

TENANCY APPLICATION FORM

harris

property management

CNR PORTRUSH & GREENHILL ROADS, TOORAK GARDENS

Business: (08) 8334 2700 Fax: (08) 8334 2727

Email: *reception@harrispm.com.au*

Please ensure that all sections are correctly completed and that any relevant information is attached, as your application cannot be processed until ALL information is completed.

Due to the sensitive nature of information provided in these documents, if you are unsuccessful and we have notified you, this application will be destroyed. If you wish to collect your application please notify Harris PM Staff.

***If your application is unsuccessful you will be notified by SMS.
Due to privacy laws no reason can be given***

PLEASE SUPPLY US WITH 100 POINTS OF IDENTIFICATION WHEN SUBMITTING THIS APPLICATION FORM, AS DETAILED BELOW:

Drivers License	50 Points	Bank Statement	20 Points
Passport/Photo I.D	50 Points	Phone, Gas, Electricity bill	20 Points
Birth Certificate	30 Points	Current M.V Rego Papers	10 Points
Last 3 Rent Receipts	30 Points	ATM, Credit Card, etc	10 Points
Last 3 Pay Slips	30 Points	(Photocopies Accepted)	

**PLEASE PROVIDE BUSINESS HOURS (9:00am - 5:00pm)
CONTACT TELEPHONE NUMBERS FOR
ALL YOUR REFERENCES.**

Please fax your application to ***Harris Property Management***
on **(08) 8334 2727** or deliver to ***Cnr Portrush & Greenhill Roads, Toorak Gardens***
For further information, phone our office **(08) 8334 2700**.

APPLICATION FORM RESIDENTIAL TENANCY

Subject to applicant viewing the property and requesting the landlord to consider their application.

HARRIS PROPERTY MANAGEMENT

Corner Portrush & Greenhill Roads, Toorak Gardens

PO Box 463, Glenside SA 5065

Phone:(08) 8334 2700 Fax:(08) 8334 2727 Email: *reception@harrispm.com.au*

Property Applied for:-

Property Rental \$..... Per Week. Payable: F/nightly or C/monthly. Always in Advance.

Term of Tenancy (Months) [6] [12] Able to Commence Tenancy(Move in)...../...../.....

If accepted we will forward your details to ConnectNow to assist you in connecting the utilities.

Applicant 1

Applicant 2

Full name:	Full name:
Current address:	Current address:
Length of time at address:	Length of time at address:
Date of birth: Drivers lic. no.:	Date of birth: Drivers lic. no.:
Ph work: Ph home:	Ph work: Ph home:
Mobile: Fax:	Mobile: Fax:
Email address:	Email address:
I would like to receive the FREE monthly Property Investor Email newsletter <input type="checkbox"/> Yes <input type="checkbox"/> No	I would like to receive the FREE monthly Property Investor Email newsletter <input type="checkbox"/> Yes <input type="checkbox"/> No

Current Landlord/Agent:	Current Landlord/Agent:
Day time phone:	Day time phone:
Reason for vacating current address:	Reason for vacating current address:
Current rent rate: \$	Current rent rate: \$

Previous address:	Previous address:
Tenancy time period:	Tenancy time period:
Previous Landlord/Agent:	Previous Landlord/Agent:
Day time phone:	Day time phone:
Reason for vacating previous address:	Reason for vacating previous address:
Previous rent rate: \$	Previous rent rate: \$

Employment History

Occupation:	Occupation:
Name of Employer:	Name of Employer:
Address:	Address:
Name of person who can verify your details:	Name of person who can verify your details:
Phone: Fax:	Phone: Fax:
Length of service:	Length of service:
Income per week: \$	Income per week: \$
Other sources of income: Amount \$	Other sources of income: Amount \$

Business Reference

Name:	Name:
Day time phone:	Day time phone:
Address:	Address:
How do they know you:	How do they know you:

Personal Reference (not relatives)

Name:	Name:
Day time phone:	Day time phone:
Address:	Address:
How do they know you:	How do they know you:

Nearest relative (in case of emergency):

Name:	Name:
Contact number:	Contact number:
Relationship:	Relationship:

Full Details of any Pets requested to be kept on the Premises.

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Full Names & Ages of ALL people who will be permanently residing at the property.

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These premises are designated “smoke free”. If your application is accepted, would you and any other co-tenants, sub-tenants, other occupiers and guests, agree to not smoke in the premises? YES / NO

HARRIS PROPERTY MANAGEMENT
Cnr Portrush & Greenhill Roads, Toorak Gardens

Phone (08) 8334 2700 Fax (08) 8334 2727

I/We (print clearly)

Applicant (1)

Applicant (2)

hereby authorise Harris Property Management to access all employment/rental history deemed relevant to evaluate my Tenancy Application. This may include details regarding length of employment, positions held, salary or wage, any rental history.

Signed:Dated:/...../.....

Signed:Dated:/...../.....

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AUTHORITY AND PRIVACY ACT

The applicants and each of them acknowledge and authorise the Letting Agent to make all necessary enquires 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).

The Agent uses personal information collected from you to act as the agent and to preform its obligations as agent. The Agent may disclose information to other parties such as its client, to potential purchasers of the property, or to clients of the Agent both existing and potential, as well as to tradespeople, strata corporations, government 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 stated on this application form. 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.

I/We confirm and acknowledge that:

- (1) The information contained in this application is true and correct.
- (2) That all of the applicants are over the age of 18 years and that the rental payments are within my/our means.
- (3) That none of the applicants is bankrupt or an undischarged bankrupt.
- (4) That the signing of a pet agreement is required if pets are allowed on the property.
- (5) I/We will pay a security Bond, equal to 4weeks rent if the rent is under \$251pw, or equal to 6 weeks rent if the rent is over \$250pw, of \$.....plus two weeks rent (\$.....) in cash or by Bank cheque or SAHT guarantee before taking possession of the property.
- (6) I/We understand that if I/We accept the property upon advice from the Agent that the Landlord/s have accepted this application, a tenancy agreement with terms including the rental and other conditions contained in this Application comes into existence immediately and is legally binding upon me/us. I/We undertake then to enter into a written Residential Tenancy Agreement as per the conditions agreed to in the application. Only those persons listed on this application will permanently reside at the property.
- (7) I/We hereby authorise the Agent to make all necessary inquiries to verify the information provided herein.
- (8) The personal information provided by me/us in this application, or collected by other sources, is necessary for the Agent to verify identity, to process and evaluate the application and to manage the tenancy. Personal information collected now and during the tenancy may be disclosed for the purpose for which it was collected, to other parties, including landlords, referees, other Agents and third party operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the Agent or landlord.
- (9) The following water costs will apply: (unless specifically agreed otherwise) Water supply plus all water usage at a rate and manner determined or prescribed from time to time by SA Water. All water costs will be calculated and adjusted on a daily basis for the duration of the tenancy.
- (10) If I/We enter into Residential Tenancies Agreement, and fail to comply with obligations under that agreement, that fact and other relevant information collected by the Agent during the tenancy may be disclosed to the landlord, third party operators of tenancy databases and/or other Agents.
- (11) It could take up to 3 days to process this application. If all information is not provided, the Agent may not be able to process this application.

If tenants wish to access personal information that the Agent holds, they can do so by contacting their property manager at Harris Property Management, Corner Portrush & Greenhill Roads Toorak Gardens, and must arrange an appointment. They can also correct, complete or update information held.

Please note that after the initial payment of the first two weeks rent and the bond either in cash (correct monies) or bank cheque, Harris Property Management requires you as tenants to pay all future rent payments with the Adelaide Bank by direct debit into Harris Property Management Trust account, Internet banking, money order by post or bank cheque.

*We do not accept personal cheques and we do not accept cash in our office.
Office hours are 9.00am & 5.15pm Monday to Friday only.*

Signed 1)..... Date/...../.....

Signed 2)..... Date/...../.....