

# Tenancy Application Form

Thank you for choosing a DB Philpott property. Please provide FULL details to ensure effective processing of this application. On receipt of your application, we will endeavour to provide you with an answer within 2 business days.

Please note the following important points:

1. If the property is of interest and you have not viewed the property, you are required to contact the property manager to arrange an inspection.
2. Email your completed application to the property manager at the below email address; alternatively you can lodge in person during office hours.
3. If your application has been mutually accepted, an agreed time and day will be made with you to sign your Tenancy Agreement at our office.
4. 2 weeks rent and the bond is to be paid within 2 business days to secure the property. The rent will be credited towards your first rental payment.
5. If your application is unsuccessful you will be notified via an SMS message. Due to privacy laws no reason can be given for unsuccessful applications. Once we have notified you, your application will be destroyed. If you wish to collect it, please notify us immediately.
6. Please complete form in black or blue pen.

|  |   |
|--|---|
| <b>Property address:</b>   | <b>Date Viewed:</b> /      /                                |
| <b>Rent:</b> \$ _____ <b>per week.</b> Payable: Fortnightly      Calendar monthly in advance                     | (Please tick one)   |
| <b>Bond:</b> \$ _____ Bond provided from: Own funds      Housing Trust guarantee                                 | (Please tick one)   |
| (Note: The bond is equal to 6 weeks rent if more than \$801 per week or 4 weeks rent if \$800 per week or less). |   |
| <b>Term of tenancy:</b> 6      12      months or other: _____  | <b>Date able to occupy:</b> /      /      (Please tick one) |
| <b>Was the property upon your inspection in a reasonably clean and fair condition?</b>                           |   |
| Comments:  | Yes <input type="checkbox"/> No <input type="checkbox"/>    |

| Applicant 1                                     | Applicant 2                                     |
|---|---|
| Family name:                                    | Family name:                                    |
| Given name:                                     | Given name:                                     |
| Date of birth:                                  | Date of birth:                                  |
| Occupation:                                     | Occupation:                                     |
| Current residential address including postcode: | Current residential address including postcode: |
| Length of time at current address:              | Length of time at current address:              |
| Driver's license no:                            | Driver's license no:                            |
| Alternative phone:                              | Alternative phone:                              |
| Mobile:   | Mobile:   |
| Email address:                                  | Email address:                                  |
| Relationship between applicants:                |   |

## Proof of identity (100 points required for each applicant)

Copies of each proof of identification must be attached. We require at least one document from Category A and B.

| Category A                                 | Point Value | Category B                         | Point Value | Category C  | Point Value |
|--|-------------|------------------------------------|-------------|---|-------------|
| Passport                                   | 70 Points   | Last 3 pay slips<br>Bank statement | 30 points   | Birth Certificate<br>Current rental history<br>Last 3 rent receipts | 30 points   |
| Driver's License<br>Photo ID<br>Student ID | 40 Points   | Letter of<br>employment            | 20 points   | Phone, gas, or electricity bill                                     | 25 points   |
| <b>Total value of<br/>points:</b>          |             | Centrelink<br>statement            | 20 points   | Current M.V registration paper<br>Bank debit or credit card         | 10 points   |

## Rental History

### Current rental details

| Applicant 1   | Applicant 2   |
|---|---|
| Current rental address:   | Current rental address:   |
| Current rent: \$_____ per week.                                     | Current rent: \$_____ per week.                                     |
| Agency name:<br>Agent/Landlord/Property Manager/Selling agent name: | Agency name:<br>Agent/Landlord/Property Manager/Selling agent name: |
| Phone:  | Phone:  |
| Email:  | Email:  |
| How long have you lived there?                                      | How long have you lived there?                                      |
| Reason for leaving:   | Reason for leaving:   |

### Previous rental details (if less than 2 years at current address)

| Applicant 1   | Applicant 2   |
|---|---|
| Previous rental address:  | Previous rental address:  |
| Rent: \$_____ per week.   | Rent: \$_____ per week.   |
| Agency name:<br>Agent/Landlord/Property Manager/Selling agent name: | Agency name:<br>Agent/Landlord/Property Manager/Selling agent name: |
| Phone:  | Phone:  |
| Email:  | Email:  |
| How long was the tenancy period?                                    | How long was the tenancy period?                                    |
| Reason for leaving:   | Reason for leaving:   |

### No rental history (home owner)

| Applicant 1   | Applicant 2   |
|---|---|
| Property address:   | Property address:   |
| Selling agent or managing agent:<br>Contact details:  | Selling agent or managing agent:<br>Contact details:  |
| Would you like a rental or sales appraisal on your current home? Yes <input type="checkbox"/> No <input type="checkbox"/> | Would you like a rental or sales appraisal on your current home? Yes <input type="checkbox"/> No <input type="checkbox"/> |

### Personal/Business Reference (Must be different to the name of your current employer and not related)

| Applicant 1           | Applicant 2           |
|-----------------------|-----------------------|
| Name:                 | Name:                 |
| Occupation:           | Occupation:           |
| Day time phone:       | Day time phone:       |
| Address:              | Address:              |
| How do they know you? | How do they know you? |

### If no rental history, indicate reason below:

☐ Own property ☐ Lived overseas ☐ Lived with parents, family and/or friends ☐ Been travelling

Other: \_\_\_\_\_

## Rental History Continued & Additional Information

### Additional reference (other than a relative)

| Applicant 1           | Applicant 2           |
|-----------------------|-----------------------|
| Name:                 | Name:                 |
| Day time phone:       | Day time phone:       |
| Address:              | Address:              |
| Email:                | Email:                |
| How do they know you? | How do they know you? |

### Emergency contact details

(not residing at premises, and you consent to agent contacting your nominated emergency contact/s in the event agent is unable to reach you)

| Applicant 1   | Applicant 2   |
|---------------|---------------|
| Name:         | Name:         |
| Address:      | Address:      |
| Phone:        | Phone:        |
| Email:        | Email:        |
| Relationship: | Relationship: |

### Pets (permission from landlord required for all requests)

| Applicant 1   | Applicant 2   |
|---|---|
| Do you have any pets?   | Do you have any pets?   |
| Number of pets:   | Number of pets:   |
| If yes, please provide full details:<br>Pet type:<br>Breed:<br>Age: | If yes, please provide full details:<br>Pet type:<br>Breed:<br>Age: |

### Additional people permanently residing at the property (other than the applicants)

|               |      |
|---------------|------|
| 1. Full name: | Age: |
| 2. Full name: | Age: |
| 3. Full name: | Age: |
| 4. Full name: | Age: |

### Other information to assist us in assessing your application for rent

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Do you own an investment property?

Yes ☐ No ☐

If yes, would you like to receive our 'investor information' via email?

Yes ☐ No ☐

It is the tenant's responsibility to arrange for the utility connections to the home. Would you like us to arrange for someone to be in contact with you to assist in the connection to the home?

(Please refer to the terms & conditions on the back of this rental application form).

Yes ☐ No ☐

## Employment History

### Current Employment

| Applicant 1   | Applicant 2   |
|---|---|
| Occupation:   | Occupation:   |
| Business name:  | Business name:  |
| Business address:                                       | Business address:                                       |
| Supervisor Name:  | Supervisor name:  |
| Employer's contact details:<br>Phone:<br>Fax:<br>Email: | Employer's contact details:<br>Phone:<br>Fax:<br>Email: |
| Length of service:                                      | Length of service:                                      |
| Net income per week:                                    | Net income per week:                                    |
| Other sources of income?                                | Other sources of income?                                |

### Previous Employment (if less than 2 years at current employment)

| Applicant 1   | Applicant 2   |
|---|---|
| Business name:  | Business name:  |
| Business address:                                       | Business address:                                       |
| Supervisor name:  | Supervisor name:  |
| Employer's contact details:<br>Phone:<br>Fax:<br>Email: | Employer's contact details:<br>Phone:<br>Fax:<br>Email: |
| Position:   | Position:   |
| Length of employment:                                   | Length of employment:                                   |
| Net income per week:                                    | Net income per week:                                    |

### If self-employed

| Applicant 1  | Applicant 2  |
|--|--|
| Business name:   | Business name:   |
| Business ABN:  | Business ABN:  |
| Length of employment:                                    | Length of employment:                                    |
| Net income per week:                                     | Net income per week:                                     |
| Accountant contact details:<br>Name:<br>Phone:<br>Email: | Accountant contact details:<br>Name:<br>Phone:<br>Email: |
| Are tax returns in order?                                | Are tax returns in order?                                |

### If a student

| Applicant 1  | Applicant 2  |
|--|--|
| Name of school, college or university enrolled into: | Name of school, college or university enrolled into: |
| Contact person:<br>Phone:                            | Contact person:<br>Phone:                            |
| Student ID:  | Student ID:  |
| Course attended:                                     | Course attended:                                     |
| Length of study:                                     | Length of study:                                     |

## Confirmation and Acknowledgement

I/We confirm and acknowledge the following:

|  |
|--|
| <b>Personal</b>  |
| <ul style="list-style-type: none"> <li>The information contained in this application is true and correct.</li> <li>The applicant/s are over 18 years of age.</li> <li>The rental payments are within my/our means.</li> <li>The applicant/s are not bankrupt/undischarged bankrupt.</li> <li>Only those persons listed on this application will permanently reside at the property.</li> <li>If I/we accept the property upon advice from the agent that the landlord/s has accepted this application, a Residential Tenancy Agreement with terms including the rental and other conditions contained in this application comes into existence immediately and is legally binding upon me/us.</li> <li>If I/we enter into a Residential Tenancy Agreement, and fail to comply with obligations under that agreement, that fact and other relevant information collected by the agent during the tenancy may be disclosed to the landlord, third party operators of tenancy databases and/or other agents.</li> </ul> |
| <b>Finance</b>   |
| <ul style="list-style-type: none"> <li>Any bond guarantee provided by Housing SA must be presented prior to or at the time of signing the Residential Tenancy Agreement.</li> <li>The applicant/s will pay the bond of the amount set out on page 1 upon signing a Residential Tenancy Agreement.</li> <li>DB Philpott Real Estate does not accept cash at the office.</li> <li>Our payment method is via Bpay DEFT payment.</li> <li>Payments by bank cheque, money order or SA Housing Trust guarantee are also acceptable.</li> <li>The owner/agent reserves the right to increase the rent at any future lease renewals in accordance with the Residential Tenancies Act.</li> </ul>   |
| <b>Utilities</b>   |
| <ul style="list-style-type: none"> <li>If you are successful and you have elected to use a utility service for arranging the service connections to the property, we will arrange for them to be in contact with you. Alternatively, you can contact them directly with the contact details outlined on page 7 of this application.</li> </ul>   |
| <b>Water</b>   |
| <ul style="list-style-type: none"> <li>Adjusted water supply will apply at the beginning of your tenancy and thereafter. (Unless specifically agreed otherwise)</li> <li>All water accounts are payable within 14 days of receipts of invoice or when your next rent payment is due.</li> <li>The following water costs will apply: (unless specifically agreed otherwise) <ul style="list-style-type: none"> <li>Quarterly water supply charges.</li> <li>All water usage at a rate and manner determined or prescribed from time to time by SA Water.</li> </ul> </li> <li>All water costs will be calculated and adjusted on a daily basis for the duration of the tenancy.</li> </ul>  |
| <b>Garden maintenance</b>  |
| <ul style="list-style-type: none"> <li>The applicant/s acknowledge that they will be responsibility to maintain (keep alive), water, mow &amp; weed all gardens, garden beds, shrubs &amp; lawns; including the verge. (If applicable)</li> </ul>  |
| <b>Pets</b>  |
| <ul style="list-style-type: none"> <li>The signing of a pet agreement is required if permission is granted to keep pets on the property.</li> </ul>  |
| <b>No smoking</b>  |
| <ul style="list-style-type: none"> <li>These premises are designated "smoke-free". If your application is accepted, you and any other co-tenants, sub-tenants, occupiers and guests, agree to not smoke in or at the premises.</li> </ul>  |
| <b>Phone/Internet</b>  |
| <ul style="list-style-type: none"> <li><b>NOTE: DB Philpott Real Estate or the Landlord</b> cannot guarantee that the property that you have applied for has an active phone line connected or in an internet availability area, it is the tenants responsibility for any investigation or connection of such services to the property.</li> </ul>   |
| <b>Verbal Acceptance and Lease Signing Appointment</b>   |
| <ul style="list-style-type: none"> <li>We wish to highlight that under the Residential Tenancies Act verbal acceptance of a written application is binding upon both parties. Accordingly the Landlord cannot withdraw their acceptance and the tenant is obligated to proceed. Please note that the agreement is voidable at the Landlord's option if you fail to pay the bond by the due date.</li> </ul>  |
| <b>Electronic Communication</b>  |
| <ul style="list-style-type: none"> <li>The applicant/s consent to electronic/ email communication.</li> </ul>  |

Signed by the Applicant/s

Applicant 1

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

Applicant 2

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

# Privacy Act Acknowledgement Form

## Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

This form provides information about how we the below named agent handle your personal information, as required by the National 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.

**Agency Name:** Beverley & David Philpott Associates Pty Ltd T/A DB Philpott Real Estate

**Address:** 3/154-160 Prospect Road, Prospect SA 5082

**Phone:** 08 8343 5600

**Email:** pmadmin@sellandrent.com.au

As a professional asset manager the Agent collects personal information about you. You can access this information by contacting our office.

### Primary Purpose

Before a tenancy is accepted the Agent collects your personal information for the primary purpose of assessing 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 the Agent may disclose your personal information to all or any of the following:

- The Lessor / Owners for approval or rejection of your application
- TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to record details of your application for tenancy with the Agent and assess the risk to our clients and verify the details provided in your application.
- Referees to validate information supplied in your application
- Other Real Estate Agents or asset managers to assess the risk to our clients

The Agent may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

### Secondary Purpose

The Agent also has a number of secondary purposes for collecting your information. These purposes are related to your tenancy and as such, will only become applicable if your application for this property is successful.

During and after the tenancy the Agent 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, Credit providers and related persons to permit them to contact or locate you.
- TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Lessors / Owners insurer in the event of an insurance claim.
- Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant's personal information may be recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications you make. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

If you fail to provide your personal information and do not consent to the uses set out above the Agent cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently the Agent cannot provide you with the property you requested to rent.

### Authority and Privacy Act

The applicants and each of them acknowledge and authorise the Letting Agent to make all necessary enquires to verify the information provided herein, including information relating to employment, rental history and personal references, and to report on these matters to the Landlord under the provisions of the Privacy Act (SA) [www.privacy.gov.au](http://www.privacy.gov.au) The Agent uses personal information collected from you to act as the agent and to perform its obligations as agent. The Agent may disclose information to other parties such as its client, to potential purchasers of the property, or to clients of the Agent both existing and potential, as well as to tradespeople, strata corporations, government bodies and to other parties as required by law. The Agent will only disclose information in this way to other parties as required to perform their duties for the purposes specified above or as otherwise allowed under the Privacy Act 1988. If you would like to access this information you can do so by contacting the Agent at the address and contact numbers stated on this application form. You can correct any information if it is inaccurate, incomplete or out-of-date. Real estate and tax law requires some of this information to be collected.

### Signed by the Applicant/s

I/We hereby authorise DB Philpott Real Estate to access all employment/rental history deemed relevant to evaluate my tenancy application.

#### Applicant 1

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

#### Applicant 2

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

## Utility Connection



### FREE Utility Connection Service - with a difference!

Electricity Gas Internet Phone Pay TV Insurance

- Access to genuinely discounted utility offers
- Choose your providers in your own time
- Save time, no long holds with a call centre
- Connect all your services in around 3 minutes on your mobile or computer

**We will send you a personal invitation to connect via email and text once you have been approved to rent a property. Once you receive it, please click on the link and take 3 minutes to sign up online.**

Move Me In is a FREE utilities connection service that offers you great discounted deals, saving you money right from the start! Other companies may have only ever offered you the standard off the shelf utility plans but Move Me In presents you with a selection of utility providers to choose from on our quick and easy online portal, so you can pick the discounted plan that suits you best.

We assist you to connect all the services you may need when moving home saving you valuable time and money during the busy moving period.

## Our services

- Energy** - Huge choice of suppliers, compare and connect online in minutes\*
- Internet/Pay TV** - Pick your brand and pick your plan
- Insurance** - get a competitive quote, quick and easy online
- Removals** - obtain quotes to move or store your items. Options to suit most budgets.
- Solar and Battery** - find the best options and get quote to install



**Save Time**  
Don't waste time on the phone/Internet researching all the different suppliers you need - we have done it for you

**Save Money**  
Large panel of suppliers with some of the best in market discounted offers

**Simple Comparisons**  
Easily view and compare providers and pick the best deal for you

**Connect**  
Simple online sign up process taking average of 3 mins to sign up to energy + other services

**Disconnect**  
We can assist you to disconnect your old address with our growing list of authorised suppliers

**Bonus**  
Connect to receive a Domino's Pizza meal delivered on us\*



Not all energy suppliers available in all areas

E: support@movemein.com.au P: 1300 911 947 www.movemein.com.au