

KIES PROPERTY MANAGEMENT

APPLICATION FORM

FOR RESIDENTIAL TENANCY

The Agent: Kies Property Management 3A Adelaide Road Gawler SA 5118
Phone: 0885 233 777 Fax: 0885 233 888

The Property/s:
(in order of preference)
Rent Amount: \$ per week.
Term of Tenancy: Six / Twelve Months/Periodic
Commencement Date:

YES I would like to apply for the above property/s. Before lodging the application be absolutely sure you want to view the property/s. Once viewed if you want to take a property (if not the application will not be processed any further) your application is submitted to the Landlord and if approved will be binding on both parties.

Signed:

OFFICE HOURS

Our office is open 6 Days a week as follows:

Monday – Friday 9:00am – 5:00pm, Saturday 9:00am – 4:00pm

Property Manager only available 9:00am – 5:00pm Monday – Friday.

Documents Required to be submitted with your application:

- **Photo Identification (18+ card, Drivers license / University or TAFE card / passport)**
- **Proof of current address (Phone bill / Electricity account / Lease agreement / Council rate notice)**
- **Proof of income (Wage slips / Bank statements / Employee letter / Centrelink letter)**

You will be required to submit supporting documents with your application. Your application will not be processed if these documents are not given.

PROCESSING AN APPLICATION

In most instances we are able to process your application within 2 –3 business days and advise you by telephone if your application is suitable. If we are unable to contact all of your referees this process may take longer. **Should your application not be suitable we will not contact you.**

APPROVAL OF APPLICATION

If your application is suitable we will contact you to view the property. Once viewed if you want to continue to apply for the property your application is submitted to the landlord for final approval. Once approved, the first weeks rent is due immediately to hold the property for you and you are held to this application and a tenancy agreement must be signed before occupation. If the property is not suitable for you the application is not submitted and you are not held to anything.

GENERAL INFORMATION PRIOR TO TAKING UP TENANCY

COLLECTION OF KEYS

You will need to make arrangements to collect the keys finalise payment of monies and sign all documents within the hours of the Property Manager.

PAYMENT OF RENT & BOND

Prior to taking possession of the property we require 1 weeks rent (provided 1st weeks rent as deposited has been paid if not the full 2 weeks is due) and 4 weeks bond. (6 weeks if the rent is \$250 p.w. or more) All monies must be paid in cash prior to collecting the keys.

PAYMENT OF RENT – It is our preference that all rental payments are direct debited from the Tenant's nominated bank account into Kies Property Management Trust Account which you will need to organise with your bank. Alternatively you may pay rent at your local ANZ

SIGNING OF THE TENANCY AGREEMENT

All occupants must be present to sign the lease prior to collecting the keys. The keys will not be released unless all occupants have signed the lease and paid all monies in cash and in full.

ELECTRICITY, GAS & TELEPHONE CONNECTION

It is the tenant's responsibility to connect the utilities and to ensure that is it disconnected at the end of the tenancy. All connection costs and deposits are the tenant's responsibility.

CONDITION REPORTS

When you move into the property, be very particular with the condition report and make sure you mark down anything not already outlined on the report. If you do not mark it down you will be liable for discrepancies when you vacate. **You must return the condition report to our office within 14 days of moving into the property and receive a copy.** Keep the copy of the report in a safe place during your tenancy, as you will need to refer to the report when vacating the property.

CONTACT PHONE NUMBER

It is the Tenant's responsibility to notify our office of their new home phone number. We require your telephone number in the event that repairs need to be carried out or in the case of an emergency. Should your telephone numbers change, could you please notify our office to ensure efficient management of the property.

TENANT DEFAULT AGENCY

Should you default in your rent or breach a term of your Tenancy Agreement, the details will be listed with the TICA. Once listed, the information will remain on file until the default is rectified. We do look forward to a harmonious agent tenant relationship and we will only take this course of action when absolutely necessary. If you experience financial hardship throughout the tenancy it is imperative that you contact our office to discuss the matter with the Property Manager.

APPLICATION FOR RESIDENTIAL TENANCY

Money required in cash prior to moving in:

Upon acceptance 1 Wk Rent to secure property

On Sign up 2nd weeks rent

4 Weeks Bond (OR 6 IF \$250 P.W& over)

1 WEEK RENT DEPOSIT \$ _____

1 WEEK RENT \$ _____

BOND (4-6 weeks) \$ _____

TOTAL \$ _____

Rental Property: _____

APPLICANT 1 DETAILS

Name: Mr/Mrs/Miss/Ms _____ **DOB:** _ / _ / _ _ _ _

Mobile Ph: _____ Work Ph: _____ Home Ph: _____

Email: _____

Car Registration: _____ Car Make/Model: _____

Drivers License Number: _____ Passport No: _____

Pets Yes No Type of pet/s _____ inside or outside

Are you willing to sign a pet lease agreement . Yes No If no the animals may not be accepted

Are you a smoker: Yes No If Yes, do you smoke: inside or outside

All our leases do specify smoking outside only

Number of Persons to reside in the property: _ _ (every adult to fill in application)

Number of Children: _ _

Full Names and age/s of children:

CURRENT DETAILS

Address: _____ Renting Own

Name & Contact Details of Real Estate, Landlord or Agent if property rented/sold:

Rent per week \$ _____ Time at this address _____

Reason for leaving: _____

PREVIOUS DETAILS

Address: _____ Renting Own

Name & Contact Details of Real Estate, Landlord or Agent if property rented/sold:

Rent per week \$ _____ Time at this address _____

Reason for leaving: _____

REFERENCES Do not include relatives or friends (This must be completed in full)

1. Name: _____ Phone: _____

Address: _____

Is a BUSINESS or PERSONAL reference.

2. Name: _____ Phone: _____

Address: _____

Is a BUSINESS or PERSONAL reference.

Name of closest relative to contact in case of emergency _____

Address _____ **Phone** _____

INCOME DETAILS

Employer: _____

Occupation: _____

Address: _____

Phone: _____

Length of Service: _____

Income: \$ _____ take home per week

Full Time Part Time Casual

If less than 6 months – (previous employment)

Employer: _____

Occupation: _____

Address: _____

Phone: _____

Length of Service: _____

Income: _____

Full Time Part Time Casual

OTHER:

Student

Austudy: \$ _____ per week/fortnight

Pensioner

Allowance \$ _____ per week/fortnight

Centrelink Payment

Allowance \$ _____ per week/fortnight

Other ie Investments

Other \$ _____ per week/fortnight

Self Employed

Wage \$ _____ per week/fortnight

COMPANY NAME: _____

ADDRESS: _____

PHONE: _____

YEAR ESTABLISHED: _ _ _ _

ABN: _____

HOW DID YOU FIND OUT ABOUT THE RENTAL PROPERTY?

To Let Sign

Telephone

Rental List

Newspaper

Internet

Have you ever been evicted or are you in debt to another Landlord or Agent Yes No

If yes, please give details: _____

Signed _____

APPLICANT 2 DETAILS

Name: Mr/Mrs/Miss/Ms _____ DOB: _ / _ / _ _ _ _

Mobile Ph: _____ Work Ph: _____ Home Ph: _____

Email: _____

Car Registration: _____ Car Make/Model: _____

Drivers License Number: _____ Passport No: _____

Pets Yes No Type of pet/s _____ inside or outside

Are you willing to sign a pet lease agreement . Yes No If no the animals may not be accepted

Are you a smoker: Yes No If Yes, do you smoke: inside or outside

All our leases do specify smoking outside only

Number of Persons to reside in the property: _ _ (every adult to fill in application)

Number of Children: _ _

Full Names and age/s of children: _____

CURRENT DETAILS

Address: _____ Renting Own

Name & Contact Details of Real Estate, Landlord or Agent if property rented/sold:

Rent per week \$ _____ Time at this address _____

Reason for leaving: _____

PREVIOUS DETAILS

Address: _____ Renting Own

Name & Contact Details of Real Estate, Landlord or Agent if property rented/sold:

Rent per week \$ _____ Time at this address _____

Reason for leaving: _____

REFERENCES Do not include relatives or friends (This must be completed in full)

1. Name: _____ Phone: _____

Address: _____

Is a BUSINESS or PERSONAL reference.

2. Name: _____ Phone: _____

Address: _____

Is a BUSINESS or PERSONAL reference.

Name of closest relative to contact in case of emergency _____

Address _____ Phone _____

INCOME DETAILS

Employer: _____
Address: _____
Length of Service: _____
Full Time Part Time Casual

Occupation: _____
Phone: _____
Income: \$_____ take home per week

If less than 6 months – (previous employment)

Employer: _____
Address: _____
Length of Service: _____
Full Time Part Time Casual

Occupation: _____
Phone: _____
Income: _____

OTHER: Student
 Pensioner
 Centrelink Payment
 Other ie Investments
 Self Employed

Austudy: \$ _____ per week/fortnight
Allowance \$ _____ per week/fortnight
Allowance \$ _____ per week/fortnight
Other \$ _____ per week/fortnight
Wage \$ _____ per week/fortnight

COMPANY NAME: _____

ADDRESS: _____

PHONE: _____

YEAR ESTABLISHED: _ _ _ _

ABN No: _____

HOW DID YOU FIND OUT ABOUT THE RENTAL PROPERTY?

To Let Sign Telephone Rental List Newspaper Internet

Have you ever been evicted or are you in debt to another Landlord or Agent Yes No

If yes, please give details: _____

Signed _____

I/We confirm and acknowledge the following:

- All information is true and correct.
- I/We are over the age of 18 years and that the rental payments are achievable and within our means.
- I/we are not bankrupt or an undischarged bankrupt.
- I/We will pay a security bond of 4 weeks rent (or 6 weeks if over \$250 per week) of \$.....-PLUS 2 weeks rent of \$..... Before taking possession of the property.
- I/we will pay 1 weeks rent of the 2 weeks rent as deposit to hold the property and this deposit will be forfeited if we do not go ahead, as once accepted this application is binding.
- I/we understand and accept that immediately upon advice from the agent that the landlord has accepted this application it is binding and a tenancy agreement will be completed before occupation of the property. The tenancy agreement with terms including the rental and other conditions contained in this application is legally binding upon me/us.
- Only those listed on this application will reside permanently at the property.
- If there is a conflict between the terms of this application and the terms of the Residential Tenancy Agreement then the terms of the Residential Tenancy will apply.
- I/We authorize the agent to make all necessary inquiries to verify the information in the application relating to all questions. I/we further authorize the Agent to provide information relating to the tenancy of the property to any others person/and any other Agent who is authorized by me/us to inquire about that matter.
- The tenant acknowledges that without the full bond and first 2 weeks rent the agent will not provide keys to the property. This money must be paid in cash or bank cheque.
- I/We authorize the Agent to access and check information that may be listed on me on the TICA DEFAULT TENANCY DATABASE and any other tenancy database, which may be available.
- I/We agree and understand that in the event of this application being approved by the agent, that the agent may report any defaults that may occur from the time of the tenancy with the TICA DEFAULT DATABASE and any other tenancy database that may be available. I/We understand that any default reported the removal of such information is subject to the guide lines of the database companies.
- I understand that the first weeks rent is due immediately upon acceptance.

SIGNED.....SIGNED.....
APPLICANT 1 APPLICANT 2

DATE.....