

## IMPORTANT INFORMATION

### APPLICATIONS WILL NOT BE PROCESSED UNLESS ALL NECESSARY INFORMATION IS SUPPLIED

Contact will be made 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, and will be held on file for one month.

### OFFICE HOURS

Our offices are open Monday to Friday, 8:30am – 5:00pm only.

### PHOTO IDENTIFICATION

A form of photo ID must be supplied with your application.

### REQUIRED SUPPORTING DOCUMENTS

You are required to submit supporting documents with your application – your application will **not** be processed without the necessary documents. You must provide the following where applicable:

- Photo identification (e.g. 18+ Card, Drivers Licence, University or TAFE ID card, passport)
- Proof of current address (e.g. Phone bill, electricity account, tenancy agreement, council rate notice)
- Proof of regular house payments (e.g. Rent receipts, tenant ledger, proof of mortgage payments)
- Proof of income (e.g. Payslip, bank statement, employee letter, Centrelink Income Statement)

### UNSUCCESSFUL APPLICATIONS

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.

**PLEASE NOTE – WE ARE NOT REQUIRED TO PROVIDE A REASON IF YOUR APPLICATION IS UNSUCCESSFUL**

## PROPERTY DETAILS

Property Applying For: \_\_\_\_\_

Date you would like to commence tenancy: \_\_\_\_\_

Preferred Lease Term:      6 months                              12 months                              Other \_\_\_\_\_

**Number of people to occupy the property:**  
*(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  
Fax: (08) 8633 4511

**JAMESTOWN OFFICE**  
70 Ayr Street  
JAMESTOWN SA 5491  
PH: (08) 8664 1599  
Fax: (08) 8664 1753

**CRYSTAL BROOK OFFICE**  
50 Bowman Street  
CRYSTAL BROOK SA 5523  
Ph: (08) 8633 4555  
Fax: (08) 8633 4511

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

## APPLICANT DETAILS

APPLICANT 1 DETAILS	APPLICANT 2 DETAILS
<b>PERSONAL DETAILS</b>	<b>PERSONAL DETAILS</b>
Full Name: _____	Full Name: _____
Date of Birth: _____	Date of Birth: _____
Drivers Licence # _____ Passport # _____	Drivers Licence # _____ Passport # _____
Phone # _____ Mobile # _____	Phone # _____ Mobile # _____
Email Address: _____	Email Address: _____
Smoker? Yes / No	Smoker? Yes / No
Current Address: _____ _____	Current Address: _____ _____
<b>CURRENT RESIDENCY</b>	<b>CURRENT RESIDENCY</b>
You are the: Owner / Tenant	You are the: Owner / Tenant
Current Address: _____ _____	Current Address: _____ _____
Length of residency at your current address: Years _____ Months _____	Length of residency at your current address: Years _____ Months _____
Name of Landlord: _____	Name of Landlord: _____
Landlord Phone # _____	Landlord Phone # _____
Rent Paid p/week \$ _____	Rent Paid p/week \$ _____
Reason for moving: _____ _____	Reason for moving: _____ _____
<b>PREVIOUS RESIDENCY</b>	<b>PREVIOUS RESIDENCY</b>
You were the: Owner / Tenant	You were the: Owner / Tenant
Previous Address: _____ _____	Previous Address: _____ _____
Length of residency at your previous address: Years _____ Months _____	Length of residency at your previous address: Years _____ Months _____
Name of Landlord: _____	Name of Landlord: _____
Landlord Phone # _____	Landlord Phone # _____
Rent Paid p/week \$ _____	Rent Paid p/week \$ _____
Reason for moving: _____ _____	Reason for moving: _____ _____
Was the bond repaid in full? YES / NO	Was the bond repaid in full? YES / NO

PREVIOUS RESIDENCY	PREVIOUS RESIDENCY
<p>You were the:    Owner / Tenant</p> <p>Previous Address: _____</p> <p>_____</p> <p>Length of residency at your previous address:  Years _____ Months _____</p> <p>Name of Landlord: _____</p> <p>Landlord Phone # _____</p> <p>Rent Paid p/week \$ _____</p> <p>Reason for moving: _____</p> <p>_____</p> <p>Was the bond repaid in full?    YES / NO</p>	<p>You were the:    Owner / Tenant</p> <p>Previous Address: _____</p> <p>_____</p> <p>Length of residency at your previous address:  Years _____ Months _____</p> <p>Name of Landlord: _____</p> <p>Landlord Phone # _____</p> <p>Rent Paid p/week \$ _____</p> <p>Reason for moving: _____</p> <p>_____</p> <p>Was the bond repaid in full?    YES / NO</p>
PETS	PETS
<p>Do you have any pets?    YES / NO</p> <p>If YES, how many? _____</p> <p>Type/s of pet/s: _____</p> <p>Breed/s and age/s: _____</p> <p>Please circle:    Desexed / Microchipped / Registered</p>	<p>Do you have any pets?    YES / NO</p> <p>If YES, how many? _____</p> <p>Type/s of pet/s: _____</p> <p>Breed/s and age/s: _____</p> <p>Please circle:    Desexed / Microchipped / Registered</p>
EMPLOYMENT DETAILS	EMPLOYMENT DETAILS
<p>Current Employment: _____</p> <p>_____</p> <p>Current Occupation: _____</p> <p>Employer's Address: _____</p> <p>_____</p> <p>Employer's Name: _____</p> <p>Employer's Contact # _____</p> <p>Length of employment: _____</p> <p>Net income: _____ per    WK / FN / MTH</p> <p>Other income source/s: _____</p> <p>_____</p> <p style="background-color: #cccccc;"><b>IF UNEMPLOYED, PLEASE COMPLETE THE FOLLOWING</b></p> <p>Income Source: _____</p> <p>Amount \$ _____ per    WK / FN / MTH</p> <p>Source of Income (e.g. Centrelink/Pension): _____</p> <p>_____</p>	<p>Current Employment: _____</p> <p>_____</p> <p>Current Occupation: _____</p> <p>Employer's Address: _____</p> <p>_____</p> <p>Employer's Name: _____</p> <p>Employer's Contact # _____</p> <p>Length of employment: _____</p> <p>Net income: _____ per    WK / FN / MTH</p> <p>Other income source/s: _____</p> <p>_____</p> <p style="background-color: #cccccc;"><b>IF UNEMPLOYED, PLEASE COMPLETE THE FOLLOWING</b></p> <p>Income Source: _____</p> <p>Amount \$ _____ per    WK / FN / MTH</p> <p>Source of Income (e.g. Centrelink/Pension): _____</p> <p>_____</p>

PREVIOUS EMPLOYMENT	PREVIOUS EMPLOYMENT
Previous Employment: _____ _____	Previous Employment: _____ _____
Previous Occupation: _____	Previous Occupation: _____
Employer's Address: _____ _____	Employer's Address: _____ _____
Employer's Name: _____	Employer's Name: _____
Employer's Contact # _____	Employer's Contact # _____
Length of employment: _____	Length of employment: _____
Net income: _____ per WK / FN / MTH	Net income: _____ per WK / FN / MTH
STUDY DETAILS	STUDY DETAILS
Place of Study: _____	Place of Study: _____
Course: _____	Course: _____
Course Length: _____ Enrolment # _____	Course Length: _____ Enrolment # _____
Income: _____	Income: _____
NEXT OF KIN	NEXT OF KIN
Emergency Contact: _____	Emergency Contact: _____
Address: _____ _____	Address: _____ _____
Phone # _____	Phone # _____
Relationship: _____	Relationship: _____

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## CHECKLIST

**PLEASE CHECK THE FOLLOWING BEFORE SIGNING AND SUBMITTING THIS APPLICATION  
REMINDER – INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

- Have you completed all sections?
- Have you provided sufficient identification for each applicant?
- Have you attached your Centrelink Income Statement? (If applicable)
- Have you initialled pages 1 – 5 of this application?

## 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 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, third party operators of residential tenancy databases and/or other Agents.

## DECLARATION

I/We acknowledge that this is an application to lease this property and that my/our application is subject to the owner's approval and the availability of the premises on the due date. I/We hereby offer to rent the property from the owner under a Lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997.

I/We acknowledge that I/we will be required to pay rent in advance and a rental bond. I/We declare that all information contained in this application is true and correct, and given at my/our own free will.

I/We authorise the Agent to obtain details of my credit worthiness from the owner of Agent of my/our current or previous residence, my/our personal referees, any record, listing or database of defaults by tenants. If I/we default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers to have an interest receiving such information.

**Property Applying For:** \_\_\_\_\_

**Applicant 1 Full Name:** \_\_\_\_\_

**Applicant 1 Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant 2 Full Name:** \_\_\_\_\_

**Applicant 2 Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_