



# Tenancy Application Form

# Taplin Real Estate

For your application to be processed you must answer all questions (including all pages)

79 Jetty Road  
GLENELG SA 5045  
Ph: (08) 8295 4104  
Fax: (08) 8376 1007

99 Gouger Street  
ADELAIDE SA 5000  
Ph: (08) 8211 8777  
Fax: (08) 8231 0013

We would like to take this opportunity to thank you for choosing Taplin Real Estate. Please thoroughly complete this application by answering all questions to enable us to process your application as quickly as possible. Please note the following important points:

1. The applicant must be accompanied by 100 points of identification, photographic identification and proof of income.
2. If there is more than one applicant a separate Application Form is required for each additional applicant.
3. If the Application is approved, you will be required to provide either a bank cheque or money order for the Bond and first two weeks rent.

## RENTAL PROPERTY

Address of property: \_\_\_\_\_ Postcode \_\_\_\_\_

Lease commencement date? \_\_\_\_/\_\_\_\_/\_\_\_\_ Lease term?  6 Months  12 Months  Other- please specify \_\_\_\_\_

Rent payable \$ \_\_\_\_\_ per week Bond of \$ \_\_\_\_\_ to be held by the Office of Consumer Affairs (Tenancy Branch)

## APPLICANT DETAILS

Dr  Mr  Ms  Miss  Mrs  Other

Surname: \_\_\_\_\_ Given Name/s: \_\_\_\_\_

Current address: \_\_\_\_\_

Home ph: \_\_\_\_\_ Work ph: \_\_\_\_\_ Mobile ph: \_\_\_\_\_ Fax no: \_\_\_\_\_

Email address \_\_\_\_\_ Passport no. \_\_\_\_\_ Passport country \_\_\_\_\_

Driver's licence number \_\_\_\_\_ Driver's licence expiry date \_\_\_\_\_ State of issue \_\_\_\_\_

Date of Birth \_\_\_\_\_ Car make & model \_\_\_\_\_ Vehicle reg no. \_\_\_\_\_

Pension no. (if applicable) \_\_\_\_\_ Pension type (if applicable) \_\_\_\_\_ Medicare number \_\_\_\_\_

Names & ages of those permanently residing at the property: \_\_\_\_\_

### Details of any pets:

Breed/Type \_\_\_\_\_ Council Registration No: \_\_\_\_\_

## This is a free service that connects all your utilities

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

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.

Please tick utilities as required

Electricity  Gas  Phone  Internet  Insurance

**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

**APPLICANT HISTORY**

How long have you lived at your current address?

Years	Months
-------	--------

Why are you leaving this address?

Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$

What was your previous residential address?

Postcode

How long did you live at this address?

Years	Months
-------	--------

Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$

Was bond refunded in full?

If not why not?

**EMPLOYMENT HISTORY**

Please provide your employment details

What is your occupation?

What is the nature of your employment?  
(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

Years	Months
-------	--------

Net Income

\$

15. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

Years	Months
-------	--------

Net Income

\$

**CONTACTS/REFERENCES**

Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

**Please provide 2 personal references (not related to you)**

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

**PLEASE NOTE**

Initial payments must be made by cash, bank cheque or money order within 24 hours after approval of application. No Personal Cheques accepted.

Keys will not be handed over until the lease agreement has been signed by all applicants.

This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

**OFFICE USE ONLY**

Please indicate how you wish to pay your bond

Own Funds  Borrowed Funds  SA Housing Trust 

Please indicate how you propose to pay your initial rent

Own Funds  Borrowed Funds  SA Housing Trust 

First payment of rent two weeks in advance

Rental bond 4 weeks (6 weeks if rent over \$250 pw)

Sub total (payable before possession of property)

\*Rent up to and including \$250 per week requires a 4 week bond to be paid, whereas rent of \$251 and over per week requires a 6 week bond to be paid.

**Payment of the initial 2 weeks rent in advance and Bond MUST be by Credit Card, cash, Bank Cheque or Money Order.**

We accept



Tenant to complete:

Credit Card: Visa/Bankcard/Mastercard

(Circle Applicable Card)

Name on Card: .....

Card No: .....

Expiry Date \_/ \_/ \_

Signature of Cardholder : .....

Date: .....

Signature of Cardholder : .....

Date: .....

**RENTAL REWARDS**

Our office prefers payment of bond & rent by credit card via Rental Rewards.

Please nominate your preferred ongoing rent payment method:

Set & Forget' – automatic debit payments from your nominated credit card

Rent Reminders' – receive an SMS / Email and simply reply 'YES' to pay your rent

Register and pay by VISA credit card to receive **FREE** Rent Protection

Cover Conditions apply, visit [www.rentalrewards.com.au](http://www.rentalrewards.com.au)

## DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement. I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (all pages) is true and correct and given of my own free will. I declare that I have inspected the premises and am not a bankrupt.

I authorise the Agent to obtain personal information from:

1. The owner or Agent of my current or previous residence
2. My personal referees and employers
3. Any record, listing or database or defaults by tenants

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- Communicate with the owner and select a tenant
- Prepare lease/tenancy documents
- Allow tradespeople or equivalent organisations to contact me
- Lodge/claim/transfer to/from Bond Authority
- Refer to Tribunals/Courts and Statutory Authorities (where applicable)
- Refer to collection agents/lawyers (where applicable)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

In the event that there is more than 1 tenant stated on the Residential Tenancies Agreement, it is acknowledged agreed that this application will be jointly liable for all or any part of monies due in respect to the renting of this property.

The Tenant(s) authorises the Agent to charge the Tenant(s) Credit Card(s) for all or any part of the monies due in respect to the renting of this property in the event monies remain outstanding for more than 14 days and such charge may occur without notice.

The applicant acknowledges:

1. That the landlord's insurance will not cover the tenant's contents and it is advised that the tenant should obtain contents and public liability insurance.
2. That the terms and conditions were available at the time of applying and these form part of the tenancy agreement.
3. That upon being advised of approval of this application by the agent a legal tenancy agreement is created and if the tenants choose not to proceed, the agent will begin procedures to relet the property and may choose to recover costs incurred from the reletting as set down by the Residential Tenancies Act 1995.
4. That possession of the property will not take place until the tenancy agreement is signed by the applicant and a security bond and rent in advance is paid.
5. That unless agreed otherwise the tenant shall be liable for all water costs pertaining to the property as per SA Water calculations. Costs to be calculated on a daily basis.
6. That the landlord has the right to increase rent during the term of a fixed tenancy in accordance with the Residential Tenancy Act 1995

If accepted for this property, the Applicant/s agree not to use the property for any business or commercial use

Applicants Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

### PLEASE PROVIDE US WITH 100 POINTS OF IDENTIFICATION

Driver's Licence	50
Passport	50
Proof of Age Card	50
Student ID Card	50
Copy of Mobile Phone Account	20
Copy of Medicare Card	20
Concession / Pension Card	10
Copy of gas/Water/Electricity account	30 each

### Please note

Applications will only be processed on a complete and signed tenancy application with a copy of photographic identification or passport or drivers licence attached. **NB Both sides of this application must be completed in full.**

## TAPLIN GROUP OF COMPANIES

### Glenelg Office

79 Jetty Road  
GLENELG SA 5045  
Ph: (08) 8295 4104  
Fax: (08) 8376 1007

### Adelaide Office

99 Gouger Street  
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