

APPLICATION FORM

PLEASE READ CAREFULLY AND ENSURE ALL RELEVANT DETAILS HAVE BEEN COMPLETED

PLEASE EMAIL YOUR COMPLETED APPLICATION AND COPIES OF REQUIRED DOCUMENTS TO:

LINANDREWS@LINANDREWS.COM.AU OR TO THE RELEVANT PROPERTY MANAGER

APPLICATIONS CAN ALSO BE PERSONALLY HANDED IN AT OUR OFFICES.

TO PROCESS YOUR APPLICATION WE WILL REQUIRE YOU TO

- | | |
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| <ol style="list-style-type: none"> 1. COMPLETE AND SIGN THE APPLICATION – AN APPLICATION MUST BE COMPLETED FOR ALL ADULTS RESIDING AT THE PROPERTY 2. ENSURE ALL RELEVANT INFORMATION IS PROVIDED AND IF INFORMATION CANNOT BE PROVIDED, YOU MUST NOTE “WHY” 3. READ AND SIGN THE PRIVACY ACT ACKNOWLEDGMENT FORM 4. A MINIMUM OF 4 PAYSLEIPS MUST BE ATTACHED. IF YOU DO NOT HAVE A PAYSLEIP, YOU MUST PRESENT A COPY OF YOUR LETTER OF EMPLOYMENT. | <ol style="list-style-type: none"> 5. A CURRENT CENTRELINK INCOME STATEMENT MUST BE ATTACHED FOR ANY BENEFITS YOU RECEIVE, THAT ARE LISTED AS INCOME. 6. COPIES OF ID AS PER THE 100 POINTS REQUIRED, MUST ALSO ACCOMPANY YOUR APPLICATION. 7. IF YOU HAVE APPLIED WITH A PET AND REGISTRATION IS APPLICABLE TO THIS PET, YOU MUST PROVIDE A COPY OF YOUR CURRENT COUNCIL REGISTRATION FORM |
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100 POINT IDENTIFICATION CHECK - DOCUMENTS REQUIRED. A MINIMUM OF ONE ITEM IS REQUIRED FROM CATEGORY A

CATEGORY A	POINTS
PASSPORT	70
FULL BIRTH CERTIFICATE	70
AUSTRALIAN CITIZENSHIP	70
AUSTRALIAN DRIVERS LICENCE WITH PHOTO	40

CATEGORY B	POINTS
PENSION CARD, UNI ID	40
SECURITY LICENSE	40
CERTIFICATE OF TITLE	35
BANK STATEMENT/MEDICARE CARD/MOTOR VEHICLE REGISTRATION/PROOF OF AGE/CURRENT UTILITY ACCOUNT	25

IMPORTANT

1. NO REASON WILL BE DISCLOSED FOR APPLICATIONS NOT ACCEPTED BY THE LANDLORDS
2. SHOULD YOUR APPLICATION BE ACCEPTED YOU WILL BE REQUIRED TO PAY THE FIRST TWO WEEKS RENT AND BOND WITHIN 48 BUSINESS HOURS
3. SHOULD YOUR APPLICATION BE ACCEPTED YOU WILL BE REQUIRED TO SIGN THE LEASE WITHIN A WEEK OF ACCEPTANCE
4. IT IS TENANT RESPONSIBILITY TO CONNECT GAS, ELECTRICITY, PHONE, INTERNET (ONCE APPLICATION HAS BEEN APPROVED). HOWEVER, WE CAN ASSIST YOU IN THIS PROCESS. PLEASE DISCUSS THIS WITH YOUR PROPERTY MANAGER

RENTAL PROPERTY ADDRESS :

HOW DO YOU PROPOSE TO PAY YOUR BOND	OWN FUNDS	BORROWED FUNDS	SA HOUSING TRUST
HOW DO YOU PROPOSE TO PAY YOUR INITIAL RENT	OWN FUNDS	BORROWED FUNDS	SA HOUSING TRUST
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 DETAILS (1)

MR / MRS / MISS / MS / DR	
SURNAME	
FIRST NAME	
MAIDEN/PREVIOUS NAME	
DATE OF BIRTH	VEHICLE REGISTRATION NO
PASSPORT/LICENSE NO	TELEPHONE
MOBILE	WORK PHONE
EMAIL	

CURRENT RESIDENTIAL DETAILS

CURRENT ADDRESS	
ARE YOU (PLEASE TICK APPROPRIATE BOX)	
RENTING	OWNER OCCUPIER
LIVE WITH FRIENDS/FAMILY	OTHER
LENGTH OF TIME AT CURRENT ADDRESS	
RENT / MORTGAGE REPAYMENTS	
REASONS FOR VACATING	

APPLICANT DETAILS (2)

MR / MRS / MISS / MS / DR	
SURNAME	
FIRST NAME	
MAIDEN/PREVIOUS NAME	
DATE OF BIRTH	VEHICLE REGISTRATION NO
PASSPORT/LICENSE NO	TELEPHONE
MOBILE	WORK PHONE
EMAIL	

CURRENT RESIDENTIAL DETAILS

CURRENT ADDRESS	
ARE YOU (PLEASE TICK APPROPRIATE BOX)	
RENTING	OWNER OCCUPIER
LIVE WITH FRIENDS/FAMILY	OTHER
LENGTH OF TIME AT CURRENT ADDRESS	
RENT / MORTGAGE REPAYMENTS	
REASONS FOR VACATING	

CURRENT LANDLORD (IF APPLICABLE) - (1) CONTINUED

LANDLORD / PROPERTY MANAGER

AGENCY (IF APPLICABLE)

TELEPHONE

MOBILE

DATE YOU STARTED RENTING PROPERTY

PREVIOUS RESIDENTIAL DETAILS

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:

CURRENT LANDLORD (IF APPLICABLE) - (2) CONTINUED

LANDLORD / PROPERTY MANAGER

AGENCY (IF APPLICABLE)

TELEPHONE

MOBILE

DATE YOU STARTED RENTING PROPERTY

PREVIOUS RESIDENTIAL DETAILS

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)

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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)	

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	

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)	

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	

APPLICANT DETAILS (1) CONTINUED

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

APPLICANT DETAILS (2) CONTINUED

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

PETS TO RESIDE WITH YOU

HOW MANY PETS WILL RESIDE AT THE PREMISES?

PET1

BREED

AGE

OUTSIDE
INSIDE

PET2

BREED

AGE

OUTSIDE
INSIDE

PET3

BREED

AGE

OUTSIDE
INSIDE

PET4

BREED

AGE

OUTSIDE
INSIDE

PLEASE PROVIDE ANY PET REFERENCES

DECLARATION

1. THE INFORMATION PROVIDED IS TRUE AND CORRECT
2. I/WE ARE OVER 18 YEARS OF AGE (IF UNDER 18, THE APPLICATION MUST BE COMPLETED BY AN ADULT GUARANTOR WITH THEM THEN BEING RESPONSIBLE FOR THE LEASE)
3. I/WE ARE NOT BANKRUPT OR AN UN-DISCHARGED BANKRUPT
4. I/WE UNDERSTAND THE RENT AND BOND MUST BE PAID WITHIN 48 BUSINESS HOURS AND MUST BE PAID BY BPAY, DIRECT DEPOSIT, BANK CHEQUE, MONEY ORDER OR CASH. WE DO NOT HAVE EFT FACILITIES. YOU MAY PAY BY CREDIT CARD, PLEASE DISCUSS WITH YOUR PROPERTY MANAGER.
5. I/WE CONSENT THAT THE INFORMATION PROVIDED HAS BEEN CONFIRMED WITH THE CONTACTS GIVEN AND FURTHER CONSENT OUR DETAILS BEIN VERIFIED ON THE INTERNET TENANCY DATABASES BEING TICA.
6. I/WE UNDERSTAND THAT IF THIS APPLICATION IS NOT ACCEPTED, NO REASON FOR NON ACCEPTANCE WILL BE PROVIDED

APPLICANTS FULL NAME

SIGNATURE

DATE

APPLICANTS FULL NAME

SIGNATURE

DATE



HEAD OFFICE
 237-239 South Road, MILE END SA 5031
 Ph: (08) 8234 1212
 Fax: (08) 8234 1212



Phone: 1300 400 600
 Fax: 1300 326 468
 website: www.yourporter.com.au
 email: sales@yourporter.com.au

Please complete all sections of this application to enable us to connect your utilities.

Applicant Details

Mr Ms Miss Mrs Other Given Name/s: _____

Surname: _____ Date of Birth: ____/____/____

Phone Number: _____ Mobile Number: _____

Property Details

Property Manager: _____

New Property Address: _____

Move in date: ____/____/____

Connection date: ____/____/____

FREE UTILITY CONNECTIONS - This is a Free Service that quickly connects your utilities



Phone: 1300 400 600
 Fax: 1300 326 468

YourPorter is a FREE service connecting utilities and other services.

If the Agent approves this application, YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

- Electricity Gas Telephone Internet Pay TV
- Car Life Health Home & Contents Home Loans

DECLARATION AND ACCEPTANCE:

I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service providers to contact me for the connection of services as offered by YourPorter.

I/We acknowledge that if I/We do not provide my/our personal information, YourPorter will not be able to provide these services to me/us. YourPorter will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

I/We acknowledge that YourPorter may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter contacting me by phone or SMS in relation to the connection of the services listed above. I/ We acknowledge that this consent permits YourPorter to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter will otherwise collect, hold, use and disclose personal information in accordance with their privacy policies, which are available at www.yourporter.com.au/general/privacy-policy/. YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees).

I/We acknowledge that neither YourPorter nor the Agent accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application, I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

Signature: _____

Date: ____/____/____



**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, as required by the National 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

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.

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 National 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 National 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 \$14.30

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: _____

 we make
renting easy
for you 

paying your bond by the month is easy

What is easyBondpay?

Moving home is expensive enough without the added financial stress of paying your rental bond upfront. With easyBondpay you can ease the pain of moving home and pay your rental bond over 6 or 12 monthly instalments.

Applying is easy and no credit rating is required. Simply tell your property manager you would like to pay your bond by easyBondpay and they will do the rest.



Paying your rental bond in smaller, monthly instalments lets you save your money for more important things, like enjoying your new home.

6 month lease example repayments:

\$1,500.00 rental bond = 1 payment of \$302.00
and 5 monthly payments of \$267.50*

* Total payable \$1639.50 including interest and charges over 6 month term.

Make bond payments EASY with easyBondpay.

-  NO SUPPORTING DOCUMENTS REQUIRED
-  INSTANT APPROVAL

How does it work?



Apply for rental and advise your property manager that you wish to pay your bond monthly with easyBondpay.



Your property manager processes your application and receives instant approval.



We pay your full bond the very same business day directly to your property manager.



That's it! We deduct your monthly instalments until the bond has been repaid in full.



6 OR 12 MONTH EASY PAYMENT OPTIONS



NO MINIMUM OR MAXIMUM BOND VALUE



SAME DAY, FULL BOND PAYMENT