



## APPLICATION FOR RESIDENTIAL TENANCY

### To process your application, you will need to:

1. Complete and sign the application form
2. Provide required copies of identification
3. Provide proof of income
4. All applicants 18 years + must complete the application
5. Read the Privacy Statement & Declaration and sign

### Submit your application via:

**Email:** [rentals@anrepsa.com.au](mailto:rentals@anrepsa.com.au)  
**Fax:** 1300 656 398  
**Deliver to:** 7/22 Melbourne Street  
North Adelaide

### Provide 100 points of ID, must include minimum of 1 photo ID

Identification	Points	Identification	Points
Current Passport	40	Australian Citizenship Certificate	20
Drivers Licence (must include front & back)	40	Centrelink card	20
Birth Certificate	40	Motor vehicle registration	20
Proof of age card or photo ID	40	Utility accounts	20
Last 4 rent receipts or rent ledger	40	Bank statement	20

### Provide at least 1 of the following Proof of Income

Last 3 Payslips  
Bank Statement showing last 6 months  
Centrelink Statement  
BAS Statement or Financials (if self-employed)

### Processing your application

1. Your application will be processed with the information provided and submitted to the landlord for their acceptance or non-acceptance for tenancy.
2. If the application is unsuccessful, we will endeavour to contact you, though no reason will be disclosed for non-acceptance of an application.
3. Should your application be accepted, you will be required to pay the first two weeks rent within 24-48 hours in order to secure the property.
4. Water & supply charges may also apply. Please check with your Anreps Property Manager.
5. It is the tenant's responsibility to arrange connection of electricity, telephone, internet and gas supply to the property. Your Anreps Property Manager can advise you regarding this process.



This is an optional FREE service to connect your utilities

Please tick the utilities required:

**Phone:** 1300 854 478  
**Fax:** 1300 854 479  
**Email:** [enquiry@myconnect.com.au](mailto:enquiry@myconnect.com.au)  
**Web:** [www.myconnect.com.au](http://www.myconnect.com.au)

Electricity

Gas

Phone

Internet

Pay TV

The Main Electricity switch must be in the 'OFF' position between 7am and 6pm on the day of connection

By signing this application, I:

Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that myconnect record all calls for coaching, quality and compliance purposes; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities.

Signature(s) of applicant \_\_\_\_\_ Date \_\_\_\_\_

# APPLICATION FORM

RENTAL PROPERTY ADDRESS

RENT PER WEEK \$

LENGTH OF TENANCY REQUIRED

DATE ABLE TO OCCUPY

NO. OF PEOPLE TO RESIDE IN PREMISES?

HOW DO YOU PLAN TO PAY THE BOND?

OWN FUNDS

BORROWED FUNDS

SA HOUSING TRUST

HOW DO YOU PLAN TO PAY THE 1<sup>ST</sup> RENTAL PAYMENT?

OWN FUNDS

BORROWED FUNDS

SA HOUSING TRUST

HOW DO YOU PLAN TO PAY THE RENT ONGOING?

OWN FUNDS

BORROWED FUNDS

CENTREPAY

## APPLICANT DETAILS (1)

SURNAME

FIRST NAME

MAIDEN OR PREVIOUS NAME

DATE OF BIRTH

VEHICLE REGISTRATION NO.

PASSPORT/LICENCE NO.

TELEPHONE

MOBILE

EMAIL

## APPLICANT DETAILS (2)

SURNAME

FIRST NAME

MAIDEN OR PREVIOUS NAME

DATE OF BIRTH

VEHICLE REGISTRATION NO.

PASSPORT/LICENCE NO.

TELEPHONE

MOBILE

EMAIL

## CURRENT RESIDENTIAL DETAILS

ARE YOU CURRENTLY:

RENTING

OWNER OCCUPIER

LIVING WITH FAMILY/FRIENDS

OTHER \_\_\_\_\_

CURRENT ADDRESS

TIME AT CURRENT ADDRESS

FROM

TO

CURRENT WEEKLY RENT OR MORTGAGE REPAYMENTS

REASON FOR MOVING

## CURRENT RESIDENTIAL DETAILS

ARE YOU CURRENTLY:

RENTING

OWNER OCCUPIER

LIVING WITH FAMILY/FRIENDS

OTHER \_\_\_\_\_

CURRENT ADDRESS

TIME AT CURRENT ADDRESS

FROM

TO

CURRENT WEEKLY RENT OR MORTGAGE REPAYMENTS

REASON FOR MOVING

## CURRENT LANDLORD DETAILS (IF APPLICABLE)

PROPERTY MANAGER/LANDLORD CONTACT

TELEPHONE

MOBILE

EMAIL

## CURRENT LANDLORD DETAILS (IF APPLICABLE)

PROPERTY MANAGER/LANDLORD CONTACT

TELEPHONE

MOBILE

EMAIL

**PREVIOUS RESIDENTIAL DETAILS (IF APPLICABLE)**

PREVIOUS ADDRESS	
TIME AT CURRENT ADDRESS FROM _____ TO _____	WEEKLY RENT
PROPERTY MANAGER/LANDLORD CONTACT	
TELEPHONE	MOBILE
EMAIL	

WAS YOUR BOND REFUNDED IN FULL?

YES NO

IF NO, WHY NOT?
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**ADDITIONAL INFORMATION**

HAVE YOU BEEN EVICTED FROM A RENTAL PROPERTY? YES NO  
 HAVE YOU BEEN REFUSED A RENTAL PROPERTY? YES NO  
 HAVE YOU HAD A LEASE EXTENSION DECLINED? YES NO  
 DO YOU STILL OWE MONEY TO A LANDLORD/AGENT? YES NO

If you have answered Yes above, provide details.
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**EMPLOYMENT DETAILS**

FULL TIME	PART TIME	CASUAL	SALARY
EMPLOYER NAME			
JOB POSITION	DATE STARTED		
EMPLOYMENT ADDRESS			
CONTACT NAME	TELEPHONE NUMBER		
IF SELF EMPLOYED			
BUSINESS NAME	ABN		
BUSINESS ADDRESS			
APPROXIMATE WEEKLY NET INCOME \$			
ACCOUNTANT DETAILS			

ARE YOU RECEIVING BENEFITS?

NEW START PARENTING PENSION  
 DISABILITY CARERS

TOTAL WEEKLY INCOME \$
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**PREVIOUS RESIDENTIAL DETAILS (IF APPLICABLE)**

PREVIOUS ADDRESS	
TIME AT CURRENT ADDRESS FROM _____ TO _____	WEEKLY RENT
PROPERTY MANAGER/LANDLORD CONTACT	
TELEPHONE	MOBILE
EMAIL	

WAS YOUR BOND REFUNDED IN FULL?

YES NO

IF NO, WHY NOT?
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APPROXIMATE WEEKLY NET INCOME \$			
ACCOUNTANT DETAILS			

ARE YOU RECEIVING BENEFITS?

NEW START PARENTING PENSION  
 DISABILITY CARERS

TOTAL WEEKLY INCOME \$
------------------------

**PERSONAL CHARACTER REFERENCE**

(Not currently living with you)

NAME	
TELEPHONE	MOBILE
EMAIL	
ADDRESS	
RELATIONSHIP TO YOU	

**EMERGENCY CONTACT (1)**

(A relation not living with you)

NAME	
TELEPHONE	MOBILE
EMAIL	
ADDRESS	
RELATIONSHIP TO YOU	

**LIST OF PEOPLE INTENDING TO RESIDE WITH YOU**

NAME	
AGE	RELATIONSHIP
NAME	
AGE	RELATIONSHIP
NAME	
AGE	RELATIONSHIP

**DO YOU HAVE PETS?**

TYPE/BREED	
AGE	NAME
LIVE INSIDE OR OUTSIDE? PROVIDE DETAILS:	

**PERSONAL CHARACTER REFERENCE**

(Not currently living with you)

NAME	
TELEPHONE	MOBILE
EMAIL	
ADDRESS	
RELATIONSHIP TO YOU	

**EMERGENCY CONTACT (1)**

(A relation not living with you)

NAME	
TELEPHONE	MOBILE
EMAIL	
ADDRESS	
RELATIONSHIP TO YOU	

**LIST OF PEOPLE INTENDING TO RESIDE WITH YOU**

NAME	
AGE	RELATIONSHIP
NAME	
AGE	RELATIONSHIP
NAME	
AGE	RELATIONSHIP

TYPE/BREED	
AGE	NAME
LIVE INSIDE OR OUTSIDE? PROVIDE DETAILS:	

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## PRIVACY STATEMENT

As Property Managers, Anreps, collects and uses personal information about you to act as the agent and perform its obligations as an agent. We may disclose information to other parties such as clients, potential purchasers of the property, or to clients both existing and potential, as well as to tradespeople, strata or community corporations, government and statutory bodies and to other parties as required by law.

Anreps will only disclose information in this way to other parties as required to perform our 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 your Anreps Property Manager. You can correct any information if it is inaccurate, incomplete or out of date. Real Estate and Tax laws require some of this information to be collected.

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## DECLARATION

1. The information provided in this application is true and correct.
  2. I/We are 18 years or over.
  3. I/We are not bankrupt or are an un-discharged bankrupt.
  4. I/We are aware that under the Residential Tenancies Act verbal acceptance of a written application is binding upon both parties.
  5. Upon being notified that the application has been approved for tenancy, I/We agree to pay the first 2 weeks rent and arrange to sign the tenancy agreement as soon as possible. I/We understand that the bond must be paid prior to the tenancy commencing. I/We agree that if the required rent and security bond is not paid in full on or before the first day of the tenancy I/We will not be granted possession of the property.
  6. I/We consent to the information provided in this application being verified/confirmed with the contacts given and further consent to our details being verified or added to the internet tenancy databases such as, NTD, T.I.C.A., or other such databases at Anreps discretion at any time.
  7. I/We understand that if our application is not accepted for tenancy, no reason for non-acceptance will be provided.
  8. I/We are aware that water use & supply charges may apply.
  9. I/We are aware that Landlords Insurance will not cover the Tenant's contents and it is advised that the tenant should obtain contents and public liability insurance.
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## SIGNATURES

### APPLICANT 1

\_\_\_\_\_  
FULL NAME (PLEASE PRINT)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

### APPLICANT 2

\_\_\_\_\_  
FULL NAME (PLEASE PRINT)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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All rental applications and supporting documents can be delivered via:



rentals@anrepsa.com.au



1300 656 398



7/22 Melbourne Street, North Adelaide