

Residential Tenancy Application Form

Thank you for taking an application form in order to apply for one of our properties.

If you would like to submit an application please email a copy of your documents to apm@apmrental.com.au or alternatively, you can drop one off at our office on Level 2, 300 Flinders Street, Adelaide SA 5000. Our office is open between 9am – 5pm on Weekdays.

If you would like us to process your application you will need to provide us with:

- 100 points of identification;* and
- A fully completed application form.

Due to the number of applications we receive, we are unable to process your application unless all information is completed and all documents supplied. **Please take care when completing your application form in order to give yourself the best chance of success.**

Qualifying Documents:			
Passport	50 Points	Your Last Three Rent Receipts	20 Points
Driver's Licence	40 Points	Current Rental History Reference	20 Points
Birth Certificate	30 Points	Phone, Gas or Electricity Bill	20 Points
Student Card or other ID	30 Points	Bank Statement	10 Points
Your Last 3 Pay Slips	20 Points	Motor Vehicle Registration	10 Points
Your Last 3 Centerlink Statements	20 Points	Please indicate how many points you have provided:	

*At least one form of identification must be photographic and all documents must be valid.

What happens next?

Affordable Property Management will process your application within 2 business days. Please ensure your references are contactable. We will notify you via email or text if your application has not been successful. Unfortunately we are unable to provide a reason due to privacy laws. We hold your application on file for three months before destroying your documents; please let us know if you would prefer to collect it.



1. AGENT:

Company Name: Affordable Property Management
Address: Level 2, 300 Flinders Street, Adelaide SA 5000
ABN: 30 165 267 7078 RLA: 228855
Telephone: 08 8232 7623
Email: apm@apmrental.com.au

2. PREMISES

Address: _____

3. RENT

Amount: \$ _____ per week
Frequency: Payable in advance fortnightly

4. SECURITY BOND

Where the rent charge is greater than \$250 per week six weeks rent will be required. If the rent charge is equal to or less than \$250 per week then four weeks rent will be required.

5. PREFERRED TENANCY TERM

6 Months 12 Months

Date able to occupy: _____

6. APPLICANT DETAILS:

Mr Mrs Ms Miss D.O.B: ____ / ____ / ____

Full Name: _____

Joint Application with: _____

7. CONTACT DETAILS:

Telephone: _____ Mobile: _____ Other: _____

Email: _____

8. IDENTIFICATION:

Drivers licence No: _____ Car registration No: _____

Passport No: _____ Pension No/Type: _____

9. MOTOR VEHICLE DETAILS

Car Model: _____ Licence Plate: _____

Car Year: _____ Colour: _____

Initials

10. EMPLOYMENT/INCOME

Current Employment

Occupation: _____

Business Name: _____

Address: _____

Supervisor/Manager: _____ Telephone: _____

Length of service: _____ Years _____ Months

Gross weekly income: \$ _____

Other income/source: _____

Previous Employment

Occupation: _____

Business Name: _____

Address: _____

Supervisor/Manager: _____ Telephone: _____

Have you received any income or financial assistance **during the last 12 months** for any of the following?

- | | |
|--|---|
| <input type="checkbox"/> Wages | Amount: \$ _____ per week/fortnight/annum |
| <input type="checkbox"/> Family Support | Amount: \$ _____ per week/fortnight/annum |
| <input type="checkbox"/> Scholarship | Amount: \$ _____ per week/fortnight/annum |
| <input type="checkbox"/> Centrelink benefits | Amount: \$ _____ per week/fortnight/annum |
| <input type="checkbox"/> Rent assistance | Amount: \$ _____ per week/fortnight/annum |
| <input type="checkbox"/> Family Tax benefits A & B | Amount: \$ _____ per week/fortnight/annum |
| <input type="checkbox"/> Large family supplement | Amount: \$ _____ per week/fortnight/annum |
| <input type="checkbox"/> Foreign pension | Amount: \$ _____ per week/fortnight/annum |
| <input type="checkbox"/> Student Allowance | Amount: \$ _____ per week/fortnight/annum |
| <input type="checkbox"/> Superannuation | Amount: \$ _____ per week/fortnight/annum |
| <input type="checkbox"/> Investment Property | Amount: \$ _____ per week/fortnight/annum |
| <input type="checkbox"/> Dividends | Amount: \$ _____ per week/fortnight/annum |
| <input type="checkbox"/> Interest | Amount: \$ _____ per week/fortnight/annum |
| <input type="checkbox"/> Child Support | Amount: \$ _____ per week/fortnight/annum |
| <input type="checkbox"/> Self – employment | Amount: \$ _____ per week/fortnight/annum |
| <input type="checkbox"/> Other | Amount: \$ _____ per week/fortnight/annum |

11. STUDENT DETAILS (IF APPLICABLE)

Student ID No: _____

College/TAFE/University: _____

Course/degree: _____

Estimated Completion Date: _____

Initials



12. RENTAL HISTORY

Current landlord details or current address

Name: _____

Address: _____

Telephone H: _____ M: _____

Current rent: \$ _____ per week Rent paid up to _____

Length of time at address: _____ Lease end date: _____

Reason for Vacating: _____

Current address: _____

Previous Landlord/Agent

Name: _____

Address: _____

Telephone H: _____ M: _____

Current rent: \$ _____ per week Was the bond claimed?: _____

Reason for Vacating: _____

13. PERSONAL REFEREES:

Please provide a personal reference (not related to you). Please ensure they have agreed for you to nominate them and they can be contactable during business hours.

Name: _____ Telephone: _____

Relationship: _____

14. PROFESSIONAL REFEREES

Please provide two professional references (not related to you). Please ensure they have agreed for you to nominate them and they can be contactable during business hours.

Name: _____ Telephone: _____

Relationship: _____

Name: _____ Telephone: _____

Relationship: _____

15. NEXT OF KIN DETAILS

Not residing with you

Name: _____ Telephone: _____

Address: _____

Relationship: _____

16. OTHER OCCUPANTS AT THE PROPERTY:

(If over the age of 18 please complete a separate application)

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Initials

17. PETS:

Do you have pets Yes No

If yes, please provide details (Name, Breed, Age, Outside vs. Inside):

Is your Pet registered? Yes No

Are you happy to sign a Pet Lease? Yes No

Please provide a Reference for your Pet if possible:

Name: _____ Telephone: _____

Relationship: _____

18. TENANT COSTS:

SA Water

The tenant is to pay all water supply & usage charges.

19. UTILITIES

The tenant is to pay electricity, gas and telephone.

The tenant is to arrange their own connections to the property however we can organise for Direct Connect to get in touch with you to complete the setups. Their service is free.

If the property is not individually metered for a service, the tenant must pay an appointment of the service.

20. RENT PAYMENT METHOD

The applicant/s understand Affordable Property Management will only accept rent payments the following way:

Internet transfer/direct debit

21. ACKNOWLEDGEMENT

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 plugs is located in the premises.

Initials

TERMS AND CONDITIONS

1. APPLICATION

The Application applied to the Agent to let the property in accordance with the terms and conditions of this application.

2. APPLICATION'S OBLIGATIONS

2.1 The Applicant warrants that:

- 2.1.1 It has the legal capacity to enter into the formal Residential Tenancy Agreement which was made available to the Applicant by the Agent for inspection;
- 2.1.2 All information provided to the Agent in relation to this application is true and correct and the Applicant undertakes to promptly advise the Agent of any change of information;

2.2 The Applicant acknowledges that:

- 2.2.1 It must sign the Residential Tenancy Agreement as soon as reasonably practicable following acceptance of this application by the landlord;
- 2.2.2 It is not entitled to take possession of the property until the Residential Tenancy Agreement is signed by the Applicant and returned to the agent;
- 2.2.3 It agrees to pay the rent during the term in accordance with this application and the Residential Tenancy Agreement;
- 2.2.4 It must provide a security bond plus an amount to two (2) weeks' rent in cash or by bank transfer or by bank cheque before taking possession of the property.

3. AUTHORITY

3.1 The Applicant authorises the Agent

- 3.1.1 to make necessary enquiries to verify information provided by the Applicant in this Application;
- 3.1.2 to provide information related to the Applicant's tenancy of the Property to any Registered Agent who is authorised by the Applicant to enquire about the matter

3.2 The Applicant authorises their current employer, previous employer (if applicable), accountant (if applicable), current landlord/agent (if applicable), previous landlord/agent (if applicable), and referees as set out in this Application to disclose details of its tenancy, employment and/or character to the agent for the purpose of processing this application.

4. INCONSISTENCY

Subject to clauses 2.2.2 and 2.2.4 of this Application, if there is any inconsistency between the terms of this application and the Residential Tenancy Agreement the terms of the Residential Tenancy Agreement prevail.

5. PRIVACY ACT 1988

5.1 The personal information the Applicant 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 this Applicant in this Application and during the course of the tenancy (If this Application is approved) may be disclosed for the purpose for which it was collected to other parties including to the landlord, referees, other agents, and third party operators of tenancy reference databases.

5.2 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, this fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and/or other agents.

5.3 If the Applicant would like to access this information, they can do so by contacting the Agent at the address and contact numbers contained in this Application. The Applicant can also correct this information if it is inaccurate, incomplete or out of date.

FULL NAME OF APPLICANT: _____

SIGNATURE OF APPLICANT: _____ DATE: ____ / ____ / _____



Tenant Reference Check

TO: (Agent/Landlord) _____ Email address: _____

The applicant has provided your details as current or previous Agent/Landlord and has authorised us to request information about the tenancy from you.

APPLICANT(S): _____

PROPERTY RENTED: _____

I/We the above named Applicant(s) agree for information to be released to AHM.

Signed: _____ Date: _____