



Taylored Property Management | RLA 261637  
PO BOX 174, GLENELG SA 5045  
Phone: 0426 241 676 Email:hello@tayloredproperty.com.au

## Tenancy Application Form

Property applied for:	
Property rental: \$	per week Payable: <input type="checkbox"/> Fortnightly <input type="checkbox"/> Calendar monthly in advance
Bond amount: \$	Bond provided from: <input type="checkbox"/> Own funds <input type="checkbox"/> easyBondpay <input type="checkbox"/> Housing Trust guarantee (note the bond is equal to 6 weeks rent if more than \$250 per week and 4 weeks rent if \$250 per week or less).
Term of tenancy:	<input type="checkbox"/> 6 months <input type="checkbox"/> 12 months <input type="checkbox"/> Other:
Date able to commence tenancy (move in):	/ /

Steps to a successful rental application:

1. Complete this application IN FULL with all details, names and phone numbers in a legible form.
2. Make sure that you have completed the address of the property in the section above.
3. Email your completed application to us
4. Attach photocopies of documents which add up to 100 points of identification.

**Please note: We require at least one form of photographic identification and one proof of income document to be supplied**

Driver's License	40 Points	Current rent history	30 Points
Passport/Photo I.D	40 Points	Bank Statement	30 Points
Birth Certificate	30 Points	Phone, Gas or Electricity bill	20 Points
Last 3 Rent Receipts	30 Points	Current M.V Registration Papers	10 Points
Last 3 Pay Slips	30 Points	Bank Debit or Credit Card	10 Points

NOTE: Your application may not be processed if all information is not completed and ID is not attached or if you have not viewed the property or have had someone look through on your behalf.

Once we have mutually agreed that your application is accepted, we require the initial two weeks rent be paid within 48 hours to secure the property. This payment will act as your first fortnight's rental payment.

Your Residential Tenancy Agreement will be emailed to you. Prior to the commencement of tenancy and you collecting keys and taking possession of the property, a 6 week bond amount is required to be paid which we will lodge on your behalf with the Consumer of Business Services.

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.

**Applicant (1)****Applicant (2)****Personal Contact Details:**

Family name:	Family name:
Given name:	Given name:
Current address including postcode:	Current address including postcode:
Length of time at this address:	Length of time at this address:
Date of birth: Driver's licence no.:	Date of birth: Driver's licence no.:
Ph work: Ph home:	Ph work: Ph home:
Mobile:	Mobile:
Email address:	Email address:

**Rental Reference 1:**

Current Landlord/Agent:	Current Landlord/Agent:
Phone:	Phone:
Address of property:	Address of property:
Reason for vacating current address:	Reason for vacating current address:
Current rent per week:	Current rent per week:

**Rental Reference 2:**

(if less than 2 years at current address)

Previous Landlord/Agent:	Previous Landlord/Agent:
Tenancy time period:	Tenancy time period:
Previous address:	Previous address:
Phone:	Phone:
Reason for vacating previous address:	Reason for vacating previous address:
Previous rent per week:	Previous rent per week:

**If no rental reference, please indicate the reason below:**

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

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

**Applicant (1)****Applicant (2)****Current Employment:**

Occupation:	Occupation:
Name of employer:	Name of employer:
Business address:	Business address:
Name of person who can verify your details:	Name of person who can verify your details:
Employer's phone:	Employer's phone:
Email:	Email:
Length of service:	Length of service:
Net income per week:	Net income per week:
Other sources of income?	Other sources of income?

**Business Reference:****(different to above or previous employment details if employed in your current workplace for less than 1 year)**

Name:	Name:
Day time phone:	Day time phone:
Address:	Address:
How they know you:	How they know you:

**Additional Reference:****(other than a relative)**

Name:	Name:
Day time phone:	Day time phone:
Address:	Address:
How they know you:	How they know you:

**Nearest Relative****(In case of emergency):**

Name:	Name:
Contact number:	Contact number:
Relationship:	Relationship:

**Applicant (1)****Applicant (2)****If self-employed:**

Business name and ABN:	Business name and ABN:
Name and phone no of accountant:	Name and phone no of accountant:

**If a student:**

Name of school, college or university enrolled in:	Name of school, college or university enrolled in:
Student ID:	Student ID:
Course attended:	Course attended:
Length of Study:	Length of Study:

**Full names and ages of all persons who will be permanently residing at the property (other than the applicants):**

1. Full Name:	Age:
2. Full Name:	Age:
3. Full Name:	Age:

**Full details of any pets requested to be kept on the premise:** (please included name, age and breed)

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**Other information to support your application:**


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

**Personal:**

- The information contained in this application is true and correct.
- All of the applicants are over the age of 18 years, that the rental payments are within my/our means and that none of the applicants are bankrupt/undischarged bankrupt.
- 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 and other conditions contained in this application comes into existence immediately and is legally binding upon me/us. I/We undertake to then enter into a written Tenancy Agreement as per the conditions agreed to in the application. Only those persons listed on this application will permanently reside at the property.
- If I/we enter into a Residential Tenancies 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.

**Finance:**

- Any bond guarantee provided by Housing SA must be presented prior to or at the time of signing the tenancy agreement.
- The applicant/s will pay the bond amount set out on page 1 upon the signing of a residential tenancy agreement (note the bond is equal to 6 weeks rent if more than \$250 per week and 4 weeks rent if \$250 per week or less).
- Taylored Property Management does not accept cash. Our payment method is via EFT payment, but payments by bank cheque, money order or SA Housing Trust guarantee are also acceptable.
- The owner/agent reserves the right to increase the rent at any future lease renewals in accordance with the Tenancies Act.

**Utilities:**

- 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.
- Taylored Property Management or the Landlord 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 tenant/s responsibility for any investigation or connection of such services to the applied property.

**Water Charges:**

- The following water costs will apply (unless specifically agreed otherwise): quarterly water supply charges plus 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.

**Garden Maintenance:**

- The applicants acknowledge that they will be responsibility to maintain, water, mow & weed all gardens, garden beds, shrubs & lawns; including the verge (if applicable).

**Pets:**

- That the signing of a pet agreement is required if permission is granted to keep pets on the property.

**No Smoking:**

- 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

**Privacy Act 1988**

The personal information the prospective tenant provides in this Application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this Application and during the course of the tenancy if the Application is successful may be disclosed for the purpose for which it was collected to other parties including the landlord, 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 and/or Landlord.

If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that Agreement that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the landlord, this party operators of tenancy reference databases and/or other agents.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting the Agent at the above Agent's address and phone number. The Application can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

**Applicant Name: (1)** \_\_\_\_\_ **Signed:** \_\_\_\_\_ **Dated:** / /

**Applicant Name: (2)** \_\_\_\_\_ **Signed:** \_\_\_\_\_ **Dated:** / /