

# Residential Tenancy Application Schedule



**1. AGENT:** Company Name/Legal Entity: Elders Rural Services Australia Ltd Tas Elders Real Estate - Naracoorte

Street 1: PO Box 639

Street 2:

Suburb: NARACOORTE State: SA Postcode: 5271

ABN (if applicable): 72 004 045 121 RLA No: 62833

Telephone: W: 08 8762 7900 F: 08 8762 7955  
M: 0488 522 435

Email: Aimee.Whibley@elders.com.au

## 2. PREMISES:

Street 1:

Street 2:

Suburb: State: Postcode:

## 3. RENT:

Amount: \$ per week

Frequency: Payable in advance:  Weekly  Fortnightly  Calendar monthly

## 4. BOND:

\$

## 5. TENANCY

6 months  12 months  Other Date able to occupy / / 20

## 6. APPLICANT:

Full Name:

Joint Application with:

Are you over the age of 18?  Yes  No

## 7. CONTACT DETAILS:

Telephone: W: H:  
M: F:  
Email:

## 8. IDENTIFICATION:

Drivers Licence No:

Passport No:

Pension No. and Type:

# Residential Tenancy Application Schedule



## 9. EMPLOYMENT:

Gross Weekly Income: \$

Other Income/Source:

*Please provide a copy of your most recent payslip*

## 10. IF NOT CURRENTLY EMPLOYED:

Income / Source:

Amount: \$  per \* week / fortnight / annum

Source of Income: (Specify e.g. Centrelink, pension, other)

\* Strike out as applicable

## 11. STUDENT:

College/TAFE/University:  Student No:

Faculty/Course:

Income / Source:

Amount: \$  per \* week / fortnight / annum

Source of Income: (Specify e.g. Centrelink, pension, other)

\* Strike out as applicable

## 12. RENTAL HISTORY:

Current Landlord/ Agent:

Name:

Street 1:

Street 2:

Suburb:  State:  Postcode:

Telephone:

Current Rent: \$  per week Length of time at current address:  years  months

Reason for Vacating:

Current Address:

Street 1:

Street 2:

Suburb:  State:  Postcode:

\*\*\* Previous Landlord/ Agent:

Name:

Address:

Telephone:

Property Rented:

\*\*\* If less than 2 years at current address

## 13. PERSONAL/BUSINESS REFEREES:

Name:  Telephone:

Relationship:

Name:  Telephone:

Relationship:

# Residential Tenancy Application Schedule



## 14. RELATIVES (closest relative not residing with you):

Name:

Street 1:

Street 2:

Suburb:  State:  Postcode:

Telephone: W:  H:

M:  F:

Relationship:

## 15. OTHER OCCUPANTS OVER THE AGE OF 18 (Full details of all persons who will reside at the property):

*Note: All persons over 18 years must complete a separate Application*

Name:

Name:

Name:

Name:

Name:

Name:

## 16. PETS:

Do you have any pets?  Yes  No

If yes, provide details:

## 17. FOR STATISTICAL PURPOSES ONLY:

Please indicate where you saw this Property advertised?

- |   |   |
|---|---|
| <input type="checkbox"/> Advertiser                             | <input type="checkbox"/> Window Display                       |
| <input type="checkbox"/> Signboard                              | <input type="checkbox"/> Catalogue                            |
| <input type="checkbox"/> Website (specify) <input type="text"/> | <input type="checkbox"/> Other (specify) <input type="text"/> |

# Residential Tenancy Application Schedule



## IMPORTANT INFORMATION FOR TENANTS

### 1. TENANT COSTS:

Note: Tenants are required to pay additional costs for services as indicated

- All water usage costs adjusted for the period of tenancy
- All water usage costs in excess of  kL per annum, with such allowance to be adjusted for the period of tenancy
- All water supply charges adjusted for the period of tenancy
- No charge for water
- Other (specify)

- Electricity  Gas  Telephone  Other (specify)

If the Property is not individually metered for a service, the Tenant must pay an apportionment of the cost of the service as set out below:

### 2. INSURANCE:

Responsibility for insurance of the premises  Landlord

Responsibility for insurance of contents of the premises (for property other than that of the Landlord)  Tenant

### 3. RENT PAYMENT METHOD:

The Applicant/s understand that the Agent will accept rent payments in the following form/s:

- Cash  Bank Deposit Book  Direct Debit  Rent Card
- Bank Cheque  Internet Transfer  Credit Card  Other

### 4. EXCLUSIONS (IF ANY):

List any Property which is not included in the Tenancy:

### 5. ACKNOWLEDGMENT:

In making this Application the Applicant/s acknowledge that the Landlord and/ or Agent do not represent or guarantee that a telephone line or television aerial is connected to the Premises, even if one or more telephone / aerial outlet plug/s is located in the premises.

### 6. FURTHER INFORMATION:

Further information relating to renting, including information and assistance in other languages and formats, can be obtained here:

Consumer and Business Services: <https://www.sa.gov.au/topics/housing>

Interpreting and Translating Centre: <https://translate.sa.gov.au/>

RentRight SA: <https://www.syc.net.au/services/housing-homelessness-support#renting-tenancy-advice>

# Residential Tenancy Application Terms and Conditions



## 1. DEFINITIONS AND INTERPRETATION

In this Application, unless a contrary intention appears:

- 1.1 "Act" means the *Residential Tenancies Act 1995*;
- 1.2 "Agent" means the person or organisation specified in Item 1 of the Schedule;
- 1.3 "Applicant" or "You" means the person or persons about whom the information in this REI Form pertains;
- 1.4 "Bond" means the amount specified in Item 4 of the Schedule of the Residential Tenancy Agreement;
- 1.5 "Members" are the individuals and entities which hold current subscription and membership with REISA including but not limited to real estate agents;
- 1.6 "Personal information" is information as defined by the *Privacy Act 1988*;
- 1.7 "Premises" or "Property" means the site specified in Item 2 of the Schedule;
- 1.8 "REISA", "Us" or "We" means the Real Estate Institute of South Australia Limited;
- 1.9 "Rent" means the amount specified in Item 3 of the Schedule of the Residential Tenancy Agreement;
- 1.10 "Tenant" means the person or organisation specified in Item 6 of the Schedule of the Residential Tenancy Agreement;
- 1.11 "Term" means the period the lease specified in Item 5 of the Schedule of the Residential Tenancy Agreement.

The singular includes the plural and vice versa and references to natural persons include corporations and vice versa. Where more than one person is a party to this Agreement, the terms and conditions to be performed by them bind each party jointly and severally.

## 2. APPLICATION

The Applicant applies to the Agent to let the Property in accordance with the Terms and Conditions of this Application

## 3. APPLICANT'S OBLIGATIONS

- 3.1 The Applicant warrants that:
  - 3.1.1 it has the legal capacity to enter into a residential tenancy agreement ("Residential Tenancy Agreement") which was made available to the Applicant by the Agent for inspection;
  - 3.1.2 all information provided to the Agent in relation to this Application is true and correct and the Applicant undertakes to promptly advise the Agent of any change to that information;
- 3.2 The Applicant acknowledges that:
  - 3.2.1 it is not entitled to take possession of the Property until the Residential Tenancy Agreement is signed by each Applicant and returned to the Agent;
  - 3.2.2 it agrees to pay the Rent during the Term in accordance with this Application and the Residential Tenancy Agreement;
  - 3.2.3 it must provide the Bond plus an amount equal to 2 (2) weeks' rent by electronic transfer before taking possession of the Property.

## 4. AUTHORITY

- 4.1 The Applicant authorises the Agent:
  - 4.1.1 to make all necessary enquiries to verify the information provided by the Applicant in this Application;
  - 4.1.2 to provide information related to the Applicant's tenancy of the Property to any person who is authorised in writing by the Applicant to enquire about that matter;
- 4.2 The Applicant authorises their current and previous:
  - 4.2.1 employers, and
  - 4.2.2 landlords/agents, and
  - 4.2.3 accountants; and
  - 4.2.3 referees

as set out in this Application to disclose details of any current or previous tenancy, details of income and any breaches that resulted in termination of the tenancy to the Agent for the purpose of processing this Application.

## 5. INCONSISTENCY

Subject to clauses 3.2.1 and 3.2.3 of this Application, if there is any inconsistency between the terms of this Application and the Residential Tenancy Agreement the terms of the Residential Tenancy Agreement prevail.

## 6. COPYRIGHT AND INTELLECTUAL PROPERTY

The material on this Application is protected by copyright under the laws of Australia and through international treaties. Unless otherwise indicated, all rights (including copyright) in the content, compilation and/or data inserted onto the Application are owned or controlled for these purposes, and are reserved by Us.

# Residential Tenancy Application Terms and Conditions



## 7. PRIVACY

- 7.1 We respect your right to privacy and are committed to safeguarding your privacy. We adhere to the Australian Privacy Principles contained in the *Privacy Act 1988*.
- 7.2 The Personal Information the Applicant provides in this Application, on other documents or collected from other sources including by being entered into forms generation software and /or on websites is necessary for the Agent to verify the Applicant's identity and suitability to process and evaluate the Application and to manage any resultant tenancy.
- 7.3 Personal Information collected and stored about the Applicant prior to, during the course of the tenancy and immediately following its termination or expiry (if this Application is approved) or information already held on residential tenancy databases may be disclosed for the purpose for which it was collected to other parties including to the Landlord, referees, other agents, and third party operators of residential tenancy databases. 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 may also be disclosed to the Landlord, third party operators of residential tenancy databases and/or other agents.
- 7.4 The Agent collects, stores and manages your Personal Information in accordance with its own privacy policy and/or practices.
- 7.5 By signing this Application, You expressly consent to the collection and use of the Personal Information as provided for in this Clause 7.
- 7.6 You authorise Us to collect, use and disclose Personal Information about you for the primary purpose of the supply or proposed supply to you of services and in accordance with our privacy policy available at [www.reisa.com.au](http://www.reisa.com.au).

FULL NAME OF APPLICANT:

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE:  /  / 20

- The Applicant acknowledges receipt of the Agent's disclosure of the Agent's usual use of residential tenancy database/s, the names of the database/s and contact details.

### Note:

1. All items on this Application must be completed in full.
2. REISA recommends that you should not sign any document unless you are satisfied that you understand its terms.
3. Use of this Application by a non-member of REISA is a breach of Copyright.

# Residential Tenancy Application



## 2 DOCUMENT IDENTIFICATION CHECK

2 documents verifying your identity must accompany this Application.

(please attach relevant copies)

At least one (1) form of identification must be photographic.

### TYPE

- Drivers Licence
- Passport
- Birth Certificate
- Student Card
- Other Photo ID
- Bank Statement (with outgoing transactions and account number redacted)

The Agent usually uses a residential tenancy database/s to check the applicant's tenancy history and to decide whether a residential tenancy agreement should be entered into with the Applicant.  Not Applicable  Yes

If yes, provide details of the residential tenancy database/s usually used:

Name of residential tenancy database:

Telephone:

Email:

Website address:

Name of residential tenancy database:

Telephone:

Email:

Website address:

Name of residential tenancy database:

Telephone:

Email:

Website address:

# Residential Tenancy Application Tenant Reference Check



TO: \* Agent/Landlord  Fax no:

Email:

The Applicant has provided your details as a current or previous \*Agent/Landlord and has authorised us to request information about the tenancy from you. Please return the completed form by fax to (08)

or email:

APPLICANT(S):

PROPERTY RENTED:

I / We, the above named applicant(s) agree for the information to be released.

**SIGNATURE OF APPLICANT:**

\_\_\_\_\_ DATE:  /  / 20

PERIOD OF RENTAL: DATE:  /  / 20  TO:  /  / 20

RENT PAID PER WEEK: \$

WAS THE APPLICANT THE LEASEHOLDER OR OCCUPANT?  Leaseholder  Occupant

WAS THE RENT EVER IN ARREARS:  Yes  No If yes, please provide details:

WAS ANY NOTICE TO REMEDY ISSUED THAT RESULTED IN TERMINATION OF THE TENANCY?  Yes  No

WAS THE PROPERTY KEPT IN A CLEAN MANNER?  Yes  No

WERE ANY PETS KEPT?  Yes  No

WAS THE GARDEN SATISFACTORILY MAINTAINED?  Yes  No

Thank you for your assistance.

\_\_\_\_\_ DATE:  /  / 20

Signature of Property Manager

Full Name of Property Manager



# Residential Tenancy Application



Elders Rural Services Australia Ltd Tas Elders Real Estate - Naracoorte  
residential tenancy database/s.

disclosure of the Agent's usual use of

***This notice is to be retained by the Applicant***  
***Do not return this page to the Agent***

The Agent usually uses a residential tenancy database/s, listed below, to check the applicant's tenancy history and to decide whether a residential tenancy agreement should be entered into with the Applicant.

Name of residential tenancy database:

Telephone:

Email:

Website address:

Name of residential tenancy database:

Telephone:

Email:

Website address:

Name of residential tenancy database:

Telephone:

Email:

Website address: