

Residential Tenancy Application Schedule



1. AGENT: Company Name/Legal Entity: Detailed Property Management Pty Ltd trading as Your Property Agency

Street 1: 85 Isla Circuit

Street 2:

Suburb: Mawson Lakes

State: SA

Postcode: 5095

ABN (if applicable): 46 616 844 154

RLA No: 278892

Telephone:

W:

F:

M: 0477 974 594

Email: admin@yourpropertyagency.com.au

2. PREMISES:

Street 1:

Street 2:

Suburb:

State:

Postcode:

3. RENT:

Amount: \$ per week

Frequency: Payable in advance: ☐ Weekly ☒ Fortnightly ☐ Calendar monthly

4. BOND:

\$

5. TENANCY

☐ 6 months

☒ 12 months

☐ Other

Date able to occupy

/

/

6. APPLICANT:

Full Name:

Joint Application with:

Are you over the age of 18? ☐ Yes ☐ No

7. CONTACT DETAILS:

Telephone:

W:

H:

M:

F:

Email:

8. IDENTIFICATION:

Drivers Licence No:

Passport No:

Pension No. and Type:

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9. EMPLOYMENT:

Gross Weekly Income: \$

Other Income/Source:

Please provide a copy of your most recent payslip

10. IF NOT CURRENTLY EMPLOYED:

Income / Source:

Amount: \$ per *
week / fortnight / annum

Source of Income: (Specify e.g. Centrelink, pension, other)

11. STUDENT:

College/TAFE/University: Student No:

Faculty/Course:

Income / Source:

Amount: \$ per *
week / fortnight / annum

Source of Income: (Specify e.g. Centrelink, pension, other)

12. RENTAL HISTORY:

Current Landlord/ Agent:

Name:

Street 1:

Street 2:

Suburb: State: Postcode:

Telephone:

Current Rent: \$ per week Length of time at current address: years months

Reason for Vacating:

Current Address:

Street 1:

Street 2:

Suburb: State: Postcode:

*** Previous Landlord/ Agent:

Name:

Address:

Telephone:

Property Rented:

*** If less than 2 years at current address

13. PERSONAL/BUSINESS REFEREES:

Name: Telephone:

Relationship:

Name: Telephone:

Relationship:

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14. RELATIVES (closest relative not residing with you):

Name:

Street 1:

Street 2:

Suburb: State: Postcode:

Telephone: W: H:
M: F:

Relationship:

15. OTHER OCCUPANTS OVER THE AGE OF 18 YEARS:

Note: All persons over 18 years must complete a separate Application

Name:

Name:

Name:

Name:

Name:

Name:

16. PETS:

Do you have any pets? ☐ Yes ☐ No

If yes, provide details:

17. FOR STATISTICAL PURPOSES ONLY:

Please indicate where you saw this Property advertised?

☐ Advertiser

☐ Signboard

☐ Website (*specify*)

☐ Window Display

☐ Catalogue

☐ Other (*specify*)

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IMPORTANT INFORMATION FOR TENANTS

1. TENANT COSTS:

Note: Tenants are required to pay additional costs for services as indicated

- ☒ All water usage costs adjusted for the period of tenancy
- ☐ All water usage costs in excess of kL per annum, with such allowance to be adjusted for the period of tenancy
- ☒ All water supply charges adjusted for the period of tenancy
- ☐ No charge for water
- ☐ Other (specify)
- ☐ Electricity ☐ Gas ☐ Telephone ☐ Other (specify)

If the Property is not individually metered for a service, the Tenant must pay an apportionment of the cost of the service as set out below:

2. INSURANCE:

- Responsibility for insurance of the premises ☒ Landlord
- Responsibility for insurance of contents of the premises (for property other than that of the Landlord) ☒ Tenant

3. RENT PAYMENT METHOD:

The Applicant/s understand that the Agent will accept rent payments in the following form/s:

- ☐ Cash ☐ Bank Deposit Book ☐ Direct Debit ☐ Rent Card
- ☐ Bank Cheque ☒ Internet Transfer ☐ Credit Card ☐ Other

4. EXCLUSIONS (IF ANY):

List any Property which is not included in the Tenancy:

5. ACKNOWLEDGMENT:

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.

6. FURTHER INFORMATION:

Further information relating to renting, including information and assistance in other languages and formats, can be obtained here:

Consumer and Business Services: <https://www.sa.gov.au/topics/housing>

Interpreting and Translating Centre: <https://translate.sa.gov.au/>

RentRight SA: <https://www.syc.net.au/services/housing-homelessness-support#renting-tenancy-advice>

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REISA Forms – Privacy Collection Statements & Consent

Important note: please read the information below before signing this form. If you do not agree with the conditions below, do not sign this document.

REISA – Privacy Collection Statement & Consent

1. This document has been prepared using the REISA Forms platform (“**Platform**”) provided by the Real Estate Institute of South Australia Limited ACN 642 822 731 (“**REISA**”), which is subject to REISA’s Terms of Use and Privacy Policy available on REISA’s website.
2. The Platform uses products and/or services of third parties that are integrated with the Platform. This includes, without limitation, certain services provided by Land Services SA Operating Pty Ltd (“**LSSA**”).
3. By signing this document, you confirm you have read and understood the information set out on this page and provide informed consent that REISA, LSSA and other third parties whose products and/or services are integrated with the platform 3.1 will have access to data (including personal information) contained in this document; and 3.2 can use and retain such data:
 - (a) to provide and improve their products and/or services associated with the Platform;
 - (b) to create and use de-identified data on an aggregated or non-aggregated (but de-identified) basis as permitted by law, including to provide property information products and reports showing market insights, comparisons and trends in sales figures, rental turnover or property attributes and to deliver tools, reports and products for real estate agencies and other commercial businesses for use in their business; and
 - (c) for any purpose ancillary or associated with the above.

LSSA– Privacy Collection Statement

4. Land Services SA Operating Pty Ltd ACN 618 229 815 (**LSSA**) provides REISA with products and services related to the Platform, and in doing so, collects the information (including personal information) uploaded to the Platform (**Data**). LSSA uses the Data to manage and provide the Platform, and for the further purposes described below.
5. LSSA will also collect, hold, use and disclose this personal information to analyse the Data alone and in combination with other data, to derive insights and analysis. That Data, derived data, insights and analysis will be used to develop, offer and provide data products and services with REISA to real estate institutes, real estate agents and other third parties interested in the residential and commercial property market. The nature of these data products and services will change over time depending on customer needs and preferences, but may include reports available online that summarise property trends (such as trends in rental turnover by suburb, or trends in property sales turnover by suburb). If you would like more information about how LSSA will handle the personal information, how you can seek access or request correction of personal information, how you can complain about LSSA’s handling of personal information and LSSA’s contact details, please visit <https://www.landservices.com.au/privacy>.
6. LSSA will generally disclose this personal information to third parties who provide products and services to LSSA (where disclosure may be necessary to provide such products and services) and where personal information is included in the Data for the products and services described above, to LSSA’s customers of those products and services. Generally, LSSA will not disclose any personal information outside of Australia.
7. If you do not provide LSSA with the personal information requested through the Platform, you may be unable to use the Platform to submit your application, enquiry, request or other matter contemplated by the form.
8. The statement above has been prepared and authorised by LSSA.

Residential Tenancy Application Terms and Conditions



1. DEFINITIONS AND INTERPRETATION

In this Application, unless a contrary intention appears:

- 1.1 "Act" means the *Residential Tenancies Act 1995*;
- 1.2 "Agent" means the person or organisation specified in Item 1 of the Schedule;
- 1.3 "Applicant" or "You" means the person or persons about whom the information in this REI Form pertains;
- 1.4 "Bond" means the amount specified in Item 4 of the Schedule of the Residential Tenancy Agreement;
- 1.5 "Members" are the individuals and entities which hold current subscription and membership with REISA including but not limited to real estate agents;
- 1.6 "Personal information" is information as defined by the *Privacy Act 1988*;
- 1.7 "Premises" or "Property" means the site specified in Item 2 of the Schedule;
- 1.8 "REISA", "Us" or "We" means the Real Estate Institute of South Australia Limited;
- 1.9 "Rent" means the amount specified in Item 3 of the Schedule of the Residential Tenancy Agreement;
- 1.10 "Tenant" means the person or organisation specified in Item 6 of the Schedule of the Residential Tenancy Agreement;
- 1.11 "Term" means the period the lease specified in Item 5 of the Schedule of the Residential Tenancy Agreement.

The singular includes the plural and vice versa and references to natural persons include corporations and vice versa. Where more than one person is a party to this Agreement, the terms and conditions to be performed by them bind each party jointly and severally.

2. APPLICATION

The Applicant applies to the Agent to let the Property in accordance with the Terms and Conditions of this Application

3. APPLICANT'S OBLIGATIONS

- 3.1 The Applicant warrants that:
 - 3.1.1 it has the legal capacity to enter into a residential tenancy agreement ("Residential Tenancy Agreement") which was made available to the Applicant by the Agent for inspection;
 - 3.1.2 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 to that information;
- 3.2 The Applicant acknowledges that:
 - 3.2.1 it is not entitled to take possession of the Property until the Residential Tenancy Agreement is signed by each Applicant and returned to the Agent;
 - 3.2.2 it agrees to pay the Rent during the Term in accordance with this Application and the Residential Tenancy Agreement;
 - 3.2.3 it must provide the Bond plus an amount equal to 2 (2) weeks' rent by electronic transfer before taking possession of the Property.

4. AUTHORITY

- 4.1 The Applicant authorises the Agent:
 - 4.1.1 to make all necessary enquiries to verify the information provided by the Applicant in this Application;
 - 4.1.2 to provide information related to the Applicant's tenancy of the Property to any person who is authorised in writing by the Applicant to enquire about that matter;
- 4.2 The Applicant authorises their current and previous:
 - 4.2.1 employers, and
 - 4.2.2 landlords/agents, and
 - 4.2.3 accountants; and
 - 4.2.3 referees

as set out in this Application to disclose details of any current or previous tenancy, details of income and any breaches that resulted in termination of the tenancy to the Agent for the purpose of processing this Application.

5. INCONSISTENCY

Subject to clauses 3.2.1 and 3.2.3 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.

6. COPYRIGHT AND INTELLECTUAL PROPERTY

The material on this Application is protected by copyright under the laws of Australia and through international treaties. Unless otherwise indicated, all rights (including copyright) in the content, compilation and/or data inserted onto the Application are owned or controlled for these purposes, and are reserved by Us.

Residential Tenancy Application Terms and Conditions



7. INFORMATION USE AND PRIVACY

7.1 The Applicant agrees and acknowledges that:

- 7.1.1 the Agent uses Personal Information and other information collected from the Applicant and other sources, including the Landlord, referees, other agents and residential tenancy databases (collectively, “**the Information**”) to verify the Applicant’s identity and suitability, to process and evaluate the Application and to manage any resultant tenancy (“**Primary Purpose**”). Without this information the Agent may not be able to act effectively;
- 7.1.2 the Agent may disclose the Information to other parties, including the Landlord, referees, other agents and residential tenancy databases, as may be required for the Primary Purpose, to comply with the law and for administration purposes;
- 7.1.3 if the Applicant enters into a residential tenancy agreement with the Landlord and fails to comply with its obligations under the agreement, this fact and other relevant Personal Information collected about the Applicant may also be disclosed to the Landlord, residential tenancy databases and/or other agents;
- 7.1.4 in addition to the Primary Purpose, the Agent may use and disclose Information (other than personal identifying information) to promote the services of the Agent and/or seek potential clients, and disclose Information (other than personal identifying information) to third parties such as, but not limited to, other real estate businesses, real estate related bodies, valuers, data collection agencies, financial institutions and media organisations; and
- 7.1.5 the Agent will only disclose Information as described above or as otherwise allowed under the Privacy Act 1988 (Cth).

7.2 The Agent collects, stores and manages Personal Information in accordance with its own privacy policy and/or practices, including with respect to access to Personal Information held by the Agent, requests for correction of information and handling of any privacy complaints. For more information, the Agent can be contacted at the address and telephone number provided in this Agreement.

7.3 By signing this Agreement, the Applicant expressly consents to the collection and use of the Information as provided in this Clause 7, and for the purposes of this Agreement, “**Personal Information**” has the same meaning as in the Privacy Act 1988 (Cth).

The signatories below acknowledge and confirm they have read and understood the terms and conditions in this document (including the REISA Forms – Privacy Collection Statements & Consent).).

FULL NAME OF APPLICANT:

SIGNATURE OF APPLICANT:

DATE:

- ☐ The Applicant acknowledges receipt of the Agent's disclosure of the Agent's usual use of residential tenancy database/s, the names of the database/s and contact details.

Note:

- 1. All items on this Application must be completed in full.
- 2. REISA recommends that you should not sign any document unless you are satisfied that you understand its terms.
- 3. Use of this Application by a non-member of REISA is a breach of Copyright.

2 DOCUMENT IDENTIFICATION CHECK

2 documents verifying your identity must accompany this Application.

(please attach relevant copies)

At least one (1) form of identification must be photographic.

TYPE

- Drivers Licence☐
- Passport☐
- Birth Certificate☐
- Student Card☐
- Other Photo ID☐
- Bank Statement (with outgoing transactions and account number redacted)☐

The Agent usually uses a residential tenancy database/s to check the applicant's tenancy history and to decide whether a residential tenancy agreement should be entered into with the Applicant. ☒ Not Applicable ☐ Yes

If yes, provide details of the residential tenancy database/s usually used:

Name of residential tenancy database:

Telephone:

Email:

Website address:

Name of residential tenancy database:

Telephone:

Email:

Website address:

Name of residential tenancy database:

Telephone:

Email:

Website address:

Residential Tenancy Application Tenant Reference Check



TO: * Agent/Landlord Fax no:

Email:

The Applicant has provided your details as a current or previous *Agent/Landlord and has authorised us to request information about the tenancy from you. Please return the completed form by email to:

APPLICANT(S):

PROPERTY RENTED:

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

SIGNATURE OF APPLICANT:

DATE:

PERIOD OF RENTAL:

DATE: / /

TO: / /

RENT PAID PER WEEK:

\$

WAS THE APPLICANT THE LEASEHOLDER OR OCCUPANT?

☐ Leaseholder

☐ Occupant

WAS THE RENT EVER IN ARREARS?

☐ Yes

☐ No

If yes, please provide details:

RENT LEDGER PROVIDED:

☐ Yes

☐ No

WAS ANY NOTICE TO REMEDY ISSUED THAT RESULTED IN TERMINATION OF THE TENANCY?

☐ Yes

☐ No

WAS THE PROPERTY KEPT IN A CLEAN MANNER?

☐ Yes

☐ No

WERE ANY PETS KEPT?

☐ Yes

☐ No

WAS THE GARDEN SATISFACTORILY MAINTAINED?

☐ Yes

☐ No

Please contact me on

Thank you for your assistance.

DATE:

Signature of Property Manager

Full Name of Property Manager

Residential Tenancy Application

disclosure of the Agent's usual use of residential tenancy database/s.



This notice is to be retained by the Applicant
Do not return this page to the Agent

The Agent usually uses a residential tenancy database/s, listed below, to check the applicant's tenancy history and to decide whether a residential tenancy agreement should be entered into with the Applicant.

| | |
|---------------------------------------|--|
| Name of residential tenancy database: | |
| Telephone: | |
| Email: | |
| Website address: | |
| Name of residential tenancy database: | |
| Telephone: | |
| Email: | |
| Website address: | |
| Name of residential tenancy database: | |
| Telephone: | |
| Email: | |
| Website address: | |