



42 Ann Street Salisbury SA 5108  
 Tel: 8281 4999 Fax: 8281 5408

Email: rentals@larcor.com.au  
 Internet: www.larcor.com.au

OFFICE USE ONLY	
Driven by	Y / N
Attended Open	Y / N

## Residential Tenancy Application Form

- Applications must be completed in full before processed.
- Processing time - Minimum 2 clear business days.
- Only approved applicants will be contacted to view property.
- One application form per adult.
- No faxed applications accepted.

Where did you find out about these homes?

Larcor.com.au	Realestate.com.au
Rent.com.au	Homebound.com.au
Realestate1.com.au	Weekend Advertiser
Friends/Family	Other

Please list in order of preference:

Property 1: ..... Rent Per Week: \$.....

Property 2: ..... Rent Per Week: \$.....

Property 3: ..... Rent Per Week: \$.....

Length of Tenancy:..... Months

Tenancy to Commence: ...../...../20.....

**Applicant:** (One Application Form Per Adult.)

Family/Last Name: ..... First Names: ..... Mr/Mrs/Ms/Miss

Current Address: ..... P/Code: .....

Home Phone Number: ..... Work Phone Number: .....

Mobile Phone Number: ..... E-mail address: .....

Occupation: .....

Date of Birth: ..... Age:..... Marital Status: ..... Proof of Age Card #: .....

Driver's License Number: ..... Vehicle Reg Number: ..... State of Registration.....

Year Make & Model:..... Car / Motorbike (*circle*)

**COMPULSORY**  
**DOCUMENTATION**  
**REQUIRED**

***Proof of Income***  
*e.g Payslips / Centrelink Statement etc*

***100 points for Proof of Identification***  
*Photographic Identification is required*

<b>Source</b> (circle the points you are providing)	<b><u>Pts</u></b>
Drivers Licence	<b>50</b>
Passport/Proof of Age/Immigration Card	<b>50</b>
Rental History Statement (previous Agent/Landlord for period of tenancy)	<b>50</b>
Report/Final Inspection from previous tenancy	<b>20</b>
Written Reference From Previous L/Lord/Agent	<b>20</b>
Copy of Birth Certificate	<b>20</b>
Health Care/Centrelink Card	<b>20</b>
Current Car/Motorbike/Boat Registration Papers	<b>10</b>
Copy of Phone, Gas, AGL, Water, Council Acc: each	<b>10</b>

# PROOF OF INCOME WILL BE REQUIRED

## If You Are Employed:

Employer's Name	:	.....		
Address	:	.....	P/code:	.....
Phone	:	.....	Fax:	.....
Length of Employment	:	.....	Commenced:	.....
Position Held	:	.....		
Nett Wkly Income (excl.Overtime):	:	.....		
		Casual	Part Time	Full Time
If employed there for less than 6 months, previous employer's name :	:	.....		
Address	:	.....	P/code:	.....
Phone	:	.....	Fax:	.....
Length of Employment	:	.....	Commenced:	.....
Position Held	:	.....		
		Casual	Part Time	Full Time

## If You Are Self -Employed or Own Your Own Business:

Registered Name of Business	:	.....		
ABN	:	.....		
What does your Business do?	:	.....		
Address	:	.....	P/Code:	.....
Personal Nett Income/Week	:	.....		
Name of Accountant	:	.....		
Accountant's Phone Number	:	.....	Fax:	.....
How Long in this Business	:	.....		
List one major creditor	:	.....	Phone:	.....

## If You Are A Student:

Name of Learning Institution	:	.....		
Course you are Studying	:	.....		
Faculty/Department	:	.....		
Student Union Number	:	.....		
Student Identification (ID) Number:	:	.....		
Income Source	:	.....		
Nett Weekly Income	:	.....		

## If You Receive A Centrelink Payment:

Type of Payment	:	.....		
Centrelink Reference Number	:	.....		
Total Centrelink Payment / Fortnight :	:	.....		

## Your Rental History:

### *Current Landlord/Agent's*

Name	:	.....		
Phone Number & Mobile Number	:	.....		
Rent per Week & Period Rented	:	.....		
Bond Refunded? & If Not, Why Not?	:	.....		
Reason for Leaving	:	.....		

### *Previous Landlord/Agent's*

Name	:	.....		
Address of Property Rented	:	.....		
Phone Number	:	.....		
Rent per Week & Period Rented	:	.....		
Bond Refunded? & If Not, Why Not?	:	.....		
Reason for Leaving	:	.....		



## Disclaimer / Authority

I, the said applicant, do solemnly and sincerely declare that the information contained in this Application is true and correct and that all of the information was given of my own free will. I further consent to the Lessor/Agent contacting and/or conducting any enquiries and/or searches with regard to the information and references supplied in this application

I, the said Applicant, do solemnly and sincerely declare that I have read and understand the contents of this agreement and have the competence and capacity to enter into this agreement.

I further confirm and declare that:-

- That I am over eighteen (18) years of age.
- That I am not bankrupt or an undischarged bankrupt.
- That if this Application is accepted, no pets will be kept on the premises without the permission of the Landlord / Agent other than what is approved on the Residential Tenancy Agreement.
- That if this application is accepted, only those persons listed on the Residential Tenancy Application will reside permanently on the premises.
- Application is binding on acceptance, immediately upon the Agent advising the Applicant by telephone or otherwise that the Landlord accepts this application, the Applicant agrees that a binding Residential Tenancy Agreement is created in accordance with the terms of; this Application; and the Residential Tenancy Agreement.
- I have of my own accord decided that I wish to rent the aforementioned property/s commencing ...../...../..... for a period of .....
- I have been informed, understand and agree that the rental for the said property is to be 1 \$..... 2 \$..... 3 \$..... per week and is within my means of support.
- I have been informed, understand and agree the rental for the said property is to be paid every **Week / Fortnight** and is to be paid at least 2 weeks in advance at all times.
- I have been informed, understand and agree that the Agent will carry out an inspection on the property on a pro rata quarterly basis and I further warrant that I will co-operate fully to allow this inspection to be carried on a quarterly basis and as required to inspect for any remedy of breaches
- I have been informed, understand and agree that I will pay a Security Bond equal to four (4) / six (6) weeks rent (**Cash/Housing SA Bond**) 1 \$..... 2 \$..... 3 \$..... and I further authorise the Agent to attend to all details regarding the lodgement of the said Security Bond with the appropriate authority.
- I have been informed, understand and agree that I will pay two (2) weeks rent in advance for the said property which will be (**Cash / Housing SA Cheque**) 1 \$..... 2 \$..... 3 \$.....
- I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on the fully completed Residential Tenancy Application submitted by me. I further consent to the Agent carrying out any enquiries necessary to process my application for tenancy.
- I have been informed, understand and agree should there be a requirement to commence proceedings for the recovery of rent, repairs and/or damage to the aforesaid property during the term or at the expiration of the tenancy agreement, all costs associated with these proceedings shall be able to be recovered from me.
- I further consent to the Agent disclosing all personal information that they may hold for the purpose of;
  - a) Listing my name with a Tenancy Data Base as a result of a Tribunal Order or multiple breach notices,
  - b) Enforcing a Tribunal Order,
  - c) Commencing recovery action in relation to any debt owed as a result of outstanding rent, repairs and / or damage that occurred or occurs during my period of tenancy.
- I have been informed and understand that this property is covered by the Landlord Assistant Plan and further consent to the Agent supplying my personal information to the LANDLORD ASSISTANCE PLAN.
- I have been informed, understand and agree that should this application not be accepted, the Agent is not required or obligated to disclose why or supply any reason for the rejection of this application unless the application is declined as a result of my name being listed with a Tenancy Data Base.
- I confirm that I have read and understand the Privacy Policy that the Agent has made available to me.
- I have been informed, understand and consent to the Agent supplying all necessary information, as may be required, to any Tenancy Data Base that they use, subject to the Tenancy Data Base complying with the provisions of the Privacy Act.
- I have been informed, understand and acknowledge that the Agent has the contact details for the Tenancy Data Base they use and that the Agent will supply these contacts should I request.

Applicant's Name: .....

Applicant's Signature: ..... Dated: ...../...../ 20.....



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## TENANCY PRIVACY STATEMENT

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Current Property Address: \_\_\_\_\_

Due to the recent changes in the Privacy Laws, all Property Managers must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional Property Managers. Please take time to read this Privacy Statement carefully and once completed return it to our office with your tenancy application.

As professional Property Managers LARCOR Real Estate collects personal information about you to ascertain what personal information we have about you, you can contact us by

**Phone** on (08) 8281 4999 **Fax** (08) 8281 5408 **Email:** [rentals@larcor.com.au](mailto:rentals@larcor.com.au) or

**In Person** at 42 Ann Street, Salisbury SA 5108.

### **Primary Purpose of 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 if the risk is considered acceptable to provide you with the lease/tenancy of the premises.

To carry out this role and during the term of your tenancy, we usually disclose your personal information to:

- The Landlord, the Landlord's lawyers and/or the Landlord's Mortgagee.
- Referees you have nominated.
- Organisations/ Tradespeople required to carry out maintenance to the premises.
- Rental Bond Authorities and/or Residential Tenancies Tribunals/Courts.
- Collection Agencies.
- National Tenancy Database Pty Ltd and
- Tenancy Information Centre Australia Holdings Pty Ltd.
- Barclay.
- Other Real Estate Agents and Landlords.

### **Secondary Purposes:**

We also collect your personal information to:

- Enable Agent/Landlord to prepare the lease/tenancy documents for the premises.
- Allow organisations/trades people to contact you in relation to maintenance matters relating to the premises.
- Pay/Release rental bonds to/from the Residential Tenancies Board.
- Refer to Tribunals Court and Statutory Authorities (where necessary)
- Refer to collection agencies/lawyers (where default/enforcement action is required)
- Provide confirmation details for organisations contacting us on behalf ie banks, utilities (gas, electricity etc) and employers etc.

If your personal information is not provided to us and you do not consent to the uses to which we put 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.