


# Tenancy Application Form

For your application to be processed you must answer all questions (including the reverse side)

A. AGENT DETAILS	
<b>Top Property Real Estate</b> PO Box 27, Unley SA 5061 <b>Phone: 08 8277 1586</b> <b>Fax: 08 8277 1587</b> <b>Email: <a href="mailto:topproperty@internode.on.net">topproperty@internode.on.net</a></b>	
B. PROPERTY DETAILS	
1. What is the address of the property you would like to rent?	
<input type="text"/> <input type="text"/> Postcode	
2. Lease commencement date?	
<input type="text"/> Day	<input type="text"/> Month <input type="text"/> Year
3. Lease term?	
<input type="text"/> Years	<input type="text"/> Months
4. How many people will normally occupy the property?	
<input type="text"/> Adults	<input type="text"/> Children
C. PERSONAL DETAILS	
5. Please give us your details	
Mr <input type="checkbox"/>	Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Other <input type="checkbox"/>
Given name/s <input type="text"/>	
Surname <input type="text"/>	
Date of Birth <input type="text"/>	Driver's licence number <input type="text"/>
Driver's licence expiry date <input type="text"/>	Driver's licence state <input type="text"/>
Passport no. <input type="text"/>	Passport country <input type="text"/>
Pension no. (if applicable) <input type="text"/>	Pension type (if applicable) <input type="text"/>
6. Please provide your contact details	
Home phone no. <input type="text"/>	Mobile phone no. <input type="text"/>
Work phone no. <input type="text"/>	Fax no. <input type="text"/>
Email address <input type="text"/>	
7. What is your current address?	
<input type="text"/> <input type="text"/> Postcode	
Property manager's name <input type="text"/>	
Application faxed to UtilityOne (if required) <input type="checkbox"/>	
<b>OPTIONAL:</b> Electricity Meter No: <input type="text"/>	
Gas Meter No: <input type="text"/>	Previous Telephone No: <input type="text"/>

D. UTILITY CONNECTIONS			
<b>ISTPP</b>			
To save you time when you're moving house, UtilityOne can help you arrange your utility connections:			
<b>PHONE</b>	<b>ELECTRICITY</b>	<b>GAS</b>	<b>PAY TV</b>
<b>DIAL UP &amp; BROADBAND</b>			
It's a FREE service and there's NO obligation - so just tick this box if you want UtilityOne to call you and explain how the service works. Then, IF you would like help arranging your connections, we will confirm the details with you at that time.			
Yes, please contact me! <input type="checkbox"/>			
Utility connection services are provided by:			
Phone:	13 18 19	Email:	<a href="mailto:contact@utilityone.com.au">contact@utilityone.com.au</a>
Fax:	1300 73 18 19	Web:	<a href="http://www.utilityone.com.au">www.utilityone.com.au</a>
UtilityOne will use the information in this application to explain the services offered and to undertake any connection and disconnection services authorized (including the provision of information to utility companies). Personal information collected by UtilityOne may be accessed by contacting UtilityOne on the contact details above. Normal service provider fees or bonds may apply.			
E. DECLARATION			
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 about me from:			
(a) The owner or the Agent of my current or previous residences;			
(b) My personal referees for this application			
(c) My current and past employers;			
(d) Any person who maintains any record, listing or database of defaults by tenants;			
and I authorise and consent to each of those persons providing requested personal information about me to the Agent.			
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 within this application in order to:			
(a) communicate with referees, employees, landlords, third party operators of tenancy reference databases, other agents and select a tenant			
(b) communicate with the owner and select a tenant			
(c) prepare lease/tenancy documents			
(d) allow tradespeople or equivalent organisations to contact me			
(e) lodge/claim/transfer to/from a Bond Authority			
(f) refer to Tribunals/Courts & Statutory Authorities (where applicable)			
(g) refer to collection agents/lawyers (where applicable)			
(h) 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 and that I may be able to correct this information if it is inaccurate, incomplete or out-of-date.			
If section D is completed, I consent to the disclosure of this application form to UtilityOne Corporation ACN 096 897 880 for the purpose of enabling UtilityOne to offer the connection and disconnection services to me. Where UtilityOne is requested to arrange for the provision of the services, I consent to UtilityOne disclosing personal information it collects about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I consent to UtilityOne disclosing confirmation details (including NMI, MIRN, telephone number, water company) to the Agent. I acknowledge that neither UtilityOne nor the Agent accepts any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I acknowledge that the Agent, its employees and UtilityOne may receive a fee/benefit from a service provider in relation to the connection of a utility service.			
Signature		Date	
<input type="text"/>		<input type="text"/>	
<b>NOTE:</b> Identification is required for us to process the application. Please provide a <b>drivers licence</b> or <b>passport</b> or other information which can provide name and current address			

**F. APPLICANT HISTORY**

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

<input type="text"/>	Years	<input type="text"/>	Months
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9. Why are you leaving this address?

10. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

<input type="text"/>	\$ <input type="text"/>
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11. What was your previous residential address?

  
 Postcode

12. How long did you live at this address?

<input type="text"/>	Years	<input type="text"/>	Months
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13. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

<input type="text"/>	\$ <input type="text"/>
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**G. EMPLOYMENT HISTORY**

14. Please provide your employment details

What is your occupation?

What is the nature of your employment?  
(FULL TIME/PART TIME/CASUAL)

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

Employer's address

  
 Postcode

Contact name

Phone no.

<input type="text"/>	<input type="text"/>
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Length of employment

Net income?

<input type="text"/>	Years	<input type="text"/>	Months	\$ <input type="text"/>
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**H. CONTACTS / REFERENCES**

15. Please provide a contact and/or relative in case of emergency

Surname

Given name/s

<input type="text"/>	<input type="text"/>
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Relationship to you

Phone no.

<input type="text"/>	<input type="text"/>
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16. Please provide two personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

<input type="text"/>	<input type="text"/>
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2. Surname

Given name/s

Relationship to you

Phone no.

<input type="text"/>	<input type="text"/>
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**I. OTHER INFORMATION**

17. Please provide details of any pets:

Breed / type

Council registration / number

1. <input type="text"/>
2. <input type="text"/>

18. Names and ages of those permanently residing at the property

1. <input type="text"/>
2. <input type="text"/>
3. <input type="text"/>
4. <input type="text"/>

19. These premises are smoke free inside YES / NO

**J. DECLARATION**

The applicant acknowledges:

1. 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.

2. 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.

3. 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.

4. 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.

5. that the landlord has the right to increase rent during the term of a fixed tenancy in accordance with the Residential Tenancy Act 1995.

Signature

Date

<input checked="" type="checkbox"/> <input type="text"/>	<input type="text"/>
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**K. PAYMENT DETAILS**

20. Please indicate how you propose to pay your bond:

Own funds <input type="checkbox"/>	Borrowed funds <input type="checkbox"/>	SA Housing Trust <input type="checkbox"/>
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21. Please indicate how you propose to pay your initial rent:

Own funds <input type="checkbox"/>	Borrowed funds <input type="checkbox"/>	SA Housing Trust <input type="checkbox"/>
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22. Property rental

\$ <input type="text"/>	Per week OR	\$ <input type="text"/>	per month
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First payment of rent two weeks in advance

 \$

Rental bond 4 / 6 weeks

 \$

Sub total (payable before possession of property)

 \$