

Thank you for inspecting our property

Please complete this application thoroughly so that we can process it as soon as possible.

Please note the following important points:

1. Full names to be put on application forms as per forms of ID
2. Before any application will be considered, 100 points of identification is required:

See page 2 for details

3. If your application is approved you will be required to pay two weeks rent in advance plus a property bond (equivalent to six weeks rent) within 24 hours (public holidays exempted) to secure the property.
4. Your application must be signed and fully completed to be processed.
5. If unsuccessful, your application will be destroyed after 90 days
6. If you would like us to keep your details on file for any future properties please complete details below:

Name:

Phone:

Location Required:

Rent Range:

Time Frame:

Property type required:

Other requirements:

Are you looking to purchase your own home in the future?

Yes No

Do you need assistance with a budgeting plan to help you into your own home?

Yes No

Please return this form to:

TIPS Property Management

215 Payneham Road St Peters SA 5069

Phone: 1300 719 412 fax: 1300 719 482

Or email: glynisw@tipsolutions.com.au or cassandram@tipm.com.au

Please sign below to authorise TIPM Property Management to keep your details on file:

Name: _____

Signed: _____

Date: _____

100 point identification

Documentation required to meet the 100 point proof of identity (ID) and proof of age.

Provide:

- at least one original ID document from Category A
- the rest of the documentation: all from Category A or from Category A and Category B
- current documents (not older than 6 months)
- at least one document that includes your signature and or photograph
- documents with a current residential address
- ID in one name
- proof of name change if your ID is in two names.
- **PROOF OF INCOME IS REQUIRED**

Category A

70 points

- passport current or expired within the last two years, not cancelled
- birth certificate: not an extract
- Australian citizenship certificate.

40 points

- driver's licence including foreign licences.

Category B

40 points

- Centrelink card (health care card)
- public service employee ID card
- security licence (OCBA)
- tertiary education ID card
- Veteran Affairs gold card.

35 points (Previous home owners)

- Land Titles Office records
- Mortgage documents.
- council rates notice

25 points

- bank statements: not if using credit, bank, debit cards from the same account
- credit, bank, debit cards: maximum two cards from different institutions
- electoral enrolment card
- insurance renewal documents: not health insurance
- Medicare card
- motor vehicle registration
- proof of age card
- rent records: less than six months old
- seniors card
- Utility account: one only, less than six months old.

Residential Tenancy Application

For your application to be processed you must answer all questions

Total Investment Property Management

215 Payneham Rd, ST PETERS, SA 5069

Phone: 1300 719 412 Fax: 1300 719 482

email: cassandram@tipm.com.au

email: glynisw@tipsolutions.com.au RLA 240800



What is the address of the property you would like to rent?

Lease commencement date?

Day

Month

Year

Lease Term?

Years

Months

How many people will normally occupy the property?

Adults

Children

APPLICANT 1

1. Please give us your details

Mr Mrs Miss Ms Dr Other

Given name/s

Surname

Date of Birth

Car registration no. & State

Drivers licence/Passport no.

Licence state/ Passport country

Expiry Date

Pension/Medicare no. (if applicable)

Pension type (if applicable)

Home phone no.

Mobile phone no.

Work phone no.

Email address

What is your current address?

APPLICANT 2

1. Please give us your details

Mr Mrs Miss Ms Dr Other

Given name/s

Surname

Date of Birth

Car registration no. & State

Drivers licence/Passport no.

Licence state/ Passport country

Expiry Date

Pension/Medicare no. (if applicable)

Pension type (if applicable)

Home phone no.

Mobile phone no.

Work phone no.

Email address

What is your current address?

UTILITY CONNECTION This is a FREE service that connects all your utilities



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

Electricity Gas Phone Internet Removals Pay TV Truck or van hire Cleaners Insurance

MAKES MOVING EASY

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.

Signature of applicant _____

Date...../...../.....

Application sent to Direct Connect (if required)

APPLICANT 1

2. How long have you lived at your current address?

Years Months

Please tell us about this rented property
Name of landlord or agent

Landlord/agent's phone no. Weekly rent paid \$

Why are you leaving this address?

3. What was your previous residential address?

Please give us further information about this rented property
Name of landlord or agent

Landlord/agent's phone no. Weekly rent paid \$

How long did you live at this address?
 Years Months

Why did you leave this address?

4. Please provide your employment details

What is your occupation?

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address

Contact name Phone no.

Length of employment Years Months Weekly income \$

5. Next of kin details (not residing with you)

Surname Given name/s

Home no. Work/mobile

Relationship to you

6. Please provide two personal references (not related to you) Please ensure each has agreed for you to nominate them as a referee and names must be given that can be contacted during business hours

1. Surname Given name/s

Home no. Work/mobile

2. Surname Given name/s

Home no. Work/mobile

APPLICANT 2

2. How long have you lived at your current address?

Years Months

Please tell us about this rented property
Name of landlord or agent

Landlord/agent's phone no. Weekly rent paid \$

Why are you leaving this address?

3. What was your previous residential address?

Please give us further information about this rented property
Name of landlord or agent

Landlord/agent's phone no. Weekly rent paid \$

How long did you live at this address?
 Years Months

Why did you leave this address?

4. Please provide your employment details

What is your occupation?

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address

Contact name Phone no.

Length of employment Years Months Weekly income \$

5. Next of kin details (not residing with you)

Surname Given name/s

Home no. Work/mobile

Relationship to you

6. Please provide two personal references (not related to you) Please ensure each has agreed for you to nominate them as a referee and names must be given that can be contacted during business hours

1. Surname Given name/s

Home no. Work/mobile

2. Surname Given name/s

Home no. Work/mobile

7. Full names and ages of all OTHER persons who will reside at the property

Names	Ages
1.	
2.	
3.	
4.	

8. Please provide details of any pets

Breed/type	Council registration number
1.	
2.	
3.	

9. Registration, make & model of all vehicles permanently kept at the property

1.
2.
3.

10. THESE PREMISES ARE SMOKE FREE INSIDE.

11. Payment details

Please indicate how you propose to pay your bond:

Own funds Borrowed funds SA Housing Trust

Please indicate how you propose to pay your initial rent

Own funds Borrowed funds SA Housing Trust

Property rental

\$ Per week OR \$ per month

First payment of rent two weeks in advance

\$
\$
\$

Rental bond 4 / (6 weeks if rent more than \$250 per week)

Sub total (payable before possession of property)

Payment Method: Direct or Internet Banking Bpay Cheque or Money Order

DECLARATION

The applicant acknowledges:

- that the landlords 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 as these form part of the tenancy agreement and the tenant agrees with these terms and conditions.
- that upon being advised of approval of this application by the agent a legal tenancy agreement is created and if the tenant(s) choose not to proceed, the agent will begin procedures to relet the property and MAY choose to recover costs incurred from the reletting as set down by the Residential Tenancies Act 1995.
- 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.**
- Please Note: Our tenancy agreements contain a special clause stating:. NO SMOKING INSIDE THE PREMISES**

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter Into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have Inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal Information from:

- The owner or the Agent of my current or previous residence;
- My personal referees and employer/s;
- Any record listing or database of defaults by tenants;

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

I am 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 a Bond Authority
- refer to Tribunals/Courts & Statutory Authorities (where applicable)
- refer to collection agents/lawyers (where applicable)
- complete a credit check with NTD (National Tenancies Database)

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

Signature of applicant 1 _____ Date...../...../..... Signature of applicant 2 _____ Date...../...../.....

Property Manager name: _____