



25 The Parade NORWOOD Ph: 8130 1800 Fax: 8132 0261
 14 Partridge St, GLENELG Ph: 8294 8888 Fax: 8294 8898
 8 Sandstock Boulevard, Golden Grove Ph: 8288 6888 Fax: 8251 4665
 84 King William Rd GOODWOOD Ph: 8274 8588 Fax: 8172 1032
 158 Hindmarsh Road, Victor Harbor Ph: 8555 8888 Fax: 8552 6088

Application for Residential Tenancy

Please provide full details to ensure effective processing of this application. On receipt of your application we will endeavour to provide you with an answer within 2 working days.

The applicant/s detailed herein apply for a property tenancy through the Property Manager and declare and covenant that the information herein is true and correct. The applicant must not give false or misleading information to the Property Manager and to do so is an offence pursuant to section 51 of the Residential Tenancies Act 1995.

PLEASE NOTE: OUR TENANCY AGREEMENTS MAY CONTAIN A SPECIAL CLAUSE STATING "NO SMOKING INSIDE THE PREMISES"

PROPERTY APPLIED FOR

RENT \$ _____ per week (Preferred method of payment is calendar monthly)

This application is submitted on the basis that future rent is paid by direct debit

Will you be receiving government assistance for the Rent? qYES qNO

BOND \$ _____ (Payable upon signing a Tenancy Agreement)

(4 weeks rent to be paid in by bank cheque or money order only - 6 weeks rent will apply for properties over \$250)

Will you be receiving government assistance for the Bond? qYES qNO

Bond Guarantees provided by the South Australian Housing Trust must be supplied at signing of agreement.

TENANCY REQUIRED

q6 months q12 months qOther _____ Date able to occupy ___/___/___

Applicant 1

Business name & ABN (if applicable): _____

Family name _____

Given names _____

Date of birth _____

Occupation _____

Current residential address: _____

Length of time at current address: _____

Reason for moving: _____

Previous address (if less than 2 years at current address) _____

Home phone: _____

Work phone: _____

Mobile: _____

Email address: _____

Identity information

Drivers licence #: _____

Other: _____

Car registration & State: _____

Applicant 2

Business name & ABN (if applicable): _____

Family name _____

Given names _____

Date of birth _____

Occupation _____

Current residential address: _____

Length of time at current address: _____

Reason for moving: _____

Previous address (if less than 2 years at current address) _____

Home phone: _____

Work phone: _____

Mobile: _____

Email address: _____

Identity information

Drivers licence #: _____

Other: _____

Car registration & State: _____

**EMPLOYMENT
Applicant 1****Current employment**

Business name: _____

Business address: _____

Supervisor's name: _____

Supervisor's phone: _____

Supervisor's email address: _____

Length of employment: _____

Total annual Income: _____
(as declared to Australian Taxation Office)**Previous employment** (Minimum 2 year period)

Business name: _____

Business address: _____

Supervisor's name: _____

Supervisor's phone: _____

Supervisor's email address: _____

Length of previous employment: _____

Total annual Income: _____
(as declared to Australian Taxation Office)**If self employed**

Business name: _____

Business address: _____

Business phone: _____

Industry/nature of business: _____

Length of self employment: _____

Total annual Income: _____
(as declared to Australian Taxation Office)

Accountant name & phone: _____

Accountant email: _____

If a student

(**Please refer to 100 Point Check Requirements**)

College/Tafe or University: _____

Student ID #: _____

Income/sources: _____

Faculty/Course: _____

**EMPLOYMENT
Applicant 2****Current employment**

Business name: _____

Business address: _____

Supervisor's name: _____

Supervisor's phone: _____

Supervisor's email address: _____

Length of employment: _____

Total annual Income: _____
(as declared to Australian Taxation Office)**Previous employment** (Minimum 2 year period)

Business name: _____

Business address: _____

Supervisor's name: _____

Supervisor's phone: _____

Supervisor's email address: _____

Length of previous employment: _____

Total annual Income: _____
(as declared to Australian Taxation Office)**If self employed**

Business name: _____

Business address: _____

Business phone: _____

Industry/nature of business: _____

Length of self employment: _____

Total annual Income: _____
(as declared to Australian Taxation Office)

Accountant name & phone: _____

Accountant email: _____

If a student

(**Please refer to 100 Point Check Requirements**)

College/Tafe or University: _____

Student ID #: _____

Income/sources: _____

Faculty/Course: _____

**RENTAL HISTORY
Applicant 1**

Current Landlord/Agent:

Name: _____

Phone: _____

Email address: _____

Address of property rented & rent per week _____

_____ \$ _____

Do you expect the bond to be refunded in full? YES NO

If NO, why? _____

Previous Landlord/Agent:

Name: _____

Phone: _____

Address of property rented & rent per week _____

Was bond refunded in full? _____

If not, why? _____

If you have not rented before, have you owned your own home? (please circle) YES NO

If yes, provide address & Sales Agent details (note copy of council rates will be required):

Business reference

Name: _____

Address: _____

Phone: _____

Relationship: _____

How long known: _____

Closest relative who will not be residing with you

Name: _____

Address: _____

Phone: _____

Relationship: _____

**RENTAL HISTORY
Applicant 2**

Current Landlord/Agent:

Name: _____

Phone: _____

Email address: _____

Address of property rented & rent per week _____

_____ \$ _____

Do you expect the bond to be returned in full? YES NO

If NO, why? _____

Previous Landlord/Agent:

Name: _____

Phone: _____

Address of property rented & rent per week _____

Was bond refunded in full? _____

If not, why? _____

If you have not rented before, have you owned your own home? (please circle) YES NO

If yes, provide address & Sales Agent details (note copy of council rates will be required):

Business or personal reference

Name: _____

Address: _____

Phone: _____

Relationship: _____

How long known: _____

Closest relative who will not be residing with you

Name: _____

Address: _____

Phone: _____

Relationship: _____

**RENTAL HISTORY CONTINUED
Applicant 1**

Pets

Do you have any pets? _____ q YES q NO

If yes provide full details, including references: _____

Full names, current addresses & ages of all people (including children) who will permanently reside at this property:

1. _____

2. _____

100 POINT CHECK - NOTICE TO APPLICANT 1

Before any application will be processed, each applicant must achieve a minimum of 100 check points:

COMPULSORY REQUIREMENTS:

**Office
Use**

Drivers licence or Passport _____ 50 points _____ Q

Pay Slips x 4 (current) or Copy of Bank
Statements x 2 months _____ 50 points _____ Q

For Immigrants and International Students:

COMPULSORY REQUIREMENTS

Passport including Visa _____ 50 points _____ Q

Photo ID _____ 30 points _____ Q

Copy of Bank
Statements x 2 months _____ 20 points _____ Q

If never rented before & owned a home only:
Has the council rates been provided? _____ Q

100 point check information must be attached to this application form when submitted.

**RENTAL HISTORY CONTINUED
Applicant 2**

Pets

Do you have any pets? _____ q YES q NO

If yes provide full details, including references: _____

Full names, current addresses & ages of all people (including children) who will permanently reside at this property:

3. _____

4. _____

100 POINT CHECK – NOTICE TO APPLICANT 2

Before any application will be processed, each applicant must achieve a minimum of 100 check points:

COMPULSORY REQUIREMENTS:

**Office
Use**

Drivers licence or Passport _____ 50 points _____ Q

Pay Slips x 4 (current) or Copy of Bank
Statements x 2 months _____ 50 points _____ Q

For Immigrants and International Students:

COMPULSORY REQUIREMENTS

Passport including Visa _____ 50 points _____ Q

Photo ID _____ 30 points _____ Q

Copy of Bank
Statements x 2 months _____ 20 points _____ Q

If never rented before & owned a home only:
Has the council rates been provided? _____ Q

100 point check information must be attached to this application form when submitted.

UTILITY CONNECTION- This is a free service that connects all your utilities



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 Service
 Gas
 Phone
 Internet
 Insurance
 Removalist
 Cleaning

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 of applicant: _____ Date...../...../..... Application sent to Direct Connect (if required)

Property Manager: _____ Electricity meter number if known _____

Warranties by Applicant/s

The Applicant/s warrant that:

- the information herein given by them is true and correct and that all information was given of their own free will.
- the applicant/s are over 18 years of age.
- the applicant/s have not been bankrupt, but if so, give details _____
- _____
- that only those persons notified in this Application will permanently reside at this property.
- that the applicant/s have inspected the property detailed herein and will not permit pets on the premises unless authorised by the owner/Agent to do so.
- that the applicant/s will pay bond (by credit card or bank cheque only) of the amount set out on page 1 upon signing a Residential Tenancy Agreement.

Authority and Privacy Act

- The Applicant/s acknowledge that they have been informed, understand and agree that the acceptance of this Application is subject to the information supplied on this form and the reports obtained by the Landlord in accordance with these terms and the provisions of the Privacy Act 1988, being acceptable to the Landlord. The Applicant/s authorise the Agent to contact the Applicant/s' nominated work supervisor or accountant, current or previous landlord or agent, and business or personal referees (together referred to as **Contacts**), and to make enquiries about the Applicant/s to determine their suitability as tenants. The Applicant/s authorise the Contacts to provide information about the Applicant/s to the Agent for the purpose of assisting the Agent to determine the suitability of the Applicant/s as tenants. By signing this form, the Applicant/s also authorise the Agent to obtain information about the Applicant/s from a residential tenancy database and, if the Applicant is accepted as a tenant, to disclose any rental defaults to the residential tenancy database operator.
- The Agent uses personal information collected from the Applicant/s to act as agent and to assess the Applicant/s suitability to rent the property. Real estate and tax laws require some of this information to be collected. The Agent may disclose information to other parties such as the Landlord, to potential purchasers of the property, or to clients of the Agent both existing and potential, as well as to tradespeople, strata corporations, government and statutory bodies and to other parties as required by law. The Agent will only disclose information in this way to other parties as required to perform its duties as agent of the property, or as otherwise allowed under the Privacy Act 1988. Applicant/s may request access to the personal information held about them by the Agent by contacting the Agent at the address and contact numbers set out in this form (although access may be refused in certain circumstances). The Agent will correct any information it considers is inaccurate, incomplete or out-of-date. Applicant/s are required to provide the Agent with all the information it requires, failing which the Agent will not be able to assess (and therefore may reject) the Applicant/s' application for tenancy. Further information about the Agent's privacy practices is set out in its privacy policy, which can be obtained by contacting the Agent.

Binding Agreement on Acceptance by Landlord

- The Applicant/s acknowledge and agree that immediately upon notice from the Agent that the Landlord has accepted this Application, the Applicant/s must then proceed to agree to a Residential Tenancy Agreement with the terms and other conditions set out herein. The Applicant/s undertake and agree to sign a written Residential Tenancy Agreement before possession of the Property will be given.
- If accepted for this property, the Applicant/s agree NOT to use the property for any business or commercial use and that future rental payments will be paid by credit card or directly into a nominated Commonwealth Bank account.

Applicant 1 signature _____

Applicant 2 signature _____

Date _____

Date _____



Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

This form provides information about how we the below named agent handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application.

Member Name **Toop&Toop Real Estate** DEFAULT TENANCY CONTROL PTY LTD
Address **25 The Parade, Norwood SA 5067**
Ph **08 8130 1800** Fax **08 8130 1810**
Email **property@toop.com.au**

As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office on the above numbers or addresses.

Primary Purpose

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property.
In order to assess your application we disclose your personal information to

- The Lessor / Owners for approval or rejection of your application.
TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application.
- Referees to validate information supplied in your application
- Other Real Estate Agents to assess the risk to our clients.

We may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

Secondary Purpose

During and after the tenancy we 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.
- TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Lessors / Owners insurer in the event of an insurance claim.
- Future rental references to other asset managers / owners.

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently we cannot provide you with the property you requested to rent.

TICA Statement

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the National Privacy Principles in the Privacy Act 1988.

TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history.

TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries.

In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by any of the following ways

Phone: 190 222 0346 calls are charged at \$5.45 per minute including GST (higher from mobile or pay phone) Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30

Primary Purpose

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows

Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Further Information About TICA

Full details about TICA can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy Policies or by contacting The TICA Group on our Helpline 190 222 0346 calls charged at \$ 5.45 per minute including GST (higher from mobile and pay phones)

If you're personal information is not provided to The TICA Group the member may not proceed with assessing your application and you may not be provided with the rental property.

Signed By the Applicant

Signature

Print Name

Signature

Print Name

Date

Witness