

Thank you for choosing a Harris Property Management property.

Please provide FULL details to ensure effective processing of this application and return to our office at 5 -9 Rundle Street Kent Town.

On receipt of your application, we will endeavour to provide you with an answer within two business days.

Please complete form in black or blue pen.

Property address:			
Rent: \$ _____ per week		Date able to occupy: _____ / _____ / _____	
Rent Payable: (please select one)	<input type="checkbox"/> Fortnightly	<input type="checkbox"/> Monthly in advance	<input type="checkbox"/> or other: _____
Bond amount: \$ _____	Bond provided from: (please select one)	<input type="checkbox"/> Own funds	<input type="checkbox"/> Housing Trust guarantee
(Note: The bond is equal to 6 weeks rent if more than \$251 per week or 4 weeks rent if \$250 per week or less)			
Term of tenancy: (please select one)	<input type="checkbox"/> 6 months	<input type="checkbox"/> 12 months	<input type="checkbox"/> or other: _____

① Personal details

APPLICANT 1:	APPLICANT 2:
Family name:	Family name:
Given name:	Given name:
Date of birth:	Date of birth:
Occupation:	Occupation:
Current residential address including postcode:	Current residential address including postcode:
Length of time at current address:	Length of time at current address:
Driver's license no:	Driver's license no:
Home phone:	Home phone:
Work phone:	Work phone:
Mobile:	Mobile:
Email address:	Email address:

APPLICANT 1 - 100 POINT IDENTITY CHECK		APPLICANT 2 - 100 POINT IDENTITY CHECK	
Before processing any application, each applicant must submit a minimum 100 check points		Before processing any application, each applicant must submit a minimum 100 check points	
Compulsory requirements	Office Use	Compulsory requirements	Office Use
Drivers license or Passport (45 points)	<input type="checkbox"/>	Drivers license or Passport (45 points)	<input type="checkbox"/>
Current pay slips x 3 (45 points)	<input type="checkbox"/>	Current pay slips x 3 (45 points)	<input type="checkbox"/>
Copy of bank statements x 2 months (30 points)	<input type="checkbox"/>	Copy of bank statements x 2 months (30 points)	<input type="checkbox"/>
Please provide a current copy of your rental history. If you have not rented before, your current council rate notice is required.		Please provide a current copy of your rental history. If you have not rented before, your current council rate notice is required.	
If never rented before and owned a home only		If never rented before and owned a home only	
Have the council rates been provided?	<input type="checkbox"/>	Have the council rates been provided?	<input type="checkbox"/>
For immigrants and international students	<input type="checkbox"/>	For immigrants and international students	<input type="checkbox"/>
Passport including Visa (45 points)	<input type="checkbox"/>	Passport including Visa (45 points)	<input type="checkbox"/>
Photo ID (40 points)	<input type="checkbox"/>	Photo ID (40 points)	<input type="checkbox"/>
Copy of bank statements x 2 months (25 points)	<input type="checkbox"/>	Copy of bank statements x 2 months (25 points)	<input type="checkbox"/>

② Rental history

CURRENT RENTAL DETAILS	
APPLICANT 1:	APPLICANT 2:
Current rental address:	Current rental address:
Current rent \$ _____ per week	Current rent \$ _____ per week
Agency name:	Agency name:
Agent/Landlord name:	Agent/Landlord name:
Phone:	Phone:
Email:	Email:
How long was the tenancy period?	How long was the tenancy period?
Reason for leaving:	Reason for leaving:

PREVIOUS RENTAL DETAILS	
APPLICANT 1:	APPLICANT 2:
Current rental address:	Current rental address:
Current rent \$ _____ per week	Current rent \$ _____ per week
Agency name:	Agency name:
Agent/Landlord name:	Agent/Landlord name:
Phone:	Phone:
Email:	Email:
How long was the tenancy period?	How long was the tenancy period?
Reason for leaving:	Reason for leaving:

NO RENTAL HISTORY (HOME OWNER)	
APPLICANT 1:	APPLICANT 2:
Property address:	Property address:
Selling agent or managing agent: Contact details:	Selling agent or managing agent: Contact details:
Would you like a rental or sales appraisal on your current home? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like a rental or sales appraisal on your current home? <input type="checkbox"/> Yes <input type="checkbox"/> No

IF NO RENTAL HISTORY, INDICATE REASON BELOW

Own Property
 Lived overseas
 Lived with family or friends
 Been travelling
 Other

ADDITIONAL PEOPLE RESIDING AT PROPERTY (OTHER THAN THE APPLICANTS)

Full Name:	Age:
Full Name:	Age:

③ References

PERSONAL/BUSINESS REFERENCE (MUST BE DIFFERENT TO YOUR CURRENT EMPLOYER & NOT RELATED)

APPLICANT 1:	APPLICANT 2:
Name	Name
Occupation:	Occupation:
Day time phone:	Day time phone:
Address:	Address:
How do they know you?	How do they know you?

ADDITIONAL REFERENCE (OTHER THAN A RELATIVE)

APPLICANT 1:	APPLICANT 2:
Name	Name
Occupation:	Occupation:
Day time phone:	Day time phone:
Address:	Address:
How do they know you?	How do they know you?

EMERGENCY CONTACT DETAILS - NOT RESIDING AT PREMISES

APPLICANT 1:	APPLICANT 2:
Name	Name
Occupation:	Occupation:
Day time phone:	Day time phone:
Address:	Address:
Relationship:	Relationship:

PETS (WRITTEN PERMISSION FROM THE LANDLORD IS REQUIRED - ATTACH A PHOTO OF YOUR PET)

APPLICANT 1:	APPLICANT 2:
Do you have any pets?	Do you have any pets?
Number of pets:	Number of pets:
Inside or outside pet?	Inside or outside pet?
If yes, please provide full details below	If yes, please provide full details below
Pet type and breed:	Pet type:
Age:	Age:

ANYTHING ELSE YOU WOULD LIKE TO ADD TO ASSIST US WITH YOUR APPLICATION FOR RENT

Do you own an investment property? Yes No

Suburb / Location:

If yes, would you like to receive our 'investor information' via email? Yes No

④ Employment

CURRENT EMPLOYMENT	
APPLICANT 1:	APPLICANT 2:
Occupation:	Occupation:
Business name:	Business name:
Business address:	Business address:
Supervisor name:	Supervisor name:
Employer's contact details:	Employer's contact details:
Phone:	Phone:
Email:	Email:
Length of service:	Length of service:
Net income per week:	Net income per week:

PREVIOUS EMPLOYMENT (MINIMUM 2 YEARS)	
APPLICANT 1:	APPLICANT 2:
Occupation:	Occupation:
Business name:	Business name:
Business address:	Business address:
Supervisor name:	Supervisor name:
Employer's contact details:	Employer's contact details:
Phone:	Phone:
Email:	Email:
Length of service:	Length of service:
Net income per week:	Net income per week:

IF SELF EMPLOYED	
APPLICANT 1:	APPLICANT 2:
Business name:	Business name:
Business ABN:	Business ABN:
Length of employment:	Length of employment:
Net income per week:	Net income per week:
Accountant contact details:	Accountant contact details:
Phone:	Phone:
Email:	Email:
Are tax returns in order?	Are tax returns in order?

IF A STUDENT	
APPLICANT 1:	APPLICANT 2:
Name of school, college or university:	Name of school, college or university:
Contact person:	Contact person:
Phone:	Phone:
Student ID:	Student ID:
Course attended:	Course attended:
Length of study:	Length of study:

5 Confirmation and acknowledgement

I/WE CONFIRM AND ACKNOWLEDGE THE FOLLOWING:

PERSONAL:

- The information contained in this application is true and correct.
- The applicant/s are over 18 years of age.
- The rental payments are within my/our means.
- The applicant/s are not bankrupt/undischarged bankrupt.
- Only those persons listed on this application will permanently reside at the property.
- If I/we accept the property upon advice from the agent that the landlord/s has accepted this application, a Residential 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.
- If I/we enter into a Residential Tenancy 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.

FINANCE:

- Any bond guarantee provided by Housing SA must be presented prior to or at the time of signing the Residential Tenancy Agreement.
- The applicant/s will pay the bond of the amount set out on page 1 upon signing a Residential Tenancy Agreement.
- Harris Property Management does not accept cash at the office.
- Our payment method is via Bpay DEFT payment.
- Payments by bank cheque, money order or SA Housing Trust guarantee are also acceptable.
- The owner/agent reserves the right to increase the rent at any future lease renewals in accordance with the Residential Tenancies Act.

UTILITIES:

- If you are successful and you have elected to use a utility service for arranging the service connections to the property, we will arrange for them to be in contact with you. Alternatively, you can contact them directly with the contact details outlined on pg 7 of this application.

WATER:

- Adjusted water supply will apply at the beginning of your tenancy and thereafter. (Unless specifically agreed otherwise)
- All water accounts are payable within 14 days of receipts of invoice or when your next rent payment is due.
- The following water costs will apply: (unless specifically agreed otherwise)
- Quarterly water supply charges.
- 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.

GARDEN MAINTENANCE:

- The applicant/s acknowledge that they will be responsibility to maintain (keep alive), water, mow & weed all gardens, garden beds, shrubs & lawns; including the verge. (If applicable)

PETS:

- Written permission is required to keep pets on the property.

NO SMOKING:

- These premises are designated "smoke-free". If your application is accepted, you and any other co-tenants, sub-tenants, occupiers and guests, agree to not smoke in or at the premises.

PHONE:

- Harris Property Management or the Landlord cannot guarantee that the property that you have applied for has an active phone line connected or in an internet availability area, it is the tenant's responsibility for any investigation or connection of such services to the property.

VERBAL ACCEPTANCE AND LEASE SIGNING APPOINTMENT:

- We wish to highlight that under the Residential Tenancies Act verbal acceptance of a written application is binding upon both parties. Accordingly the Landlord cannot withdraw their acceptance and the tenant is obligated to proceed. Please note that the agreement is voidable at the Landlord's option if you fail to pay the bond by the due date.

SIGNED BY THE APPLICANTS

Applicant 1 Signature:

Applicant 2 Signature:

Date:

Date:

⑥ Privacy act acknowledgement form



Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

This form provides information about how we the below named agent handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we cannot process your application.

Agency Name: Harris Real Estate (rentals) T/A Harris Property Management

Address: 5 - 9 Rundle Street Kent Town SA 5067

Phone: 08 8334 2700

Email: reception@harrisre.com.au

As a professional asset manager the Agent collects personal information about you. You can access this information by contacting our office.

Primary Purpose

Before a tenancy is accepted the Agent collects your personal information for the primary purpose of assessing the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property.

In order to assess your application the Agent may disclose your personal information to all or any of the following:

- The Lessor / Owners for approval or rejection of your application
- TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to record details of your application for tenancy with the Agent and assess the risk to our clients and verify the details provided in your application.
- Referees to validate information supplied in your application
- Other Real Estate Agents or asset managers to assess the risk to our clients

The Agent may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

Secondary Purpose

The Agent also has a number of secondary purposes for collecting your information. These purposes are related to your tenancy and as such, will only become applicable if your application for this property is successful.

During and after the tenancy the Agent may disclose your personal information to:

- Tradespeople to contact you for repairs and maintenance of the property.
- Tribunals or Courts having jurisdiction seeking orders or remedies.
- Debt collection agencies, Credit providers and related persons to permit them to contact or locate you.
- TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Lessors / Owners insurer in the event of an insurance claim.
- Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant's personal information may be recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications you make. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

If you fail to provide your personal information and do not consent to the uses set out above the Agent cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently the Agent cannot provide you with the property you requested to rent.

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 (SA) www.privacy.gov.au The Agent uses personal information collected from you to act as the agent and to perform 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.

SIGNED BY THE APPLICANTS

Applicant 1 Signature:

Applicant 2 Signature:

Date:

Date:

7 Utility Connection – Connectnow

This is a FREE service that connects all your utilities – moving home has never been easier

Connectnow is a simple and convenient move home service. We can connect your utilities, phone, internet and pay TV to a choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire.

If you would like connectnow to contact you to discuss any of the above services fill in your details below and a connectnow representative contact you within 1 working day of receiving your application. If we are unable to contact you, please call 1300 554 323.

Collection Statement: I agree to the collection of my personal information by Connectnow Pty Ltd (ABN 79 097 398 662) ("Connectnow") for the purposes of contacting me to talk about the provision of products and services suitable to my moving necessities (including arranging for the connection and disconnection of nominated utility services), and for the purposes of contacting me to talk about products or services that may be suitable to my home and lifestyle service needs. I agree to the disclosure of my personal information contained in this application form to other parties, including the relevant service providers (e.g. third party utility service providers for the purpose of completing and confirming my connections or disconnections), real estate agents who have assisted me in my move, connectnow's related companies, third parties who provide connectnow with services in connection with the ordinary operation, administration or promotion of connectnow's business or where otherwise required or authorised by law.

Unless I opt-out by contacting connectnow at info@connectnowcom.au, I also agree to the use and disclosure of my personal information by connectnow for direct marketing purposes. For further details, including how to access and correct my personal information, and information on connectnow's privacy complaints handling procedure, I understand that I must refer to connectnow's Privacy Policy at <http://www.connectnow.com.au/> or contact their Privacy Officer at info@connectnowcom.au. I understand that whilst connectnow is unlikely to disclose my personal information to recipients located overseas, Connectnow is not responsible for the privacy practices of third party service providers and accordingly, it is my responsibility to check the privacy policies of the relevant services provider(s) to obtain further information about how they manage personal information (including whether or not they are likely to disclose such information to overseas recipients).

Important Notice: Connection and/or disconnection of your utilities and services will only be initiated once a connectnow representative has discussed your details with you and obtained your consent to the terms and conditions of supply of the relevant service provider(s). I agree that neither connectnow nor my real estate agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The nominated service will be activated according to the applicable regulations, service provider time frames and the terms and conditions of my chosen service provider. I authorise the obtaining of a National Metering Identifier and or a Metering Installation Registration Number on my residential address to obtain supply details.

It is the responsibility of the customer/homeowner to ensure that the electricity main switch is in the 'Off Position' for the required timeframe on the day of connection and that there is easy access to the meters. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers.

I acknowledge that connectnow may be paid a fee by the service provider and may pay a fee to a real estate agent in respect of the provision of the service provided to me by connectnow. *By nominating an alternative contact I authorise connectnow to speak to them about my move and my connection and/or disconnection needs if connectnow is unable to contact me.

Please call me to move my home services and offer products or services to suit my needs

Yes

No

SIGNED BY THE APPLICANTS

Applicant 1 Signature:

Applicant 2 Signature:

Date:

Date: