

# Residential Application Form

For your application to be processed you must answer all questions  
(Including the reverse side)

## A. AGENT DETAILS

### Lavis Real Estate

162 Ellen St, PORT PIRIE SA 5540

Phone: (08) 8632 1511

Fax: (08) 8633 0411

email: natarsha@lavisrealestate.com.au

## B. PROPERTY DETAILS

### 1. What is the address of the property you would like to rent?

Postcode		

### 2. Lease commencement date?

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

### 3. Lease term?

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

### 4. How many tenants will occupy the property?

	Adults		Children
--	--------	--	----------

### 5. Names and ages of all people to occupy the property

	AGE
	AGE
	AGE
	AGE

## C. APPLICANT ONE DETAILS

### 5. Please give us your details

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐

Surname Given Name/s

--	--

Date of Birth

--

Driver's licence number

--

Driver's licence expiry date

--

Driver's licence state

--

Passport no.

--

Passport country

--

Pension no. (if applicable)

--

Pension type (if applicable)

--

Medicare no.

--

Pension/Medicare exp date.

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### 6. Please provide your contact details

Home phone no.

--

Mobile phone no.

--

Work phone no.

--

Fax no.

--

Email address

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### 7. What is your current address?

Postcode

## D. UTILITY CONNECTIONS

**myconnect**<sup>®</sup>  
a really smart move

MyConnect will call you to arrange free  
connection of your required utilities

📞 1300 854 478 ✉ enquiry@myconnect.com.au 🌐 myconnect.com.au



**Yes, Please Contact Me**



**Interpreter service  
(tick if required)**

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect 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 services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.



**OR Tick here to opt out**



## E. 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 (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

(a) The owner or the Agent of my current or previous residence; (b) My personal referees and employer/s; (c) Any record listing or database of 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:

(a) communicate with the owner and select a tenant; (b) prepare lease/tenancy documents (c) allow tradespeople or equivalent organisations to contact me; (d) lodge/claim/transfer to/from a Bond Authority; (e) refer to Tribunals/Courts & Statutory Authorities (where applicable); (f) refer to collection agents/lawyers (where applicable); (g) complete a credit check with NTD (National Tenancies Database)

If there is any inconsistency between the terms of this Application and the Residential Tenancy Agreement, the terms of the Residential Tenancy Agreement prevail.

Privacy Act 1988- The personal information the Applicant provides in this Application or collected from other sources is necessary for the Agent to verify the Applicant's identity to process and evaluate the Application and to manage the tenancy. Personal information collected about this Applicant in this Application and during the course of the tenancy (if this Application is approved) may be disclosed for the purpose for which it was collected to other parties including to the Landlord, referees, other agents, and third party operators of residential tenancy databases. Information already held on Residential Tenancy Databases may also be disclosed to the Agent and/or landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that Agreement, this fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the Landlord or, third party operators of residential tenancy databases and or other agents.

Applicant Acknowledges the Agent's disclosure of the use of Residential Tenancy Database TICA - PO Box 120 Concord NSW 2137 or Telephone 190 222 0346

NTD- GPO Box 13294 George St, Brisbane Qld 4003, Telephone 1300 563 826, or www.ntd.net.au

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.

Signature

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Date

--

Property Manager

**Natalie McMahon**

Application sent to

MyConnect (If Required) ☐

Electricity meter number if known

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**F. APPLICANT ONE- HISTORY****8. How long have you lived at your current address?**

Years

Months

**9. Why are you leaving this address?****10. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent

\$

**11. What was your previous residential address?**

Postcode

**12. How long did you live at this address?**

Years

Months

**13. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent

\$

Was bond refunded in full?

If not why not?

**G. EMPLOYMENT HISTORY****14. 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

\$

**H. CONTACTS / REFERENCES****16. Please provide a contact in case of emergency**

Surname

Given name/s

Relationship to you

Phone no.

**17. 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.

**I. OTHER INFORMATION****18. Car Registration****19. Please provide details of any pets**

Breed/type

Council registration / number

1.

2.

**HOW DID YOU FIND OUT ABOUT THIS PROPERTY?**☐ The Recorder☐ Referral☐ Counter List☐ Relocation Company☐ The Internet☐ Other (specify)**PAYMENT DETAILS****Property Rental**

\$

per week

\$

per month

First payment of rent two weeks in advance

\$

Rent bond 4 / (6 weeks if rent more than  
\$250 per week)

\$

Sub total (payable before possession of property)

\$

**Payment method:**Direct or Internet Banking ☐B-Pay ☐Cheque or Money Order ☐**NB: We will only contact you if your application has been approved. However you may contact us for an answer should you not hear from us.****No reason will be disclosed for non-acceptance of application.**

**J. APPLICANT TWO- DETAILS****20. Please give us your details**Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐

Surname

Given Name/s

Date of Birth

Driver's licence number

Driver's licence expiry date

Driver's licence state

Passport no.

Passport country

Pension no. (if applicable)

Pension type (if applicable)

**21. Please provide your contact details**

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email address

**22. What is your current address?**

Postcode

**K. APPLICANT HISTORY****23. How long have you lived at your current address?**

Years

Months

**24. Why are you leaving this address?****25. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent

\$

**26. What was your previous residential address?**

Postcode

**27. How long did you live at this address?**

Years

Months

**K. APPLICANT HISTORY- cont'd****28. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent

Was bond refunded in full?

If not why not?

**L. EMPLOYMENT HISTORY****29. 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

\$

**30. Please provide your previous employment details**

Occupation?

Employer's name

Length of employment

Years

Months

Net Income

\$

**M. OTHER INFORMATION****31. Car Registration****32. Please provide details of any pets**

Breed/type

Council registration / number

**N. OTHER PERSON(S) RESIDING AT PROPERTY****33. Please provide name(s) and age(s)**



### Tenancy Privacy Statement

Your Application for Tenancy cannot be accepted unless this has been completed in full and signed

Due to changes in the Privacy laws, from 21<sup>st</sup> December 2001, all real estate agencies must ensure that you fully understand the National Privacy Principles and the manner in which we must see your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully and once completed return it to our office with your tenancy application.

As professional property managers, Lavis Real Estate collects personal information about you. To ascertain what personal information we have about you, you can contact us the following ways.

Address: 162 Ellen Street, Port Pirie SA 5540  
Phone Number: (08) 8632 1511  
Fax Number: (08) 8633 0411  
Email: [admin@lavisrealestate.com.au](mailto:admin@lavisrealestate.com.au)  
Website: [www.lavisrealestate.com.au](http://www.lavisrealestate.com.au)

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises which you have requested, and if the risk is considered acceptable, to provide you with a lease/tenancy of the premises.

Privacy Act 1988 – The personal information the applicant provides in this application or collected from other sources is necessary for the agent to verify the applicant's identity to process and evaluate the application and manage the tenancy. Personal information collected about this applicant in this application and during the course of the tenancy (if approved) may be disclosed for the purpose for which it was collected to other parties including to the landlord, referees, other agents, and the third party operators of the residential tenancy databases. Information already held on Residential Tenancy Agreement, and if the applicant fails to comply with their obligations under that agreement, this fact and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to the landlord or, third party operators of residential tenancy databases and or other agents.

If a landlord or real estate agent lodges details of a prospective tenant on a database, they must advise the tenant in writing, within seven days of:

- The name of the database and the person who listed the information
- The tenants information held in the database
- How the tenant can check, change or remove the listing (by contacting the person who listed them or the database operator)

I authorise the agent to obtain personal information from: The owner of the agent of my current address, my personal references, any record listing or database of defaults by tenants. If I default under the rental agreement, I agree that the agent may disclose details of any such default to a tenancy default database, and to the agent/landlords of properties I may apply in the future.

I am aware the agent will use and disclose my personal information to: The landlord in order to choose a tenant, the landlords lawyer, the landlords mortgagee (for mortgage purposes), referees you have listed, organisations/tradespeople for maintenance on the premises, rental and bond authorities, prepare lease/tenancy documents, Residential Tenancies Tribunals and courts (where applicable), refer to collection agents/lawyers (where applicable), other real estate agents and landlords, utility companies such as gas, electricity, water and telephone, banks for rental payment facilities and financial records and employers (for reference purposes).

**PLEASE NOTE:** This application is subject to the owner's approval.

- **All** applicants must complete an application form
- Applicant(s) are required to provide at least two forms of ID, with at least one having photo identification
- Applicant(s) must provide proof of income
- Initial bond payment and 2 weeks in advance rent must be paid before the start of your tenancy and must be payable to Lavis Real Estate Trust Account
- Properties will not be leased without viewing by tenant or tenants associate viewing on their behalf

Signed by Applicant(s): \_\_\_\_\_

Signed by Witness: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Residential Rental Application Checklist

Have you completed and attached:-

- ☐ All questions on the Residential Application Form
- ☐ Completed Part D – if you would like us to arrange your utility connections (successful applications only)
- ☐ Signed Part E – Declaration
- ☐ A minimum of 5 years rental history (as per Part F). If there is not enough space, please add a separate page
- ☐ All applicants signed the Tenancy Privacy Statement (page 3) and have signed by a witness
- ☐ Provided 2 forms of ID, one which must be a photo identification (e.g. drivers licence; proof of age; Medicare card; Centrelink card)
- ☐ Provided Proof of Income – 4 recent payslips or current Centrelink Income Statement
- ☐ Photo of ALL pets that will be kept at the property including dogs, cats, fish, snakes, turtles, etc.