

PROPERTY ADDRESS .....

APPLICANT/S NAME/S .....

#### FOR YOUR APPLICATION TO BE PROCESSED WE REQUIRE

- Copies of identification to be provided - 100 point check (see below)
- All applicants must complete, initial and sign all relevant areas on this form. Please note that incomplete and unsigned forms will not be processed. Applications will not be processed until all joint applicants have submitted application forms.

#### WE REQUIRE EACH OCCUPANT 18 YEARS AND OVER TO PROVIDE COPIES OF ID FROM EACH CATEGORY BELOW (TOTTALLING 100 POINTS)

CATEGORY A		CATEGORY B		CATEGORY C	
Current drivers license (both sides)	40 points	Last 4 payslips	35 points	Recent utility bills	25 points
Current passport	40 points	Birth certificate	35 points	Recent Centrelink income statement	25 points
Current photo ID	40 points	Recent bank statements	35 points	Medicare card	25 points

#### PROCESSING AN APPLICATION FORM

- Applications will be processed within two (2) business days providing we are able to contact references. The application will then be presented to the landlord for their consideration. No reason will be disclosed for non-acceptance.
- Should your application be approved and you verbally accept the offer to lease, you will at that time be bound to the agreed terms of rent, lease commencement date and term of lease. A legal tenancy agreement is thereby created.
- Ouwens Casserly Property Management will then arrange payment details for your first payment to be made and for the lease to be signed.
- If you subsequently choose not to proceed, the agent will begin procedures to re-let the property and, reserve the right to recover rent and costs incurred from the re-letting as set down by the Residential Tenancies Act 1995.
- We will contact you via phone, SMS or email if your application has not been accepted.
- Unless otherwise stated it is your responsibility to connect utilities and it is your responsibility to ensure these services are available to the property prior to lodging this application.

#### TO MAXIMISE YOUR CHANCES

- Notify all referees and employment contacts that we may be contacting them, and authorise them to verify the information you have given us.
- If you are an international student, being financed by your parents, we will require bank statements for the last three months, indicating regular payments into your Australian bank account.
- If you receive Centrelink payments please supply us with written verification of payment and/or bank statement.

**THE APPLICANT MUST NOT GIVE FALSE OR MISLEADING INFORMATION TO THE PROPERTY MANAGER. TO DO SO IS AN OFFENCE PURSUANT TO SECTION 51 OF THE RESIDENTIAL TENANCIES ACT 1995.**

INITIALS



**AS PART OF ASSESSING YOUR APPLICATION WE MAY ACCESS THE RESIDENTIAL TENANCY DATABASE, TICA, TO VERIFY YOUR RENTAL HISTORY IN AUSTRALIA AND NEW ZEALAND. BY LODGING A TENANCY APPLICATION FORM, YOU AGREE TO THE FOLLOWING TERMS AND CONDITIONS.**

**PRIVACY DISCLOSURE FORM:** This form provides information about how we use your personal information, as required by the Australian 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 cannot process your application. As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

**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, Any other persons to validate information supplied in your application and Other Real Estate Agents to assess the risk to our clients.

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

**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 Australian 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 Australian 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 mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80

**TICA 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.

**SIGNED BY THE APPLICANT/S**

I/We hereby authorise Ouwens Casserly Property Management to access all employment/rental history deemed relevant to evaluate my tenancy application.

APPLICANT 1 SIGNATURE ..... DATE .....

APPLICANT 2 SIGNATURE ..... DATE .....

**INITIALS**



PROPERTY ADDRESS .....

RENT \$ ..... per week PAYABLE  Fortnightly  Calendar monthly in advance

\*Please note rent is payable by direct debit or through the DEFT BPay system

BOND \$ ..... PROVIDED BY  Cash  Easy Bond  Housing Trust Guarantee

\*Please note the bond is equal to six (6) weeks' rent if rent is \$251 or more or four (4) weeks' rent if rent is \$250 per week or less

LENGTH OF TENANCY ..... months DATE ABLE TO OCCUPY / /

ACKNOWLEDGEMENTS BY APPLICANT/S

I/We have inspected the property on / /

I/We consent to photos being taken during property inspections for the purpose of reporting condition of the property to the owner  Y  N

Have you ever had your lease terminated by a landlord or agent?  Y  N

If yes, why? .....

Have you any debt to any other Landlord or Agent?  Y  N

I/We are willing to accept the property in the condition in which it was inspected, minus personal effects  Y  N

Do you require a translator in order to understand and sign lease documents?  Y  N

Smoker?  Y  N

APPLICANT 1

Title  Mr  Mrs  Ms  Miss  Dr

Surname .....

First name .....

Business name & ABN (if applicable) .....

Date of Birth .....

Occupation .....

Home phone .....

Mobile phone .....

Work phone .....

Email address .....

Drivers license no. .... State of issue .....

Passport # ..... Country of issue .....

APPLICANT 2

Title  Mr  Mrs  Ms  Miss  Dr

Surname .....

First name .....

Business name & ABN (if applicable) .....

Date of Birth .....

Occupation .....

Home phone .....

Mobile phone .....

Work phone .....

Email address .....

Drivers license no. .... State of issue .....

Passport # ..... Country of issue .....

OTHER OCCUPANTS

Please list the names and ages of all other occupants for the property

1. .... 3. ....

2. .... 4. ....

INITIALS



**CURRENT LANDLORD/AGENT**

Agency name .....  
Property Manager/Landlord name .....  
.....  
Contact number .....  
Email address .....  
Reason for leaving .....  
Length of time at the property .....  
Rent \$ ..... per week  
Current rental property address.....  
.....

**CURRENT LANDLORD/AGENT**

Agency name .....  
Property Manager/Landlord name .....  
.....  
Contact number .....  
Email address .....  
Reason for leaving .....  
Length of time at the property .....  
Rent \$ ..... per week  
Current rental property address.....  
.....

**PREVIOUS LANDLORD/AGENT**

Agency name .....  
Property Manager/Landlord name .....  
.....  
Contact number .....  
Email address .....  
Reason for leaving .....  
Rent \$ ..... per week  
Previous rental property address.....  
.....

**PREVIOUS LANDLORD/AGENT**

Agency name .....  
Property Manager/Landlord name .....  
.....  
Contact number .....  
Email address .....  
Reason for leaving .....  
Rent \$ ..... per week  
Previous rental property address.....  
.....

**HOME OWNERS**

Address of home currently owned (include if just sold)  
.....  
.....  
Reason for leaving .....  
If selling, Agent name .....  
Agent contact number .....  
Agent email address .....  
Do you own any investment properties?  Y  N  
If yes, income from investment properties .....  
Would you like an appraisal on your rental property/s?  
 Y  N

**HOME OWNERS**

Address of home currently owned (include if just sold)  
.....  
.....  
Reason for leaving .....  
If selling, Agent name .....  
Agent contact number .....  
Agent email address .....  
Do you own any investment properties?  Y  N  
If yes, income from investment properties .....  
Would you like an appraisal on your rental property/s?  
 Y  N

INITIALS

**CARS TO BE KEPT AT PREMISES**

Please list the make, model and registration number of each car that will be kept on the premises.

1. .... 2. .... 3. ....

**PETS TO BE KEPT AT PREMISES**

Please list any animals you wish to keep on the premises.

1. Type of pet: ..... Breed of pet: ..... Age of pet: ..... Sex of pet: ..... Name of pet: ..... Desexed: ..... Registered: .....
2. Type of pet: ..... Breed of pet: ..... Age of pet: ..... Sex of pet: ..... Name of pet: ..... Desexed: ..... Registered: .....
3. Type of pet: ..... Breed of pet: ..... Age of pet: ..... Sex of pet: ..... Name of pet: ..... Desexed: ..... Registered: .....

Will the pet(s) be inside the property?  Y  N

**CURRENT EMPLOYMENT**

Occupation/Title .....
Business name .....
Business address .....
Supervisor's name .....
Supervisor's phone number .....
Supervisor's email address .....
Length of employment .....
Net income per week \$.....

**CURRENT EMPLOYMENT**

Occupation/Title .....
Business name .....
Business address .....
Supervisor's name .....
Supervisor's phone number .....
Supervisor's email address .....
Length of employment .....
Net income per week \$.....

**PREVIOUS EMPLOYMENT/SECOND JOB**

Occupation/Title .....
Business name .....
Business address .....
Supervisor's name .....
Supervisor's phone number .....
Supervisor's email address .....
Length of employment .....
Net income per week \$.....

**PREVIOUS EMPLOYMENT/SECOND JOB**

Occupation/Title .....
Business name .....
Business address .....
Supervisor's name .....
Supervisor's phone number .....
Supervisor's email address .....
Length of employment .....
Net income per week \$.....

**SOCIAL SECURITY BENEFITS**

Type of benefit .....
Income per fortnight \$.....

**SOCIAL SECURITY BENEFITS**

Type of benefit .....
Income per fortnight \$.....

INITIALS

**IF YOU ARE SELF EMPLOYED**

Business name .....

Business address .....

.....

ABN .....

Length of employment .....

Total annual income (as declared to the Australian Tax Office)  
\$ .....

Accountant's name .....

Accounting firm name .....

Accountant's phone number .....

Accountant's email address .....

**IF YOU ARE SELF EMPLOYED**

Business name .....

Business address .....

.....

ABN .....

Length of employment .....

Total annual income (as declared to the Australian Tax Office)  
\$ .....

Accountant's name .....

Accounting firm name .....

Accountant's phone number .....

Accountant's email address .....

**IF YOU ARE A STUDENT**

University/TAFE/College attending .....

Faculty/Course .....

Student ID .....  Full-time  Part-time

Income source .....

\*If supported by your parents, please provide bank statements showing regular payments into your Australian bank account.

**IF YOU ARE A STUDENT**

University/TAFE/College attending .....

Faculty/Course .....

Student ID .....  Full-time  Part-time

Income source .....

\*If supported by your parents, please provide bank statements showing regular payments into your Australian bank account.

**PERSONAL REFERENCE (NOT RELATED TO YOU)**

Name .....

Occupation .....

Address .....

Phone number .....

Relationship .....

**PERSONAL REFERENCE (NOT RELATED TO YOU)**

Name .....

Occupation .....

Address .....

Phone number .....

Relationship .....

**NEXT OF KIN (NOT RESIDING WITH YOU)**

Name .....

Address .....

Phone number .....

Relationship .....

**NEXT OF KIN (NOT RESIDING WITH YOU)**

Name .....

Address .....

Phone number .....

Relationship .....

INITIALS

**DECLARATION**

I/We hereby offer to rent the property from the owner/landlord under a lease to be prepared by the Agent.

I/We acknowledge that this application is subject to the approval of the owner/landlord.

I/We declare that all information contained in this application (all pages) is true and correct and given of my own free will.

I/We declare that I/we are not bankrupt.

I/We authorise the Agent to obtain personal information from:

- The owner or agent of my current or previous residence
- My personal referees and employers
- Any record, listing or database or defaults by tenants.

If I/we default under a rental agreement, I/we agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I/we may apply for in the future.

I/We are aware that the Agent will use and disclose my personal information in order to:

- Communicate with the owner and select a tenant
- Prepare lease/tenancy documents
- Allow tradespeople or equivalent organisations to contact me
- Lodge/claim/transfer to/from Bond Authority
- Refer to Tribunals/Courts and Statutory Authorities (where applicable)
- Refer to collection agents/lawyers (where applicable).

I/We are aware that if information is not provided or I/we do not consent to the uses to which personal information is put, the Agent cannot provide me/us with the lease/tenancy of the premises. I/we are aware that I/we may access personal information on the contact details above.

The applicant acknowledges:

- That the landlord’s insurance will not cover the tenant’s contents and it is advised that the tenant should obtain contents and public liability insurance.
- That the terms and conditions were available at the time of applying and these form part of the tenancy agreement.
- That possession of the property will not take place until the tenancy agreement is signed by the applicant and a security bond and rent in advance is paid.
- That unless agreed otherwise the tenant shall be liable for all water costs pertaining to the property as per SA Water calculations. Costs to be calculated on a daily basis.
- If accepted for this property, the applicant/s agree **NOT** to use the property for any business or commercial use.

**SIGNED BY THE APPLICANT/S**

APPLICANT 1 SIGNATURE .....

DATE .....

APPLICANT 2 SIGNATURE .....

DATE .....

**INITIALS**

**UTILITY CONNECTIONS- THIS IS A FREE SERVICE THAT CAN SAVE YOU CONSIDERABLE TIME**



**THIS IS A FREE SERVICE THAT CONNECTS ALL YOUR UTILITIES AND OTHER SERVICES. DIRECT CONNECT CAN HELP ARRANGE FOR THE CONNECTION OR PROVISION OF THE FOLLOWING UTILITIES AND OTHER SERVICES:**

- Electricity       Phone       Internet       Pay TV       Insurance
- Cleaning       Removals       Truck or van hire

**PLEASE TICK THIS BOX IF YOU WOULD LIKE DIRECT CONNECT TO CONTACT YOU IN RELATION TO ANY OF THE ABOVE UTILITIES AND OTHER SERVICES.**

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 to 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 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.

APPLICANT SIGNATURE ..... DATE .....

**APPLICATION SENT TO DIRECT CONNECT (IF REQUIRED)**

**INITIALS**