



Rental Application Form

Applications to be emailed to rentals@wardleco.com.au

Applications will not be processed until all necessary information is supplied.

You will be contacted within 7 days of viewing the property if your application has been successful.

If you do not hear back from our agency, your application has been unsuccessful.

We are not required to provide a reason if your application is unsuccessful.

We receive many applications for properties, and the final decision is often determined by the Landlord of the property. If you are unsuccessful, we will retain your application on file for the event of the successful application not proceeding, or you may request your application to be transferred to another available property.

Property Applying For: _____

Sublet application

Date you would like to commence a tenancy: ___/___/_____

Preferred Lease Term: 6 months | 12 months | Other: _____

People to occupy the property:

(Including minors. All persons over 18 years must complete an application form)

Full Name: _____ **Age:** _____

Full Name: _____ **Age:** _____

Full Name: _____ **Age:** _____

Full Name: _____ **Age:** _____

Full Name: _____ **Age:** _____

PORT PIRIE OFFICE
90 Florence Street
PORT PIRIE SA 5540
PH: (08) 8633 4555

JAMESTOWN OFFICE
70 Ayr Street
JAMESTOWN SA 5491
PH: (08) 8664 1599

CRYSTAL BROOK OFFICE
50 Bowman Street
CRYSTAL BROOK SA 5523
PH: (08) 8633 4555

ROXBY DOWNS OFFICE
7 Arcoona Street
ROXBY DOWNS SA 5725
PH: (08) 8671 2023

APPLICANT 1 DETAILS**PERSONAL DETAILS**

Full Name: _____

Date of Birth: _____

Drivers Licence # _____ Passport # _____

Phone # _____ Mobile # _____

Email Address: _____

Smoker? Yes / No

CURRENT RESIDENCY

You are the: Owner / Tenant

Current Address: _____

Length of residency: _____

Name of Landlord: _____

Landlord Phone # _____

Landlord Email: _____

Rent Paid p/week \$ _____

Reason for moving: _____
_____**PREVIOUS RESIDENCY**

You were the: Owner / Tenant

Previous Address: _____

Length of residency: _____

Name of Landlord: _____

Landlord Phone # _____

Landlord Email: _____

Rent Paid p/week \$ _____

Reason for moving: _____

Was the bond repaid in full? YES / NO

APPLICANT 2 DETAILS**PERSONAL DETAILS**

Full Name: _____

Date of Birth: _____

Drivers Licence # _____ Passport # _____

Phone # _____ Mobile # _____

Email Address: _____

Smoker? Yes / No

CURRENT RESIDENCY

You are the: Owner / Tenant

Current Address: _____

Length of residency: _____

Name of Landlord: _____

Landlord Phone # _____

Landlord Email: _____

Rent Paid p/week \$ _____

Reason for moving: _____
_____**PREVIOUS RESIDENCY**

You were the: Owner / Tenant

Previous Address: _____

Length of residency: _____

Name of Landlord: _____

Landlord Phone # _____

Landlord Email: _____

Rent Paid p/week \$ _____

Reason for moving: _____

Was the bond repaid in full? YES / NO

PREVIOUS RESIDENCY

You were the: Owner / Tenant

Previous Address: _____

Length of residency: _____

Name of Landlord: _____

Landlord Phone # _____

Landlord Email: _____

Rent Paid p/week \$ _____

Reason for moving: _____

Was the bond repaid in full? YES / NO

PETS

YES / NO If yes, how many? _____

Type/s of pet/s: _____

Name(s) of pet(s): _____

Breed/s and age/s: _____

Please circle: Desexed / Microchipped / Registered

A PHOTO OF EACH PET MUST BE PROVIDED

INCOME DETAILS

Current Employment & Occupation: _____

Employer's Address: _____

Employer's Name: _____

Employer's Contact # _____

Length of employment: _____

Net income: _____ per WK / FN / MTH

THREE PAYSLEIPS MUST BE PROVIDED

Other income source/s: _____

CENTRELINK BENEFITS

Type of Benefit: _____

Amount \$ _____ per WK / FN / MTH

ALL PAGES OF INCOME STATEMENT MUST BE PROVIDED

PREVIOUS RESIDENCY

You were the: Owner / Tenant

Previous Address: _____

Length of residency: _____

Name of Landlord: _____

Landlord Phone # _____

Landlord Email: _____

Rent Paid p/week \$ _____

Reason for moving: _____

Was the bond repaid in full? YES / NO

PETS

YES / NO If yes, how many? _____

Type/s of pet/s: _____

Name(s) of pet(s): _____

Breed/s and age/s: _____

Please circle: Desexed / Microchipped / Registered

A PHOTO OF EACH PET MUST BE PROVIDED

INCOME DETAILS

Current Employment & Occupation: _____

Employer's Address: _____

Employer's Name: _____

Employer's Contact # _____

Length of employment: _____

Net income: _____ per WK / FN / MTH

THREE PAYSLEIPS MUST BE PROVIDED

Other income source/s: _____

CENTRELINK BENEFITS

Type of Benefit: _____

Amount \$ _____ per WK / FN / MTH

ALL PAGES OF INCOME STATEMENT MUST BE PROVIDED

PREVIOUS EMPLOYMENT

Previous Employment & Occupation: _____

Employer's Address: _____

Employer's Name: _____

Employer's Contact # _____

Length of employment: _____

Net income: _____ per WK / FN / MTH

PREVIOUS EMPLOYMENT

Previous Employment & Occupation: _____

Employer's Address: _____

Employer's Name: _____

Employer's Contact # _____

Length of employment: _____

Net income: _____ per WK / FN / MTH

STUDY DETAILS

Place of Study: _____

Course: _____

Course Length: _____ Enrolment # _____

Income: _____

STUDY DETAILS

Place of Study: _____

Course: _____

Course Length: _____ Enrolment # _____

Income: _____

NEXT OF KIN

Emergency Contact: _____

Address: _____

Phone # _____

Relationship: _____

NEXT OF KIN

Emergency Contact: _____

Address: _____

Phone # _____

Relationship: _____

PERSONAL REFERENCES/ADDITIONAL COMMENTS: _____

SUPPORTING DOCUMENTSPlease provide 100 points of identification for each applicant. **At least one form of photo ID and proof of income must be provided.**

Driver's Licence / Passport Photo Page	40 points each	<input type="checkbox"/> <input type="checkbox"/>
Other Photo ID	30 points	<input type="checkbox"/>
Student Card	30 points	<input type="checkbox"/>
Birth Certificate	30 points	<input type="checkbox"/>
Medicare Card / Bank Card / Pensioner Concession Card	25 points each	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Current Payslip / Current Centrelink Income & Asset Statement	20 points each	<input type="checkbox"/> <input type="checkbox"/>
Previous Rental Payment History	20 points	<input type="checkbox"/>
Motor Vehicle Registration Certificate	10 points	<input type="checkbox"/>
Bank Statement	10 points	<input type="checkbox"/>
Telephone Account	10 points	<input type="checkbox"/>
Electricity Account	10 points	<input type="checkbox"/>
Gas Account	10 points	<input type="checkbox"/>

TOTAL POINTS PROVIDED: _____

INITIAL

TERMS AND CONDITIONS

1. APPLICATION

The Applicant applies to the Agent to let the Property in accordance with the Terms and Conditions of this Application

2. APPLICANT'S OBLIGATIONS

2.1. The Applicant warrants that:

2.1.1. it has the legal capacity to enter into the formal REISA Residential Tenancy Agreement ("Residential Tenancy Agreement");

2.1.2. all information provided to the Agent in relation to this Application is true and correct and the Applicant undertakes to promptly advise the Agent of any change to that information;

2.2. The Applicant acknowledges that:

2.2.1. it must sign the Residential Tenancy Agreement as soon as reasonably practicable following acceptance of this Application by the Landlord;

2.2.2. it is not entitled to take possession of the Property until the Residential Tenancy Agreement is signed by the Applicant and returned to the Agent;

2.2.3. it agrees to pay the Rent during the Term in accordance with the Residential Tenancy Agreement;

2.2.4. it must provide the Bond plus an amount equal to two (2) weeks' rent by internet transfer or bank deposit before taking possession of the Property.

3. AUTHORITY

3.1. The Applicant authorises the Agent:

3.1.1. to make all necessary enquiries to verify the information provided by the Applicant in this Application;

3.1.2. to provide information related to the Applicant's tenancy of the Property to any Registered Agent who is authorised by the Applicant to enquire about that matter;

3.2. The Applicant authorises their current employer, previous employer (if applicable), accountant (if applicable), current landlord/agent (if applicable), previous landlord/agent (if applicable), and referees as set out in this Application to disclose details of its tenancy, employment and/or character to the Agent for the purpose of processing this Application.

4. INCONSISTENCY

Subject to clauses 2.2.2 and 2.2.4 of this Application, if there is any inconsistency between the terms of this Application and the Residential Tenancy Agreement the terms of the Residential Tenancy Agreement prevail.

5. PRIVACY ACT 1988

5.1. The personal information of the Applicant provided 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, during and after the course of the tenancy (if this Application is approved) may be disclosed for the purposes for which it was collected to other parties including to the Landlord, referees, other agents, third party operators of residential tenancy databases, and prospective buyers of the premises.

5.2. During and after the tenancy the Agent may disclose your personal information to:-

- Tradespeople to contact you for repairs and maintenance of the property
- Tribunals or Courts having jurisdiction seeking orders or remedies
- Debt collection agencies, credit providers and related persons to permit them to contact or locate you
- Tenancy database
- The Landlord's and/or prospective purchaser's lawyer, mortgagee, financier, valuer or conveyancer
- Landlord's insurer in the event of an insurance claim
- Future rental references to other asset managers/Landlords

5.3. 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 collect about the Applicant during the course of the tenancy may also be disclosed to the Landlord, third party operators of residential tenancy databases and/or other agents.

ACKNOWLEDGEMENT

In making this Application the Applicant(s) acknowledge that the Landlord and/or Agent do not represent or guarantee that a telephone line or television aerial is connected to the Premises, even if one or more telephone / aerial outlet plug(s) is located in the premises.

The Applicant(s) also acknowledge that Wardle Co Real Estate have a zero tolerance policy in relation to rent arrears.

Full Name of Applicant: _____

Signature of Applicant: _____ Date: ____/____/____

Full Name of Applicant: _____

Signature of Applicant: _____ Date: ____/____/____