

# TENANCY APPLICATION FORM

This form is required in order to apply for a property. It must be completed fully to be considered as a possible tenant for the property. All applications are screened and then forwarded to the landlord for final approval. Please also provide identification as requested by our 100 point identification check. Please make copies, as they will not be returned.

<p><b>AGENT:</b> PROPERTY MANAGEMENT GUARANTEED 223 Payneham Road ST PETERS SA 5069 Phone: 08 8362 6283 Fax: 08 8132 1773 Web: www.pmgaustralia.com.au Email: pmg@pmgaustralia.com.au</p> <p><b>PROPERTY ADDRESS:</b> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/></p> <p><b>TERM:</b> <input style="width: 40px;" type="text"/> Months. Commencing on <input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/></p>	<p><b>RENT</b></p> <p>\$ <input style="width: 60px;" type="text"/> Per Week</p> <p>\$ <input style="width: 60px;" type="text"/> Per Fortnight</p> <p>\$ <input style="width: 60px;" type="text"/> Per Calendar Month (if applicable)</p> <p>Two weeks rent payable in advance <input style="width: 60px;" type="text"/> \$</p> <p>Bond (Four weeks/Six weeks rent) <input style="width: 60px;" type="text"/> \$</p> <p><b>Total Payable on Signing of Agreement</b> <input style="width: 60px;" type="text"/> \$</p>
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<p><b>PERSONAL DETAILS APPLICANT 1:</b></p> <p>Name: <input style="width: 100%;" type="text"/></p> <p>Age: <input style="width: 40px;" type="text"/> Date of Birth: <input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/></p> <p>Home: <input style="width: 60px;" type="text"/> Work: <input style="width: 60px;" type="text"/></p> <p>Mobile: <input style="width: 60px;" type="text"/> Drivers License: <input style="width: 60px;" type="text"/></p> <p>Email: <input style="width: 100%;" type="text"/></p>	<p><b>PERSONAL DETAILS APPLICANT 2:</b></p> <p>Name: <input style="width: 100%;" type="text"/></p> <p>Age: <input style="width: 40px;" type="text"/> Date of Birth: <input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/> / <input style="width: 30px;" type="text"/></p> <p>Home: <input style="width: 60px;" type="text"/> Work: <input style="width: 60px;" type="text"/></p> <p>Mobile: <input style="width: 60px;" type="text"/> Drivers License: <input style="width: 60px;" type="text"/></p> <p>Email: <input style="width: 100%;" type="text"/></p>
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<p><b>RENTAL HISTORY APPLICANT 1:</b></p> <p>Current Address: <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/></p> <p>Time at current address: <input style="width: 60px;" type="text"/></p> <p>Current Rent: <input style="width: 60px;" type="text"/></p> <p>Landlord/Agent Name: <input style="width: 100%;" type="text"/></p> <p>Landlord/Agent Address: <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/></p> <p>Phone: <input style="width: 60px;" type="text"/> Fax: <input style="width: 60px;" type="text"/></p> <p>Email: <input style="width: 100%;" type="text"/></p> <p>Reason for vacating: <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/></p> <p>Previous Address (if less than 12 months): <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/></p>	<p><b>RENTAL HISTORY APPLICANT 2:</b></p> <p>Current Address: <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/></p> <p>Time at current address: <input style="width: 60px;" type="text"/></p> <p>Current Rent: <input style="width: 60px;" type="text"/></p> <p>Landlord/Agent Name: <input style="width: 100%;" type="text"/></p> <p>Landlord/Agent Address: <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/></p> <p>Phone: <input style="width: 60px;" type="text"/> Fax: <input style="width: 60px;" type="text"/></p> <p>Email: <input style="width: 100%;" type="text"/></p> <p>Reason for vacating: <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/></p> <p>Previous Address (if less than 12 months): <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/></p>
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**EMPLOYMENT APPLICANT 1:**Occupation: Business Name & Address:   
  
Phone:  Fax: Email: Time at current Job:  Income  paOther income sources: **REFERENCES APPLICANT 1:**Name: Address:   
Home:  Work: Name: Address:   
Home:  Work: **EMERGENCY CONTACT INFORMATION:**

Name and Address of relative/friend incase of emergency:

  
  
Home:  Work: Relationship to Applicant: **EMPLOYMENT APPLICANT 2:**Occupation: Business Name & Address:   
  
Phone:  Fax: Email: Time at current Job:  Income  paOther income sources: **REFERENCES APPLICANT 2:**Name: Address:   
Home:  Work: Name: Address:   
Home:  Work: **EMERGENCY CONTACT INFORMATION:**

Name and Address of relative/friend incase of emergency:

  
  
Home:  Work: Relationship to Applicant: **Names of all persons who will occupy the property:**

Name	Contact Number	Relationship
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Pets:**Type:  Age:  Inside Pet:  Outside Pet: **Notes:**

**DECLARATION:**

The applicant(s) acknowledges and confirms that:

- a. they are over 18 years of age, the rental payments are within our means and are not bankrupt or a undischarged bankrupt.
- b. upon being advised of approval of this application by the agent a legal tenancy agreement with terms, including the rental and other conditions contained in this application, is created and is legally binding. The applicant(s) agree to enter into a written Residential Tenancy Agreement. If the applicant(s) choose not to proceed with the agreement, the agent will begin procedures to re-let the property and MAY choose to recover costs incurred from re-letting as set down by the Residential Tenancies Act 1995
- c. before taking up possession of the property, all monies must be paid to the agent by either cash or bank cheque, as totaled in this application form, being 4 weeks rent for bond (6 weeks if rent is over \$250 per week) and 2 weeks rent in advance.
- d. only persons on this application may reside permanently in the property. Written consent is otherwise required for additional persons.
- e. the terms of the Residential Tenancies Agreement prevail the terms set out in this application.
- f. the information in this application is true and correct. This application is subject to the approval of the owner/landlord, and must include a 100 point check for identification purpose. The application will not be processed unless the 100 point check is passed.
- g. they authorise the agent is to obtain personal information from
  - a. the owner or agent from previous address,
  - b. personal/business references,
  - c. any record, listing or database of defaults of tenants.
- h. the agent will use and disclose their personal information in order to:
  - a. communicate with the owner and select a tenant,
  - b. prepare lease/tenancy documents,
  - c. allow organisations/tradespeople to contact the applicant(s),
  - d. lodge/claim/transfer to/from bond authority,
  - e. refer to Tribunals/Courts and Statutory Authorities (where applicable),
  - f. refer to collection agents/lawyers (where applicable)

**APPLICANT 1 NAME:**

**APPLICANT 1 SIGNATURE:**

Date:  /  /

**APPLICANT 2 NAME:**

**APPLICANT 2 SIGNATURE:**

Date:  /  /

**100 POINT IDENTIFICATION CHECK:**

Tenants must provide enough identification to reach 100 points. There MUST be an minimum of 1 item from each category provided.

**Category 1**

- Drivers License 60
- Passport 60
- Proof of Age Card 60
- Birth Certificate 40

**Category 2**

- Bank of Credit Card Statements 30
- Pay Advice/Proof of Income 30

**Category 3**

- Motor Vehicle Registration 20
- Telephone Account 20
- Electricity Account 20
- Gas Account 20
- Health Care Card 20
- Medicare Card 20
- Previous Tenancy Agreement 10
- Previous Rent Receipts 10
- Rental Bond Receipt 10