



APPLICATION TO BE CONSIDERED FOR A RESIDENTIAL TENANCY AGREEMENT
STOP ~ PLEASE READ THE FOLLOWING CAREFULLY

IMPORTANT ~ TO CONSIDER YOUR APPLICATION WE REQUIRE THE FOLLOWING;

1. Make sure your writing is clear so we can read it easily.
2. Please make sure all relevant information, including the correct contact names and their correct phone numbers are included.
3. All persons wishing to reside at this property must fill out all sections of this application form.
4. Be aware we cannot process of this application unless all parties have completed all sections, signed the application form and provided copies of 100 points of ID.
5. Please provide required copies of identification for each applicants 100 point check. All photo identification must be readable - we suggest scanning and emailing rather than faxing.
6. Read and sign Privacy Act Acknowledgement for attached to this application to authorise us to confirm details from your referees. Please advise your referees that will be contacting them so they can be prepared.

If you are accepted to move into the property, to assist with this process, we will pass your details onto Direct Connect for a FREE, simple and convenient time saving service. This service assists you to connect your electricity, gas, phone, internet and pay TV. While the Direct Connect service is FREE; standard service provider connection fees and charges still apply when you connect a utility. A Direct Connect representative will make all reasonable efforts to contact you within one business day of receiving your application. Please complete the form attached at the back of this form to ensure we have correct details. If Direct Connect is unable to contact you within this period please contact them direct on 1300 664 715 to ensure connection can be completed by your move in date. The responsibility for all utility connections is solely the tenants. It is the tenants responsibility to make themselves available to the suppliers to gain access to the property if applicable.

PROOF OF IDENTIFICATION REQUIRED ~ 100 POINTS CHECK
(AT LEAST ONE PHOTO ID PER APPLICANT)

We require each applicant to be 18 years or over and each applicant must provide 100 points of ID.

		Current Agent Rent History Ledger/ Rent Records & Lease Agreement	40
		Current Driver's License - with photo & current address (both sides if needed)	40
		Current Passport (Australian)	40
		Current Passport/ Visa (Non-Australian Resident) - stamped & dated	40
		Proof of Age Card - With Photo/ Tertiary Education ID - with photo	30
		Current Group Certificate - name and current address on certificate	30
		Letter of Applicant from New Employer with details of position etc	30
		Copy of Birth Certificate	30
		Current Credit Card Statement - in your name - with current address	30
		Payslips/ Statement	30
		Current Vehicle Registration - in your name - with current address	30
		Latest Telephone Account (Landline Only) - in your name - current address	10
		Medicare Card	20
		Current Electricity or Gas Account in your name - current address	10
		Pensioner Card	10

Property Address:

I/ We confirm and acknowledge that:

- 1) The information contained in this application is true and correct.
- 2) That all of the applicants are over the age of 18 years and that the rental payments are within my/our means
- 3) That none of the applicants is bankrupt or an undischarged bankrupt.
- 4) That the signing of a pet agreement will be required if pets are allowed on the property. If pets are allowed a condition is that the carpets inside the property be professionally cleaned & deodorised on vacating.
- 5) I/We will pay a security bond, equal to 4 weeks rent if the rent is under \$251 pw, or equal to 6 weeks if the rent is over \$250 PW, of \$..... Plus two weeks rent \$..... By money order or bank cheque or SAHT guarantee before taking possession of the property.
- 6) I/ We understand that if I/ We accept the property upon advice from the Agent that the Landlord/s have accepted this application, a tenancy agreement with terms including the rental and other conditions contained in this Application come into existence immediately and is legally binding upon me/us.
I/ We undertake then to enter into a written Residential Tenancy Agreement as per the conditions agreed to in this application. Only those persons listed on the application will be approved to permanently reside at the property.
- 7) I/ We hereby authorise the Agent to make all necessary inquiries to verify the information provided herein.
- 8) The personal information provided by me/ us in this application, or collected by other sources, is necessary for the Agent to verify identity, to process and evaluate the application and to manage the tenancy. Personal information collected now and during the tenancy may be disclosed for the purpose for which it was collected, to other parties, including property owners, referees, other Agents and third party operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the Agent or property owner.
- 9) The following water costs will apply: (unless specifically agreed otherwise) Water supply plus all water usage at a rate and manner determined or prescribed from time to time by SA Water. All water costs will be calculated and adjusted on a daily basis for the duration of the tenancy.
- 10) If I/ We enter into Residential Tenancies Agreement, and fail to comply with obligations under that agreement, the fact and other relevant information collected by the Agent during the tenancy may be disclosed to the landlord, third party operators of the tenancy databases and/ or other Agents.
- 11) It could take up to two business days to process this application. If not all information is provided, the Agent may not be able to process this application.

If tenants wish to access personal information that the agreement holds, they can do so by contacting their property manager, and must arrange an appointment. They can also correct, complete or update information held by the Agent.

Please be aware that your initial payment of the first two weeks rent plus the appropriate bond, should be paid at our office by bank cheque, money order (payable to: Phil McMahon Real Estate Pty Ltd Rentals Trust) or by internet transfer that you need to arrange at least four business days prior to collecting keys.

Cash and personal cheques are not accepted and we do not have ETF facilities at our office. Several banks, credit unions and post offices are available in the area.

Signed 1) Date/...../.....

Signed 2) Date/...../.....

Please be aware that we have a "ZERO TOLERANCE" to rent arrears, Rent must be paid on time and always paid in advance. If you are continually in arrears, your name(s) will be lodged on TICA database as bad tenant(s).

Tenant agrees to pay for all water supply & usage at this property.

Tenant(s) must maintain all gardens & lawns - including weeding, mowing & edging (if stated on the lease agreement). The property must be returned at the end of the lease clean, neat & tidy with all rubbish removed from the property. The property must have all carpets hygienically steam cleaned at the end of the lease if badly stained or marked or if pets allowed. Any damages that occurred to the property during your lease must be rectified prior to the Final Inspection. All wet areas, including bathrooms, must be returned mould and & scum free, plus all windows & glass to be cleaned. All appliances, especially oven, stove, griller, dishwasher & microwave must be thoroughly cleaned and free of scum or grease.

If pets were approved at this property, as a condition of that lease, the tenants will sign a pet lease and agree to have all carpets professionally & hygienically steam cleaned.

NO SMOKING ALLOWED INSIDE THIS PROPERTY - Any damage, stains or smells caused to the property's fixtures or fittings through smoking inside the property, will mean the tenant agrees to bear all cost to clean, repair or replace any smoke damaged items as deemed necessary.

Please make yourselves aware that if you break your lease before the expiry date you will be liable to either pay rent until the end of your current lease or up to the day a new lease commences. You will also be liable to pay a portion of re-letting fees and advertising costs calculated on a sliding scale set out by the Residential Tenancies Branch fact sheets.

ZERO TOLERANCE RENT ARREARS POLICY

At Phil McMahon Real Estate, we pride ourselves on our careful tenant qualification and screening process. Applicants are qualified and then approved ONLY because we are confident that rent payments will be paid on time and the property will be properly cared for. However, a minority of tenants still get behind in their rent, despite all of our tenant screening procedures.

As we do not know who this will be when we sign tenancy agreements, we need to advise all our tenants of our **Zero Tolerance Policy** for late rent payments.

Follow up on late payments involves phone calls, SMS messages, letters, emails, personal visits to the property and or the work place and a "Breach of Tenancy Notice" issued. This has caused some people to get upset, embarrassment and sometimes resentment. However, we do not apologise for such action, as it is a requirement of the tenancy agreement that the rent must be paid on time... **Every time!**

Therefore, if you believe you may be late with a payment - **YOU MUST** notify us at least 3 working days before that payment is due so we can advise your landlord and they can be prepared. In most cases we ask you to do all that you can do to borrow the money from other sources should you not be able to make a rent payment. It is your responsibility to make rent payments on or before the due date and late payments will affect your rental history.

Sometimes, some tenants are continually late with rent payments. If we do not have a tenant that is consistently in arrears, despite all our efforts, we will recommend to the landlord for the lease not to be renewed when it is due to expire. The tenant will be required to vacate the property at the end of their lease, and will be left with a poor rent payment record should a new landlord or agent require a reference.

In extreme case, details of your tenancy will be lodged on the **Tenant Default Database (TICA); THIS WILL AFFECT** further tenancy applications with other Real Estate Agents not only locally, but nationally and also throughout New Zealand and your record could remain on the site for up to 5 years. **IF THIS OCCURS, IT COULD CAUSE YOU INCONVENIENCE AND HARDSHIP - PAY YOUR RENT ON TIME, EVERY TIME TO AVOID THIS!**

Phil McMahon Real Estate strongly recommends to all tenants to pay rental payments via our direct debit system or by Internet Banking using an ongoing scheduled transfer with a unique reference code provided by us. Please be aware that internet banking may take up to 3 business days before entering our trust account so please allow for this.

We strongly encourage all tenants to make the appropriate arrangements with Phil McMahon Real Estate or their own bank or financial institution for regular payments to ensure all rent payments are paid on or before the due date so that our business relationship remains beneficial for both parties.

Please call or email your Property Manager should you have any queries or concerns regarding the above policy.

Please be aware that our office hours are 8:30am - 5:30pm Monday - Friday ONLY.



Please Print Your Names Clearly:

Applicant Name (1):

Applicant Name (2):

Hereby Authorise Phil McMahon Real Estate to access all employment/ rental history deemed relevant to evaluate my Tenancy Application. This may include details regarding length of employment, positions held, salary or wage, and all rental history.

Signed (Applicant 1):

Signed (Applicant 2):

AUTHORITY AND PRIVACY ACT

The applicants named above acknowledge and authorise Phil McMahon Real Estate to make all the necessary enquires to verify the information provided, including information relating to employment, rental history, personal references, and to report on these matters to the Landlord under the provisions of the Privacy Act.

Phil McMahon Real Estate uses personal information collected from you to act as the agent and to perform its obligation as agent. Phil McMahon Real Estate may disclose information to other parties such as our client, to potential purchaser of the property, or to clients of the agent both existing and potential, as well as to trades people, strata corporations, government bodies and to other parties as required by law. Phil McMahon Real Estate will only disclose information in this way to other parties as required to perform their duties for the purposes specified above or as otherwise allowed under the Privacy Act 1988. If you would like to access this information you can do so by contacting our office during business hours. You can correct any information if it is inaccurate, incomplete or out-of-date. Real estate and tax law requires some of this information to be collected.

Please note: We will be checking the following Tenant Default Database website - www.tica.com.au

UTILITY CONNECTIONS

Direct Connect can help arrange for the connection or provision of the following utilities and other services:



MAKES MOVING EASY

- Electricity
- Gas
- Phone
- Internet
- Pay TV
- Insurance
- Removalist
- Truck or Van hire
- Cleaners

Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.

THE ALWAYS ON GUARANTEE

We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect 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 your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement.
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from the service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature

Date

Property Manager



Application for Residential Tenancy

Please Print Your Names Clearly:

Once your application has been lodged you are accepting the property in the condition as viewed. We will endeavor to provide an answer within 2 business days subject to the availability of referees and the owner.

If your application is successful, we will call you, if unsuccessful, we will SMS you. The company policy in accordance with the Privacy Act is not to give specific reasons for unsuccessful applicants.

Upon acceptance a minimum payment of (1) weeks rent must be made to our office within **24 hours** by money order or bank cheque made payable to Phil McMahon Real Estate Pty Ltd Rental Trust as a holding deposit for the property. (This amount will be deducted from your first rent payment.)

Please note: YOU MUST INSPECT THE INSIDE OF THE PROPERTY BEFORE YOUR APPLICATION CAN BE PROCESSED. UPON VERBAL ACCEPTANCE BY AGENT/ LANDLORD, YOU HAVE ENTERED INTO A RESIDENTIAL TENANCY AGREEMENT AND ARE NOT ABLE TO WITHDRAW THE APPLICATION. PLEASE ADVISE US ASAP IF YOU NEED TO WITHDRAW YOUR APPLICATION.

How Did You Find Out About This Property? The Advertiser Internet Referral The Messenger Local Agent

RENT \$ _____ per week PAYABLE: Fortnightly Calander monthly

BOND \$ _____ (Payable upon signing a Residential Tenancy Agreement) 4 weeks rent to be paid if \$250 or under - 6 weeks rent applies for properties over \$250pw.

This amount must be paid by money order or bank cheque, made payable to Phil McMahon Real Estate Pty Ltd Rental Trust

Will you be receiving government assistance for the Bond? YES / NO

Bond Guarantees provided by the South Australia Housing Trust must be supplied at signing of agreement. You are responsible to arrange this prior to our meeting.

Option for easybondpay -

easyBondpay - provide same day Rental Bond Loans so you can ease the pain of moving home and pay your rental bond over 6 or 12 easy monthly instalments. Applying is easy and no credit rating is required. Simply tell us you're interested and we will do the rest - www.easybondpay.com.au

Do you smoke? YES / NO If yes, INSIDE / OUTSIDE?

RENT PAYMENT METHOD Direct Debit / Internet Transfer CASH IS NOT AVAILBLE IN THE OFFICE & WE DONT HAVE EFTPOS

TENANCY REQUIRED: 6 Months 12 Months other _____ Date able to occupy ___/___/___ (THIS DAY WILL BE THE DAY OF THE WEEK FUTURE RENT PAYMENTS ARE DUE)

APPLICANT 1	APPLICANT 2
MR / MRS / MS / MISS Marital Status: Legal First Name(s): Surname:	MR / MRS / MS / MISS Marital Status: Legal First Name(s): Surname:
Preferred First Name (If different from above):	Preferred First Name (If different from above):
Date of Birth: Age:	Date of Birth: Age:
Mobile:	Mobile:
Home Phone:	Home Phone:
Work Phone:	Work Phone:
Email address:	Email address:
Current address:	Current address:
Children who will be living with you:	Children who will be living with you:
Childs Name: Age:	Childs Name: Age:
Childs Name: Age:	Childs Name: Age:
Childs Name: Age:	Childs Name: Age:
Childs Name: Age:	Childs Name: Age:

APPLICANT 1	APPLICANT 2
RENTAL HISTORY	RENTAL HISTORY
Current Landlord/Agent:	Current Landlord/Agent:
Name:	Name:
Phone:	Phone:
Address of property rented:	Address of property rented:
Length at time at current address:	Length at time at current address:
Rent per week: \$	Rent per week: \$
Date of lease expiry:	Date of lease expiry:
Bond refunded? If Not, Why?	Bond refunded? If Not, Why?
Reason for leaving:	Reason for leaving:
Previous Landlord Agent:	Previous Landlord Agent:
Name:	Name:
Phone:	Phone:
Address of property rented:	Address of property rented:
Length of time at current address:	Length of time at current address:
Rent per week: \$	Rent per week: \$
Bond refunded? If Not, Why?	Bond refunded? If Not, Why?
Reason for leaving:	Reason for leaving:
<u>NO RENTAL HISTORY?</u>	<u>NO RENTAL HISTORY?</u>
HOME OWNER - SOLD PROPERTY (address):	HOME OWNER - SOLD PROPERTY (address):
Sales Person:	Sales Person:
Contact Number:	Contact Number:
HOME OWNER - LEASED PROPERTY (address):	HOME OWNER - LEASED PROPERTY (address):
Property Manager:	Property Manager:
Contact Number:	Contact Number:
LIVED WITH FAMILY/FRIENDS (address):	LIVED WITH FAMILY/FRIENDS (address):
Contact Name:	Contact Name:
Contact Number:	Contact Number:
Relationship to applicant:	Relationship to applicant:
PETS YES/NO (please circle) INSIDE OR OUTSIDE	PETS YES/NO (please circle) INSIDE OR OUTSIDE
Type: Breed:	Type: Breed:
Age/s: No of Pets:	Age/s: No of Pets:
Registered YES/NO Registration No:	Registered YES/NO Registration No:

APPLICANT 1	APPLICANT 2
EMPLOYMENT	EMPLOYMENT
Occupation:	Occupation:
Employers Name:	Employers Name:
Employers Address:	Employers Address:
Employers phone (land line only)	Employers phone (land line only)
Supervisors Name:	Supervisors Name:
Net Weekly Income	Net Weekly Income
IF EMPLOYED LESS THAN 6 MONTHS	IF EMPLOYED LESS THAN 6 MONTHS
PREVIOUS EMPLOYER'S NAME:	PREVIOUS EMPLOYER'S NAME:
Employers address:	Employers address:
Employers phone (land line only)	Employers phone (land line only)
Supervisors Name:	Supervisors Name:
Net Weekly Income:	Net Weekly Income:
IF SELF EMPLOYED	IF SELF EMPLOYED
Business Name:	Business Name:
ABN Number:	ABN Number:
Business address:	Business address:
Business phone, land line No: :	Business phone, land line No: :
Nature of business:	Nature of business:
Total income per annum:	Total income per annum:
Accountant name & phone:	Accountant name & phone:
Contact of confirmation of business income:	Contact of confirmation of business income:
IF A STUDENT <i>Please provide details below and evidence of income</i>	IF A STUDENT <i>Please provide details below and evidence of income</i>
Student ID No:	Student ID No:
Course:	Course:
University/Tafe/other:	University/Tafe/other:
Net weekly income:	Net weekly income:
CENTRELINK BENEFITS	CENTRELINK BENEFITS
Type of payment:	Type of payment:
Customer reference No:	Customer reference No:
Total center link payment/fortnight:	Total center link payment/fortnight:

CHARACTER REFERENCE 1 (PERSON NOT PREVIOUSLY USED IN APPLICATION) - Relatives cannot be accepted. 2 referees required	CHARACTER REFERENCE 1 (PERSON NOT PREVIOUSLY USED IN APPLICATION) - Relatives cannot be accepted. 2 referees required
Name:	Name:
Address:	Address:
Phone:	Phone:
Relationship:	Relationship:
CHARACTER REFERENCE 2 (PERSON NOT PREVIOUSLY USED IN APPLICATION) - Relatives cannot be accepted. 2 referees required	CHARACTER REFERENCE 2 (PERSON NOT PREVIOUSLY USED IN APPLICATION) - Relatives cannot be accepted. 2 referees required
Name:	Name:
Address:	Address:
Phone:	Phone:
Relationship:	Relationship:
Name of nearest relative/friend (not other applicant) (in case of an emergency) This person will be contacted to verify details	Name of nearest relative/friend (not other applicant) (in case of an emergency) This person will be contacted to verify details
Name:	Name:
Address:	Address:
Home No: Work No: Mobile No:	Home No: Work No: Mobile No:
Relationship to applicant (i.e. Mother/Brother)	Relationship to applicant (i.e. Mother/Brother)

N.B: The tenant will be liable for all water supply charges and water usage costs (at a rate and manner prescribed and determined from time to time by SA Water) with all costs calculated and adjusted on a daily basis for the duration of the tenancy. If no separate flow meter (i.e. units, maisonettes) then the tenant's liability is calculated by equally dividing the number of properties registered on that meter.

NO SMOKING INSIDE PREMISES

Details of cars belonging to residents;			
Resident Name:	Resident Name:	Resident Name:	Resident Name:
Make:	Make:	Make:	Make:
Model:	Model:	Model:	Model:
Colour:	Colour:	Colour:	Colour:
Rego:	Rego:	Rego:	Rego:
Drivers License No:	Drivers License No:	Drivers License No:	Drivers License No: