



## APPLICATION FOR A RESIDENTIAL TENANCY AGREEMENT

**IMPORTANT ~ TO CONSIDER YOUR APPLICATION WE REQUIRE THE FOLLOWING -  
PLEASE READ CAREFULLY**

1. Make sure your writing is clear so we can read it easily.
2. Please make sure all relevant information, including the correct contact names and phone numbers are included.
3. All persons wishing to reside at this property **MUST** fill in all sections of this application form.
4. Be aware we cannot process this application unless all parties have completed all sections; signed the application form and provided 100 points of ID.
5. Please provide required copies of identification for each applicants 100 point check. All photo identification must be readable - we suggest scanning and emailing rather than faxing.
6. Read and sign Privacy Act Acknowledgement form attached to this application to authorise us to confirm details with your referees. Please advise your referees that we will be contacting them so they can be prepared.

If the Landlord accepts your application for the property, we will pass your details onto Direct Connect for a FREE, simple and convenient time saving service. This service assists you in connecting electricity, gas, phone, internet and pay TV. While the Direct Connect service is FREE; standard service provider connection fees and charges apply when you connect a utility. A Direct Connect representative will make all reasonable efforts to contact you within one business day of receiving your application. Please complete the form attached at the back of this form to ensure we have the correct details. If Direct Connect is unable to contact you within this period please contact them directly on **1300 664 715** to ensure connection can be completed by your move-in date. The responsibility for all utility connections is solely that of the tenants. It is the tenant's responsibility to make themselves available to the suppliers to gain access to the property if needed.

### PROOF OF IDENTIFICATION REQUIRED ~ 100 POINTS CHECK (AT LEAST ONE PHOTO ID PER APPLICANT)

We require each applicant to be 18 years or over and each applicant must provide 100 points of ID.

		Current agent rent history ledger/ rent records & lease agreement	40
		Current Driver's License - with photo & current address ( both sides if needed)	40
		Current passport (Australian)	40
		Current passport/ Visa (Non-Australian Resident) - stamped & dated	40
		Proof of Age card - With photo/ Tertiary Education ID - with photo	30
		Current group certificate - name and current address on certificate	30
		Letter of Employment from employer with details of position etc.	30
		Copy of Birth Certificate	30
		Current credit card statement in your name - with current address shown	30
		Pay-slip / statement	30
		Current vehicle registration in your name - with current address shown	30
		Latest telephone account (landline only) in your name - current address shown	10
		Medicare card	20
		Current electricity or gas account in your name - current address shown	10
		Pensioner card	10

**Applicant(s) Name(s):** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Rent: \$** \_\_\_\_\_ **per calendar month (= \$** \_\_\_\_\_ **per week) Bond: \$** \_\_\_\_\_

**I/ We confirm and acknowledge that:**

- 1) The information contained in this application is true and correct
- 2) All of the applicants are over the age of 18 years and that the rental payments are within my/our means
- 3) None of the applicants is bankrupt or an un-discharged bankrupt
- 4) The signing of a pet agreement will be required if pets are allowed on the property. If pets are allowed, the carpets inside the property will be professionally cleaned & deodorised on vacating.
- 5) I/we will pay a security bond at the prescribed rate (equal to 4 weeks rent if the rent is \$250pw or under; equal to 6 weeks if the rent is over \$250pw) of \$..... plus two weeks rent in advance being \$..... by Bpay (reference number will be supplied by Phil McMahon Real Estate), easyBondpay®, or SAHT guarantee before taking possession of the property
- 6) I/we understand that if I/we accept the property upon advice from the agent that the Landlord/s has accepted this application, a tenancy agreement with terms including the rental amount and other conditions contained in this application will be applicable immediately and will be legally binding upon me/us
- 7) I/we undertake to enter into a written Residential Tenancy Agreement as per the conditions agreed to in this application. Only those persons listed on the application will be approved to permanently reside at the property.
- 8) I/we hereby authorize the agent to make all necessary enquiries to verify the information provided herein
- 9) The personal information provided by me/us in this application, or collected by other sources, is necessary for the agent to verify identity of the applicant(s), to process and evaluate the application and to manage the tenancy. Personal information collected now and during the tenancy may be disclosed for the purpose for which it was collected to other parties, including property owners, referees, other Agents and third party operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the agent or property owner.
- 10) The following water costs will apply: (unless specifically agreed otherwise) Water supply charge and all water usage at a rate and manner determined or prescribed from time to time by SA Water. All water costs will be calculated and adjusted on a daily basis for the duration of the tenancy.
- 11) NO SMOKING ALLOWED INSIDE THIS PROPERTY - Any damage, stains or smells caused to the property's fixtures or fittings through smoking inside the property will be rectified by and charged to the tenant who agrees to pay all cost to clean, repair or replace any smoke damaged items as deemed necessary
- 12) If I/we enter into Residential Tenancies Agreement and fail to comply with obligations under that agreement, the relevant information collected by the agent during the tenancy may be disclosed to the landlord, third party operators of the tenancy databases and/or other agents
- 13) I/we are aware that if I/we break our lease before the expiry date, we will be liable to pay rent until the end of my/our current lease or up to the day a new lease commences. I/we will also be liable to pay a portion of the owner's re-letting costs and advertising costs calculated using the formula as set out by the Residential Tenancies Branch fact sheet.
- 14) It could take up to two business days to process this application. If not all information is provided, the agent may not be able to process this application.

Note: If you wish to access personal information that the agreement holds, you can do so by contacting the property manager by arranging an appointment. You can also correct, complete or update information held by the Agent.

**Please be aware that your initial payment of two weeks rent plus the appropriate bond needs to be received by our office at least four business days prior to collecting keys**

**Cash and cheques are not accepted at our office and we do not have EFT facilities**

Signed 1) ..... Date ...../...../.....

Signed 2) ..... Date ...../...../.....

**PHIL MCMAHON**  
Real Estate

**Glenelg Branch**  
607 Anzac Highway  
Glenelg North SA 5045  
Telephone 08 8295 5823  
Facsimile 08 8295 5817  
reception@philmcmahon.com.au  
www.philmcmahon.com.au

**Morphett Vale Branch**  
PO Box 291  
Morphett Vale SA 5162  
Telephone 08 8382 1577  
Facsimile 08 8384 4276  
rentalsmvale@philmcmahon.com.au  
www.philmcmahon.com.au

**Please Print Your Names Clearly:**

Applicant Name (1): .....

Applicant Name (2): .....

Hereby authorise Phil McMahon Real Estate to access all employment/rental history deemed relevant to evaluate my tenancy application. This may include details regarding length of employment, positions held, salary or wage, and all rental history.

Signed (Applicant 1): .....

Signed (Applicant 2): .....

**AUTHORITY AND PRIVACY ACT**

The applicant(s) named above acknowledge and authorise Phil McMahon Real Estate to make all the necessary enquires to verify the information provided, including information relating to employment, rental history, personal references, and to report on these matters to the landlord under the provisions of the Privacy Act. Phil McMahon Real Estate uses personal information collected from you to act as the agent and to perform its obligation as agent. Phil McMahon Real Estate may disclose information to other parties such as our client, to potential purchaser of the property, or to clients of the agent both existing and potential, as well as to trades people, strata corporations, government bodies and other parties as required by law. Phil McMahon Real Estate will only disclose information in this way to other parties as required in order for them 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 our office during business hours. You can correct any information if it is inaccurate, incomplete or out-of-date.

Please note: We will be checking the tenant default database website - [www.tica.com.au](http://www.tica.com.au)



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



- Electricity      Gas      Phone      Internet
- Pay TV      Insurance      Removalist      Truck or Van hire      Cleaners

Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.

**THE ALWAYS ON GUARANTEE**

We guarantee that when you connect with one of your 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 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 the 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

Date

Property Manager



**Please Print Your Names Clearly:**

Your application is based on the property as viewed. We will endeavor to provide an answer regarding acceptance within 2 business days, subject to the availability of referees and the owner.

If your application is successful, we will call you; if unsuccessful, we will send you an SMS text. Our company policy, in accordance with the Privacy Act, is not to provide specific reasons for unsuccessful applications.

Upon acceptance of your application, a minimum payment equal to two (2) weeks rent must be made to our office within **48 hours** by bank transfer. This amount will be deducted from your first rent payment.

**Please note:**

YOU MUST INSPECT THE INSIDE OF THE PROPERTY BEFORE YOUR APPLICATION CAN BE PROCESSED.  
PLEASE ADVISE US ASAP IF YOU NEED TO WITHDRAW YOUR APPLICATION, PRIOR TO APPROVAL.  
UPON VERBAL ACCEPTANCE BY AGENT/LANDLORD, YOU WILL HAVE ENTERED INTO A RESIDENTIAL TENANCY AGREEMENT AND WILL NOT BE ABLE TO WITHDRAW YOUR APPLICATION.

How Did You Find Out About This Property?  The Advertiser  Internet  Referral  The Messenger  Local Agent

RENT \$ \_\_\_\_\_ per week **PAYABLE:**  Fortnightly  Calendar monthly

BOND \$ \_\_\_\_\_ (Payable upon signing a Residential Tenancy Agreement) 4 weeks rent to be paid if the weekly rent is \$250 or under; 6 weeks rent applies if the weekly rent is over \$250pw.

Will you be receiving government assistance for the Bond? YES / NO

Bond Guarantees provided by the South Australia Housing Trust must be supplied at signing of agreement. You are responsible to arrange this prior to our meeting.



EasyBondpay can provide same day Rental Bond Loans so you can ease the pain of moving home and pay your rental bond over 6 or 12 easy monthly instalments. Applying is easy and no credit rating is required. Simply tell us you're interested and we will do the rest - [www.easybondpay.com.au](http://www.easybondpay.com.au)

Do you smoke? YES / NO If yes, INSIDE / OUTSIDE?

TENANCY REQUIRED:  6 Months  12 Months  other \_\_\_\_\_ Date able to occupy \_\_\_\_/\_\_\_\_/\_\_\_\_

APPLICANT 1	APPLICANT 2
Mr / Mrs / Ms Surname:	Mr / Mrs / Ms Surname:
First Names:	First Names:
Date of Birth: Age:	Date of Birth: Age:
Mobile phone:	Mobile phone:
Home Phone:	Home Phone:
Work Phone:	Work Phone:
Email address:	Email address:
Current address:	Current address:
Children who will be living with you:	Children who will be living with you:
Childs Name: Age:	Childs Name: Age:
Childs Name: Age:	Childs Name: Age:
Childs Name: Age:	Childs Name: Age:
Childs Name: Age:	Childs Name: Age:

APPLICANT 1	APPLICANT 2
<b>RENTAL HISTORY</b>	<b>RENTAL HISTORY</b>
Current Landlord/Agent:	Current Landlord/Agent:
Name:	Name:
Phone:	Phone:
Address of property rented:	Address of property rented:
Length at time at current address:	Length at time at current address:
Rent amount:     \$                             per	Rent amount:     \$                             per
Date of lease expiry:	Date of lease expiry:
Bond refunded? If Not, Why?	Bond refunded? If Not, Why?
Reason for leaving:	Reason for leaving:
<b>Previous Landlord Agent:</b>	<b>Previous Landlord Agent:</b>
Name:	Name:
Phone:	Phone:
Address of property rented:	Address of property rented:
Length of time at current address:	Length of time at current address:
Rent amount:     \$                             per	Rent amount:     \$                             per
Bond refunded? If Not, Why?	Bond refunded? If Not, Why?
Reason for leaving:	Reason for leaving:
<b><u>NO RENTAL HISTORY?</u></b>	<b><u>NO RENTAL HISTORY?</u></b>
HOME OWNER - SOLD PROPERTY (address):	HOME OWNER - SOLD PROPERTY (address):
Salesperson:	Salesperson:
Contact Number:	Contact Number:
HOME OWNER - LEASED PROPERTY (address):	HOME OWNER - LEASED PROPERTY (address):
Property Manager:	Property Manager:
Contact Number:	Contact Number:
LIVED WITH FAMILY/FRIENDS (address):	LIVED WITH FAMILY/FRIENDS (address):
Contact Name:	Contact Name:
Contact Number:	Contact Number:
Relationship to applicant:	Relationship to applicant:
<b>PETS:     YES/NO (please circle) INSIDE OR OUTSIDE</b>	<b>PETS:     YES/NO (please circle) INSIDE OR OUTSIDE</b>
Type:                             Breed:	Type:                             Breed:
Age/s:                             No of Pets:	Age/s:                             No of Pets:
Registered YES/NO     Registration No:	Registered YES/NO     Registration No:

APPLICANT 1	APPLICANT 2
<b>EMPLOYMENT</b>	<b>EMPLOYMENT</b>
Occupation:	Occupation:
Employers Name:	Employers Name:
Employers Address:	Employers Address:
Employers phone (land line only)	Employers phone (land line only)
Supervisors Name:	Supervisors Name:
Net Weekly Income: \$	Net Weekly Income: \$
<i>IF EMPLOYED LESS THAN 6 MONTHS</i>	<i>IF EMPLOYED LESS THAN 6 MONTHS</i>
<b>PREVIOUS EMPLOYER'S NAME:</b>	<b>PREVIOUS EMPLOYER'S NAME:</b>
Employers address:	Employers address:
Employers phone (land line only)	Employers phone (land line only)
Supervisors Name:	Supervisors Name:
Net Weekly Income: \$	Net Weekly Income: \$
<b>IF SELF EMPLOYED</b>	<b>IF SELF EMPLOYED</b>
Business Name:	Business Name:
ABN:	ABN:
Business address:	Business address:
Business phone, land line No: :	Business phone, land line No: :
Nature of business:	Nature of business:
Total income per annum:	Total income per annum:
Accountant name & phone:	Accountant name & phone:
Contact of confirmation of business income:	Contact of confirmation of business income:
<b>IF A STUDENT</b> <i>Please provide details below and evidence of income</i>	<b>IF A STUDENT</b> <i>Please provide details below and evidence of income</i>
Student ID No:	Student ID No:
Course:	Course:
University/Tafe/other:	University/Tafe/other:
Net weekly income:	Net weekly income:
<b>CENTRELINK BENEFITS</b>	<b>CENTRELINK BENEFITS</b>
Type of payment:	Type of payment:
Customer reference No:	Customer reference No:
Total center link payment/fortnight:	Total center link payment/fortnight:

<b>CHARACTER REFERENCE 1</b> (PERSON NOT PREVIOUSLY USED IN APPLICATION) - <b>Relatives</b> not accepted. 2 referees required	<b>CHARACTER REFERENCE 1</b> (PERSON NOT PREVIOUSLY USED IN APPLICATION) - <b>Relatives</b> not accepted. 2 referees required
Name:	Name:
Address:	Address:
Phone:	Phone:
Relationship:	Relationship:
<b>CHARACTER REFERENCE 2</b> (PERSON NOT PREVIOUSLY USED IN APPLICATION) - <b>Relatives</b> not accepted. 2 referees required	<b>CHARACTER REFERENCE 2</b> (PERSON NOT PREVIOUSLY USED IN APPLICATION) - <b>Relatives</b> not accepted. 2 referees required
Name:	Name:
Address:	Address:
Phone:	Phone:
Relationship:	Relationship:
<b>Name of nearest relative/friend (not other applicant) (in case of an emergency)</b>	<b>Name of nearest relative/friend (not other applicant) (in case of an emergency)</b>
Name:	Name:
Address:	Address:
Home No: Work No: Mobile No:	Home No: Work No: Mobile No:
Relationship to applicant (i.e. Mother/Brother)	Relationship to applicant (i.e. Mother/Brother)

**N.B: As the tenant, you will be liable for all water supply charges and water usage costs (at a rate and manner prescribed and determined from time to time by SA Water) with all costs calculated and adjusted on a daily basis for the duration of your tenancy. If there is no separate flow meter (i.e. in some units & maisonettes) then the tenant's liability is calculated by equally dividing the water costs by the number of properties registered on that meter.**

**NO SMOKING INSIDE PREMISES**

Details of cars belonging to residents;			
Resident Name:	Resident Name:	Resident Name:	Resident Name:
Make:	Make:	Make:	Make:
Model:	Model:	Model:	Model:
Colour:	Colour:	Colour:	Colour:
Rego:	Rego:	Rego:	Rego:
Drivers License No:	Drivers License No:	Drivers License No:	Drivers License No:



# ZERO TOLERANCE FOR RENT ARREARS

At Phil McMahon Real Estate we pride ourselves on our thorough tenant qualification and screening process. Applicants are qualified and then approved ONLY because we believe that rent payments will be paid on time and the property will be properly cared for. If you have trouble paying your rent on time, it is your responsibility to contact your property manager and arrange alternative payments plans. It is a requirement of your lease that rent be paid on or before the due date.

Overdue rent payments will result in our contacting you with phone calls, SMS messages, letters, emails, and personal visits to the property and a "Breach of Tenancy Notice" issued. This action could cause some people to get upset, embarrassed or resentful. However, we do not apologise for such action, as it is a requirement of the tenancy agreement that rent must be paid on time... every time!

If you believe you may be late with a payment - **YOU MUST** notify us at least 3 working days before that payment is due so we can advise your landlord and they can be prepared. In most cases we ask you to do all that you can do to borrow the money from other sources so that you can pay the rent. Late payments will reflect on your rental history and may jeopardize the possibility of your lease being renewed and/or a future reference for another landlord or agent.

In extreme case, details of your tenancy will be lodged on the **Tenant Default Database (TICA)**; **THIS WILL AFFECT** further tenancy applications with other real estate agents, not only locally, but nationally and also throughout New Zealand. This record could remain on the site for up to 5 years. **IF THIS OCCURS, IT COULD CAUSE YOU INCONVENIENCE AND HARDSHIP - PAY YOUR RENT ON TIME, EVERY TIME, TO AVOID THIS!**

**We will provide a Bpay card and reference number to use for rental payments.**

We strongly encourage you to make the appropriate arrangements with your own bank or financial institution for regular payments to ensure all rent payments are paid on or before the due date. By doing so, our business relationship remains beneficial to all parties.

**Please call or email your Property Manager with any queries or concerns regarding the above policy.**

**Please also be aware that our office hours are 8:30am - 5:30pm Monday to Friday.**