

# Residential Rental Application



Masons Real Estate ABN 42 683 837 184 - Letting Agent for the Landlord

Please note: We are unable to process applications unless the applicant has completed the application form in full, provided copies of the required 100 points of identification (expired documents will not be accepted) and accepted the terms and conditions on the last page. Every person over the age of 18 must apply as an applicant. Should you require any assistance, please contact our office.

## INCOMPLETE APPLICATIONS MAY NOT BE PROCESSED

ONLY TO BE COMPLETED IF YOU WISH TO ENTER INTO A TENANCY AGREEMENT WHICH IS LEGALLY BINDING

### IDENTIFICATION REQUIRED PER EACH APPLICANT

**\*AT LEAST ONE DOCUMENT CONTAINING PHOTOGRAPHIC IDENTIFICATION MUST BE PROVIDED**

Photocopying by our office cost is \$2.00 (up to 5 pages) Cash only! No Eftpos available.

|  | POINT VALUE |
|--|-------------|
| <u>Income statement - Payslip or Centrelink <b>MUST BE PROVIDED &amp; MUST BE UP TO DATE</b></u> | 20          |
| <u>Current Agent rental history (ledger/record)</u>  | 50          |
| <u>*Passport, *Drivers License, *Student/Proof of Age card, Birth Certificate,</u>               | 40          |
| <u>*Student Photo identification card, Concession card / Pension card</u>                        | 30          |
| <u>Latest Telephone or Electricity/Gas account (with current address)</u>                        | 30          |
| <u>Bank Statement (2 x months)</u>   | 30          |
| <u>Current Vehicle Registration</u>  | 30          |
| <u>Medicare / Credit card / Debit card</u>   | 20          |
| <u>Citizenship Certificate</u>   | 10          |

### PLEASE ALSO NOTE THE FOLLOWING:

- Your application will be processed with the information provided and submitted to the Landlord for their acceptance/non acceptance for tenancy - this is always the landlords decision.
- We are not required, and in some cases unable to provide reason for non acceptance if your application is not approved.
- If your application is unsuccessful, you will be notified by SMS message and your application will be kept for 1 month.
- Should your application be approved, you will be required to pay a deposit of 2 weeks rent within 48 hours to secure the property.
- It is the responsibility of the approved tenant to arrange electricity, telephone and gas connections to the property.
- All phone and internet connections are excluded from the tenancy. ALL charges in respect to the telephone connection and rental shall be borne by the tenants. Masons Real Estate or the Landlord cannot guarantee that the property that you have applied for has an active phone line connected or internet availability, it is the tenant's responsibility to investigate such connection/services.
- Please be advised that properties on our rental list may still be tenanted, please respect their privacy. You are encouraged to drive by the property - if you would like to inspect the inside you must first complete an application form for approval.
- Please be aware that you may be charged for all water usage and supply charge during the term of the tenancy.
- If required, tenancy agreements, special conditions and all other documentation can be made available to you, prior to entering into an agreement - **It is vital that you read and understand this documentation prior to signing it.**

### Please return completed application to:

Masons Real Estate Pty Ltd  
65 Bridge Street, Murray Bridge SA 5253  
Ph: (08) 8532 2822 Fax: (08) 8531 0634  
office@masonsrealestate.com.au

The Prospective Tenant(s) detailed herein apply for a property tenancy through the Letting Agent and declare and covenant that the information herein is true and correct. The tenant must not give false or misleading information to the Letting Agent and to do so is an offence pursuant to S51 of The Residential Tenancies ACT 1995 as amended from time to time (the "Act").

## A. PROPERTY DETAILS

1. Address/es of the property that you would like to apply for? (maximum 3 addresses can be listed here)

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*Note: If you wish to apply for further properties after submitting this application, they can only be added within a four week timeframe only (from the date this application is submitted) - this must however be requested in writing (emailed or written within the office).*

Rent: Rental amount \$\_\_\_\_\_ or affordable rent range: \$\_\_\_\_\_

Bond: Amount \$\_\_\_\_\_ Provided from (select one): Own funds / Housing Trust Guarantee  
*(Note: Bond is equal to 6 weeks if rent is more than \$800 per week or 4 weeks if rent is \$800 per week or less)*

Lease: Preferred Term of Lease (please circle): Periodic / 6 months / 12 months

Move in: If accepted, what is your preferred move in date? / / 20

Viewing: Preferred viewing time/s: \_\_\_\_\_

## B. PERSONAL DETAILS

### APPLICANT 1

Title: (Mr / Mrs / Miss / Ms / Dr) \_\_\_\_\_

Family Surname: \_\_\_\_\_

Given name/s: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Drivers License No: \_\_\_\_\_

Occupation: \_\_\_\_\_

Current residential address (inc. postcode): \_\_\_\_\_  
\_\_\_\_\_

Home Ph: \_\_\_\_\_

Work Ph: \_\_\_\_\_

Mobile Ph: \_\_\_\_\_

Email: \_\_\_\_\_

### APPLICANT 2

Title: (Mr / Mrs / Miss / Ms / Dr) \_\_\_\_\_

Family Surname: \_\_\_\_\_

Given name/s: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Drivers License No: \_\_\_\_\_

Occupation: \_\_\_\_\_

Current residential address (inc. postcode): \_\_\_\_\_  
\_\_\_\_\_

Home Ph: \_\_\_\_\_

Work Ph: \_\_\_\_\_

Mobile Ph: \_\_\_\_\_

Email: \_\_\_\_\_

## C. RENTAL HISTORY

### CURRENT RENTAL DETAILS:

Current rental address: \_\_\_\_\_

Current rental address: \_\_\_\_\_

Current rent \$ \_\_\_\_\_ per week

Current rent \$ \_\_\_\_\_ per week

Agency Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Agent / Landlord name: \_\_\_\_\_

Agent / Landlord name: \_\_\_\_\_

Agent / Landlord phone: \_\_\_\_\_

Agent / Landlord phone: \_\_\_\_\_

Agent / Landlord email: \_\_\_\_\_

Agent / Landlord email: \_\_\_\_\_

Period rented: From \_\_\_\_\_ To \_\_\_\_\_

Period rented: From \_\_\_\_\_ To \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

### PREVIOUS RENTAL DETAILS:

Previous rental address: \_\_\_\_\_

Previous rental address: \_\_\_\_\_

Rent amount \$ \_\_\_\_\_ per week

Rent amount \$ \_\_\_\_\_ per week

Agency Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Agent / Landlord name: \_\_\_\_\_

Agent / Landlord name: \_\_\_\_\_

Agent / Landlord phone: \_\_\_\_\_

Agent / Landlord phone: \_\_\_\_\_

Agent / Landlord email: \_\_\_\_\_

Agent / Landlord email: \_\_\_\_\_

Period rented: From \_\_\_\_\_ To \_\_\_\_\_

Period rented: From \_\_\_\_\_ To \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Was the bond refunded (if no, why)? \_\_\_\_\_

Was the bond refunded (if no, why)? \_\_\_\_\_

**NOTE:** If rental history provided is for less than 2 years, you **must** provide details of your rental/housing history prior to that. You **must** provide rental details for no less than the last 2 years as a minimum.

**NO RENTAL HISTORY?** If no rental history, please provide a detailed explanation why:

\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** If you owned your own home you will need to provide proof of ownership E.g. Provide copy of Council rates, SA Water rates in your name, Contract of the sale, Land Titles Certificate.

**D. EMPLOYMENT DETAILS**

**CURRENT EMPLOYMENT:**

Occupation: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employers Name: \_\_\_\_\_

Employers Name: \_\_\_\_\_

Employers Address: \_\_\_\_\_

Employers Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Details: \_\_\_\_\_

Contact Details: \_\_\_\_\_

Length of Employment: \_\_\_\_ years \_\_\_\_ months

Length of Employment: \_\_\_\_ years \_\_\_\_ months

Income: \$ \_\_\_\_\_ per \_\_\_\_\_

Income: \$ \_\_\_\_\_ per \_\_\_\_\_

**If Length of employment is less than 12 months, you **must** provide previous employers details**

**PREVIOUS EMPLOYMENT:**

Occupation: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employers Name: \_\_\_\_\_

Employers Name: \_\_\_\_\_

Employers Address: \_\_\_\_\_

Employers Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Details: \_\_\_\_\_

Contact Details: \_\_\_\_\_

Length of Employment: \_\_\_\_ years \_\_\_\_ months

Length of Employment: \_\_\_\_ years \_\_\_\_ months

Income: \$ \_\_\_\_\_ per \_\_\_\_\_

Income: \$ \_\_\_\_\_ per \_\_\_\_\_

**IF YOU RECEIVE A CENTRELINK PAYMENT**

Type of payment: \_\_\_\_\_

Type of payment: \_\_\_\_\_

Income: \$ \_\_\_\_\_ per \_\_\_\_\_

Income: \$ \_\_\_\_\_ per \_\_\_\_\_

Customer Ref Number (CRN) \_\_\_\_\_

Customer Ref Number (CRN) \_\_\_\_\_

**Note:** Copies of income statements must be provided - e.g. payslips or centrelink statements

**Note:** References must not be related to you & they must have known you for more than 12 months

### E. PERSONAL & PROFESSIONAL CHARACTER REFERENCES

(Must NOT be related to you and must NOT be listed as an applicant or as a reference within your application)

#1 Professional Ref Name: \_\_\_\_\_ #1 Professional Ref Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number/s: \_\_\_\_\_ Phone Number/s: \_\_\_\_\_

Period of time Known: \_\_\_\_\_ Period of time Known: \_\_\_\_\_

#2 Personal Ref Name: \_\_\_\_\_ #2 Personal Ref Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number/s: \_\_\_\_\_ Phone Number/s: \_\_\_\_\_

Period of time Known: \_\_\_\_\_ Period of time Known: \_\_\_\_\_

### F. NEXT OF KIN/RELATIVE for Emergencies (NOT anyone intending to live at the property)

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

*Note: Applicant agrees that if a tenancy agreement is entered into, the contacts listed above can be contacted.*

### G. EXTRA INFORMATION (Applicant 1 & 2)

#### OTHERS RESIDING AT THE PROPERTY:

**IMPORTANT: Any person 18 years or over must be listed and apply as an applicant:**

Will there be any other person/s under the age of 18 (i.e. children) residing at the property? Yes / No

If yes, please provide full names, ages and current addresses:

\_\_\_\_\_  
\_\_\_\_\_

#### PETS Do you have any pets? Yes / No

If yes, how many? \_\_\_\_\_ Type & Breed: \_\_\_\_\_ Sex: M / F Age: \_\_\_\_\_ Pet Name: \_\_\_\_\_

Type & Breed: \_\_\_\_\_ Sex: M / F Age: \_\_\_\_\_ Pet Name: \_\_\_\_\_

Type & Breed: \_\_\_\_\_ Sex: M / F Age: \_\_\_\_\_ Pet Name: \_\_\_\_\_

## AUTHORITY AND PRIVACY ACT

The Applicants and each of them acknowledge and authorise the Letting Agent to make all necessary enquiries 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 (Cth) 1988.

The Agent uses personal information collected from you to act as their Agent and to perform its obligations as Agent. The Agent may disclose information to other parties such as its clients, to potential purchasers of the property, or to clients of the Agent both existing and potential, as well as to trades people, strata corporations, government and statutory 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 in this agreement. 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.

## DECLARATION BY APPLICANTS

- The applicants and each of them warrant that the information herein given by them is true & correct.
- Each of the applicants are at least 18 years of age.
- The applicants have not been bankrupt, but if so have provided full details within this application.
- Only the persons notified in the application will permanently reside at the property.
- The applicants detailed herein will not permit pets on the premises unless authorised to do so.
- The applicants agree that they will inspect the property and if accepted, pay a bond amount applicable to the property upon signing a Residential Tenancy Agreement.
- The Applicants acknowledge and agree that immediately upon advice from the Letting Agent that the landlord has accepted this application, a Residential Tenancy Agreement with the terms and other conditions set out herein comes into existence and is legally binding upon the Applicants, prior to taking possession of the property.

### Applicant 1

Full Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Witness name: \_\_\_\_\_ Witness signature: \_\_\_\_\_

Dated: The \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_

### Applicant 2

Full Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Witness name: \_\_\_\_\_ Witness signature: \_\_\_\_\_

Dated: The \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_

**It is an offence not to give true information about your identity and place of employment pursuant to Section 51 of the Residential Tenancies Act 1995.**