

RENTAL APPLICATION FORM

Please note that your application will not be processed if you do not fully complete and sign the application and provide 100 points of I.D

Email: propertymanagement@adcorpgroup.com.au
rent@adcorpgroup.com.au

adcorp 
 PROPERTY GROUP PTY LTD
 231 Greenhill Road, Dulwich
 www.adcorpgroup.com.au
 T: 8361 3333 F: 8139 2300

Property Address _____
 Preferred Lease Length ____ months Preferred Lease Start Date ____ / ____ / ____ Rent Per Week \$ _____

APPLICANT 1 DETAILS

Name _____
 Date of birth _____
 Mobile number / Home number _____
 Email _____
 Next of kin name & contact number (not residing with you) _____

APPLICANT 2 DETAILS

Name _____
 Date of birth _____
 Mobile number / Home number _____
 Email _____
 Next of kin name & contact number (not residing with you) _____

OTHER OCCUPANTS (names and ages)

1	2
3	4

PET DETAILS

Type/Breed	Type/Breed	Type/Breed
Name	Name	Name
Age/Gender	Age/Gender	Age/Gender
Colour	Colour	Colour
Is the pet de-sexed/ registered?	Is the pet de-sexed/ registered?	Is the pet de-sexed/ registered?

HOW DID YOU FIND OUT ABOUT THE PROPERTY?

Internet Rental listing Other _____

PAYMENT DETAILS

Please indicate how you will be paying your initial 2 weeks rent
 Own funds Housing Trust Guarantee Borrowed funds

Please indicate how you will be paying your bond
 Own funds Housing Trust Guarantee Borrowed funds

First two weeks rent \$ _____
 Rental bond 4 / (6 weeks if rent more than \$250 per week) \$ _____
 Sub total (payable before possession of property) \$ _____

100 POINTS OF ID

CATEGORY A (1 required)	CATEGORY B
<input type="checkbox"/> Current Passport (70 points) <input type="checkbox"/> Birth Certificate (or certified extract) (70 points) <input type="checkbox"/> Australian Citizenship Certificate (70 points) <input type="checkbox"/> Driver Licence (40 points)	<input type="checkbox"/> Proof of Age card (25 points) <input type="checkbox"/> Proof of Name Change (25 points) <input type="checkbox"/> Medicare card (25 points) <input type="checkbox"/> Bank statement, Council rates, Credit, Bank and Debit cards (25 points)
CATEGORY B	<input type="checkbox"/> Electoral Enrolment card (25 points) <input type="checkbox"/> Insurance renewal, Utility accounts, Rent records (25 points) <input type="checkbox"/> Motor Vehicle registration (25 points)
<input type="checkbox"/> Public Service Employee ID card (40 points) <input type="checkbox"/> Centrelink card or Tertiary Education ID card (40 points) Mortgage documents or Land Titles Office records (35 points)	

INCOME DETAILS

Current employer (company)

Contact name (manager) and contact number

Your position

Length of employment

Net income

pw/pf/pa

Full time

Casual

Part time

Contract

Centrelink payment type

Income per fortnight

Other source of income

CURRENT RESIDENCE

Current address

Agent/Landlord

Agent/Landlords contact number

Agent/Landlords email

Rent

\$

pw

Length of time at property

Reason for leaving

PREVIOUS RESIDENCE

Previous address

Agent/Landlord

Agent/Landlords contact number

Agent/Landlords email

Rent

\$

pw

Length of time at property

Reason for leaving

PERSONAL REFERENCES (not related to you)

Personal Reference 1 – name and contact number

Personal reference 2 – name and contact number

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pw

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Reason for leaving

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Personal Reference 1 – name and contact number

Personal reference 2 – name and contact number

DECLARATION

The applicant acknowledges:

1. that the landlords insurance will not cover the tenant’s contents and it is advised that the tenant should obtain contents and public liability insurance.
2. that upon being advised of approval of this application by the agent a legal tenancy agreement is created and if the tenant(s) choose not to proceed, the agent will begin procedures to relet the property and MAY choose to recover costs incurred from the reletting as set down by the Residential Tenancies Act 1995.
3. That unless agreed otherwise the tenant shall be liable for all water costs pertaining to the property as per SA Water calculations. Costs to be calculated on a daily basis.
4. Please Note: Our tenancy agreements contain a special clause stating: **NO SMOKING INSIDE THE PREMISES**

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter Into a Residential Tenancy Agreement. I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises, I accept the property in its current condition and I am not bankrupt.

I authorise the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants; If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant;
- (b) prepare lease/tenancy documents;
- (c) allow tradespeople or equivalent organisations to contact me;
- (d) lodge/claim/transfer to/from a Bond Authority;
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable);
- (f) refer to collection agents/lawyers (where applicable);
- (g) complete a credit check with NTD (National Tenancies Database)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above. If there is any inconsistency between the terms of this Application and the Residential Tenancy Agreement, the terms of the Residential Tenancy Agreement prevail.

Privacy Act 1988 - 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 residential tenancy databases. Information already held on Residential Tenancy 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 or, third party operators of residential tenancy databases and or other agents.

Full Name & Signature of Applicant 1 _____ Date ___/___/___

Full Name & Signature of Applicant 2 _____ Date ___/___/___