkbox"/> OWN FUNDS	<input type="checkbox"/> BORROWED FUNDS	<input type="checkbox"/> SA HOUSING TRUST
HOW DO YOU PROPOSE TO PAY YOUR INITIAL RENT	<input type="checkbox"/> OWN FUNDS	<input type="checkbox"/> BORROWED FUNDS	<input type="checkbox"/> SA HOUSING TRUST
RENTAL AMOUNT \$	<input type="text"/>	WHAT DATE DO YOU WANT TO MOVE IN?	<input type="text"/>
TENANCY REQUIRED	<input type="checkbox"/> 12 MONTHS	<input type="checkbox"/> OTHER	
HOW MANY PEOPLE WILL OCCUPY THE PREMISES?	<input type="checkbox"/> ADULTS	<input type="checkbox"/> CHILDREN	<input type="checkbox"/> PETS
HOW DID YOU HEAR ABOUT THE PROPERTY?	<input type="checkbox"/> INTERNET	<input type="checkbox"/> DIRECT FROM OFFICE	<input type="checkbox"/> PAPER - SAT
	<input type="checkbox"/> OTHER		

APPLICANT DETAILS (1)

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

APPLICANT DETAILS (2)

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

CURRENT RESIDENTIAL DETAILS

<input type="text"/>	
ARE YOU (PLEASE TICK APPROPRIATE BOX)	
<input type="checkbox"/> RENTING	<input type="checkbox"/> OWNER OCCUPIER
<input type="checkbox"/> LIVE WITH FRIENDS/FAMILY	<input type="checkbox"/> OTHER
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

CURRENT RESIDENTIAL DETAILS

<input type="text"/>	
ARE YOU (PLEASE TICK APPROPRIATE BOX)	
<input type="checkbox"/> RENTING	<input type="checkbox"/> OWNER OCCUPIER
<input type="checkbox"/> LIVE WITH FRIENDS/FAMILY	<input type="checkbox"/> OTHER
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

CURRENT LANDLORD DETAILS (IF APPLICABLE)

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	<input type="text"/>
<input type="text"/>	

CURRENT LANDLORD DETAILS (IF APPLICABLE)

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	<input type="text"/>
<input type="text"/>	

APPLICANT DETAILS (1) CONTINUED

LAST PREVIOUS ADDRESS

LENGTH OF TIME AT THIS ADDRESS
REASON FOR MOVING

RENT REPAYMENTS (IF APPLICABLE)

MORTGAGE REPAYMENTS (IF APPLICABLE)

PREVIOUS LANDLORD DETAILS (IF APPLICABLE)

LANDLORD / PROPERTY MANAGER

AGENCY (IF APPLICABLE)

TELEPHONE

MOBILE

DID YOU GET YOUR BOND BACK (PLEASE TICK APPROPRIATE BOX)
 YES NO

DATE YOU STARTED RENTING PROPERTY

ADDITIONAL INFORMATION - HAVE YOU BEEN

- EVICTED FROM A RENTAL PROPERTY
- REFUSED A RENTAL PROPERTY
- HAD AN APPLICATION REFUSED
- DECLINED A LEASE RENEWAL/EXTENSION
- STILL OWE MONEY TO A LANDLORD/AGENT

ARE YOU A SMOKER? YES / NO

COMMENTS

EMPLOYMENT DETAILS

EMPLOYER (S) NAME

JOB POSITION

DATE STARTED

EMPLOYMENT ADDRESS

CONTACT (TO CONFIRM)

CONTACT TELEPHONE

TOTAL WEEKLY INCOME (NETT) \$

BENEFITS RECEIVED

- NEW START \$ PARENTING PENSION \$
- DISABILITY \$ CARERS \$

IF SELF EMPLOYED

BUSINESS NAME

ABN

BUSINESS ADDRESS

WEEKLY NET INCOME (APPROX)

APPLICANT DETAILS (2) CONTINUED

LAST PREVIOUS ADDRESS

LENGTH OF TIME AT THIS ADDRESS
REASON FOR MOVING

RENT REPAYMENTS (IF APPLICABLE)

MORTGAGE REPAYMENTS (IF APPLICABLE)

PREVIOUS LANDLORD DETAILS (IF APPLICABLE)

LANDLORD / PROPERTY MANAGER

AGENCY (IF APPLICABLE)

TELEPHONE

MOBILE

DID YOU GET YOUR BOND BACK (PLEASE TICK APPROPRIATE BOX)
 YES NO

DATE YOU STARTED RENTING PROPERTY

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TOTAL WEEKLY INCOME (NETT) \$

BENEFITS RECEIVED

- NEW START \$ PARENTING PENSION \$
- DISABILITY \$ CARERS \$

IF SELF EMPLOYED

BUSINESS NAME

ABN

BUSINESS ADDRESS

WEEKLY NET INCOME (APPROX)

APPLICANT DETAILS (1) CONTINUED

PERSONAL CHARACTER REFERENCE (not living with you)

NAME	
TELEPHONE	MOBILE
ADDRESS	
RELATIONSHIP TO APPLICANT	

EMERGENCY CONTACT (1) (a relation not living with you)

NAME	
TELEPHONE	MOBILE
ADDRESS	
RELATIONSHIP TO APPLICANT	

EMERGENCY CONTACT (2) (a relation not living with you)

NAME	
TELEPHONE	MOBILE
ADDRESS	
RELATIONSHIP TO APPLICANT	

OCCUPANTS TO RESIDE WITH YOU

NAME	
AGE	RELATIONSHIP
NAME	
AGE	RELATIONSHIP
NAME	
AGE	RELATIONSHIP

PETS TO RESIDE WITH YOU

HOW MANY PETS WILL RESIDE AT THE PREMISES?

PET1

BREED	AGE
<input type="checkbox"/> INSIDE	<input type="checkbox"/> OUTSIDE

PET3

BREED	AGE
<input type="checkbox"/> INSIDE	<input type="checkbox"/> OUTSIDE

PLEASE PROVIDE ANY PET REFERENCES

APPLICANT DETAILS (1) CONTINUED

PERSONAL CHARACTER REFERENCE (not living with you)

NAME	
TELEPHONE	MOBILE
ADDRESS	
RELATIONSHIP TO APPLICANT	

EMERGENCY CONTACT (1) (a relation not living with you)

NAME	
TELEPHONE	MOBILE
ADDRESS	
RELATIONSHIP TO APPLICANT	

EMERGENCY CONTACT (2) (a relation not living with you)

NAME	
TELEPHONE	MOBILE
ADDRESS	
RELATIONSHIP TO APPLICANT	

NAME	
AGE	RELATIONSHIP
NAME	
AGE	RELATIONSHIP
NAME	
AGE	RELATIONSHIP

PET2

BREED	AGE
<input type="checkbox"/> INSIDE	<input type="checkbox"/> OUTSIDE

PET4

BREED	AGE
<input type="checkbox"/> INSIDE	<input type="checkbox"/> OUTSIDE

PLEASE PROVIDE ANY PET REFERENCES

PRIVACY STATEMENT

As professional property managers, Lin Andrews Real Estate 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.

Lin Andrews Real Estate 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 Mile End Office on (08) 8234 1212 or writing to the Mile End office at 237-239 South Road, Mile End SA 5031. 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. Upon being notified that the application has been approved for tenancy, I/We agree to pay the required security bond and two weeks rental immediately and arrange to sign the tenancy agreement as soon as possible. I/We understand that the bond must be paid by money order, Bpay or by bank cheque. Lin Andrews are unable to accept this payment by personal cheque, EFT, credit card or cash.
 5. I/We agree that if the required rent and security bond is not paid in full on or before the first day of the tenancy I/We will not be granted possession of the property.
 6. 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., and NTD.
 7. I/We understand that if our application is not accepted for tenancy, no reason for non-acceptance will be provided.
-

SIGNATURES**APPLICANT 1****DATE****FULL NAME (PLEASE PRINT)****APPLICANT 2****DATE****FULL NAME (PLEASE PRINT)**

OFFICE USE ONLY

LEASE DATES

COMMENCING

EXPIRING

ALLOCATED BPAY NUMBER

RENT PAYABLE PER FORTNIGHT

PERIODIC INSPECTION DATE

BOND

PROPERTY MANAGER

ACCEPTED BY

TOTAL DUE

STRATA ARTICLES REQUIRED YES NO PET LEASE REQUIRED YES NO NTD / TICA / COURT JUDGE YES NO **WATER ALLOWANCE** ALL QUARTERLY SUPPLY CHARGES + ALL WATER USAGE ALL WATER USAGE ALL WATER USAGE OVER & ABOVE ANNUAL ALLOWANCE NONE OTHER _____

PRIMARY TENANT CONTACT

SPECIAL CONDITIONS

Utility Application Form

This is a FREE service that connects all your utilities.

Once we have received this application we will call you to confirm your details.

Mile End and Aldinga
 237 South Rd, MILE END SA 5031
 Ph: (08) 8234 1212
 Fax: (08) 8234 1558

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 the information on this Application and explain the details of the services offered. Direct Connect is a utility one stop connection service.



CONNECTION DETAILS

What is the address of the property you are moving into?

	Postcode
--	----------

Utility connection date?

	Day		Month		Year
--	-----	--	-------	--	------

Lease term?

	Years	OR		Months
--	-------	----	--	--------

Please tick utilities as required

Electricity
 Gas
 Phone
 Internet
 Pay TV
 Insurance
 Removalist
 Cleaning

APPLICANT DETAILS

Please give us your details

Dr Mr Mrs Miss Ms Other

Email address

Surname Given Name/s

Date of Birth

Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

PLEASE PROVIDE AT LEAST ONE FORM OF IDENTIFICATION

Driver's licence number

Driver's licence expiry date

Driver's licence state

Medicare number

Passport no.

Passport country

Pension no. (if applicable)

Pension type (if applicable)

DECLARATION AND EXECUTION: By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue for a period of 1 year from the date of our/my execution of this application/until 28 days after we/I disconnect the last of the services in respect of which this application is made; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/ we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services.

By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

Signature

Date

Property Manager

PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F:1300 664 185. www.directconnect.com.au

Application sent to Direct Connect

Submitted on-line
 Faxed to: 1300 664 185
 Elec meter no. if known _____



PUBLIC ENQUIRY DEPARTMENT

P.O. BOX 120
CONCORD NSW 2137

TEL: 190 222 0346

Calls charged at \$5.45 per minute, higher from mobile and payphones

ABN: 84 087 400 379

TICA Privacy Disclosure Form

This form provides information about how your personal information is handled, as required by the Australian Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application. As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

Primary Purpose:

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property. In order to assess your application we disclose your personal information to: The Lessor / Owners for approval or rejection of your application, TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application, Referees to validate information supplied in your application and Other Real Estate Agents to assess the risk to our clients

The Agent may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

Secondary Purpose:

During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors / Owners insurer in the event of an insurance claim and Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant's personal information maybe recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications you make. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

TICA Statement

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the Australian Privacy Principles in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the Australian Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80

TICA Primary Purpose

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows: Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Signed By the Applicant/s

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____



Tenant Privacy Statement

All property managers must ensure that you fully understand the National Privacy Principles and the manner in which your private information may be used in order to fulfil their role as professional property managers. Please take the time to read this Privacy Statement carefully and once completed, return it to this office with your tenancy application. As professional property managers, Lin Andrews Real Estate collects personal information about you. You can ask to access the information the real estate agent holds about you, by contacting the office of Lin Andrews Real Estate via:

Telephone: (08) 8234 1212 Facsimile: (08) 8234 1558 Email: linandrews@linandrews.com.au
In person: 237-239 South Road, MILE END SA 5031 Visit website : www.linandrews.com.au

Collection and disclosure of personal information:

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested and for the ongoing management of your tenancy agreement. To carry out this role when processing your application, during the term of your tenancy and for some time thereafter, we are often required to disclose your personal information to one or more of the following:

The landlord, The landlord's lawyers, mortgagee or insurer, Referees you have nominated, Organisations or trades people required to carry out maintenance to the premises, Rental bond authorities or rent bond insurance providers, Residential Tenancy Tribunals & courts, Mercantile agents, National Tenancy Database (ntd) a division of Veda Advantage Information Services and Solutions Limited ABN 26 000 602 862, Other real estate agents & landlords

If your personal information is not provided to us and you do not consent to the uses to which we put your personal information, we cannot properly assess the risk to our client, or carry out our duties as professional property managers. Consequently, we then cannot provide you with the lease/tenancy of the premises. We request that you please sign below to acknowledge that you fully understand the National Privacy Principles and the manner in which your private information may be used.

NAME:

SIGNATURE:

DATE:

_____/_____/_____

ntd Disclosure Statement

You can contact National Tenancy Database and ask for access to any of your personal information stored on the database by writing to us at:

Postal Address: GPO BOX 13294, George Street, Brisbane QLD 4003
Email: info@ntd.net.au - Fax: 07 3009 0619 - Telephone: 1300 563 826

For further information about ntd and ntd's Privacy Policy, visit our website: www.ntd.net.au

Please note, when requesting a copy of the personal information we hold about you, proof of identity will be required e.g. Australian driver's licence, passport etc.

We collect the following information in accordance with the NPPs for the purpose of operating a tenancy database for risk management and risk assessment purposes and for identity verification. Generally, this information is collected from our members: Full name, date of birth, gender and driver's licence number, occupation, Current and previous rental addresses, contact details (phone, fax and email), Details of rental history.

Generally, personal information is used and disclosed for the purposes for which it was collected. The purposes for which we collect your personal information are:

Provision of a database for the use of property managers, and real estate agents for risk assessment and risk management purposes,

Provision of information to third parties with regard to your tenancy including but not limited to your landlord, your landlord's mortgagee or insurer, residential tenancy tribunals and courts, rental bond boards, mercantile agents, related corporate entities, Government agencies and departments and, in the case of commercial leases, to credit bureaus. In addition, there may be circumstances where we are required or authorised by law to disclose your personal e.g. to an Ombudsman, tribunal, court, law enforcement agency or government department.

If your personal information is not provided to ntd, the real estate agent/property manager will not be able to carry out their professional responsibilities and may not be able to provide you with a lease/tenancy of the premises.

By signing this document, you consent to the collection, use and disclosure of your personal information for purposes set out above.

NAME:

SIGNATURE:

DATE:

_____/_____/_____