



RESIDENTIAL TENANCY APPLICATION FORM

Thank you for applying for a rental property available through
Cocks Auld Real Estate.

Please ensure your application is accompanied by copies of identification as
required for 100 point check – see second page for details.

Every endeavour to process this application and contact the owner will be made
within 48 hours of this application being received.

Cocks Auld Real Estate
139 King William Road
UNLEY SA 5061

EXPERIENCE THAT MATTERS

Telephone: 08 8272 6789

Fax: 08 8272 6799

bpierce@cocksauld.com.au

www.cocksauld.com.au

A GUIDE TO RENTING WITH COCKS AULD REAL ESTATE

Our office hours are 8.30 – 5.00 pm Monday to Friday.

The 100 point check list must accompany any application form before your application can be processed.

We will endeavour to process your application and contact the owner within 48 hours of receiving the application.

* All parties contributing to the rent payments and / or residing at the property, aged 18 years and over, must complete and support an application form.

* **Two week's rent** in either cash, direct debit or bank cheque is required within 24 business hours, to secure a rental property after the application has been accepted.

Please note – we do not have credit card facilities.

* The property will not be removed from our rental listing until the deposit money has been received by our office. Failure to receive this money within the time period may negate the offer of the rental property to you.

* A time will then be made for you to come into our office and sign the lease and bond forms. The two weeks previously paid as a deposit, will represent your first two weeks rent paid.

* If you are not **collecting the keys** at the time of your sign up, a further time will be made for you to collect the keys and two ingoing inspection reports from our office during business hours.

* The original copy of the **ingoing inspection report** is to be returned to our office within 14 business days noting any discrepancies marked and the other copy retained for your own records.

* **Further ongoing rent payments** are to be paid by direct debit, internet transfers, cheque or into the ANZ Bank Pay in book provided. We request that no cash be paid to our office for security reasons.

* **All maintenance** must be put in writing, either using our “**Tenant Maintenance Request Forms**”, faxed or emailed. **No verbal maintenance requests will be accepted unless it constitutes an emergency.** (e.g. no hot water, flowing water that cannot be contained, no electricity).

An after hours phone number is supplied for **EMERGENCY MANITENANCE ONLY**. This person is not a member of our staff and has no access after business hours to our office for keys or any other information relating to the rental property.

* **Utility Connections:** If you do not choose to use the **Direct Connect** option on your rental application, please ensure you arrange connections for electricity, gas, etc., prior to occupying your rental property.

APPLICATION FOR RESIDENTIAL TENANCY

STOP - PLEASE READ THE FOLLOWING CAREFULLY

IMPORTANT- To Consider Your Application, We Require You To:

- ⊕ **FILL IN COMPLETELY AND SIGN THE APPLICATION FORM** with all relevant information and reference details, and all persons wishing to reside clearly indicated. **WE CANNOT PROCESS THIS FORM UNLESS ALL PARTS HAVE BEEN FULLY COMPLETED.**
- ⊕ Read and Sign the **Privacy Act Acknowledgment Form**
- ⊕ Provide required copies of identification for the **100 POINT CHECK**

PROOF OF IDENTIFICATION REQUIRED- 100 POINT CHECK

We require **each applicant** 18 years and over to provide the following
WE REQUIRE IDENTIFICATION FROM ALL THREE CATAGORIES
WITH A TOTAL SUM OF 100 POINTS

Category	IDENTIFICATION REQUIRED PER APPLICANT	POINT VALUE
1 <input type="checkbox"/>	Tick Current Agent Rent History Ledger/Record	50 Points
1 <input type="checkbox"/>	Passport (only if Non-Australian Resident)	40 Points
1 <input type="checkbox"/>	Latest Telephone Account (Landline Only)	40 Points
1 <input type="checkbox"/>	Latest Electricity or Gas Account	40 Points
1 <input type="checkbox"/>	Current Driver's Licence- with Photo	40 Points
1 <input type="checkbox"/>	Proof of Age Card- with Photo	40 Points
2 <input type="checkbox"/>	Tertiary Education Photo ID	30 Points
2 <input type="checkbox"/>	Current Vehicle Registration	30 Points
2 <input type="checkbox"/>	Passport (Australian Resident)	20 Points
3 <input type="checkbox"/>	Medicare Card	10 Points
3 <input type="checkbox"/>	Current Vehicle Registration Form	10 Points
3 <input type="checkbox"/>	Citizenship Certificate	10 Points
3 <input type="checkbox"/>	Birth Certificate (Photocopy Only- No Scans)	10 Points
3 <input type="checkbox"/>	Debit/Credit Card (photocopy)	10 Points

PROCESSING AND APPLICATION ACCEPTANCE/NON ACCEPTANCE

IMPORTANT- PLEASE READ ALL OF BELOW

- ⊕ Your application will be processed with the information provided and submitted to the landlord for their acceptance or non-acceptance for tenancy. This is always a landlord/owner decision.
- ⊕ We will endeavour to inform you by SMS – if the application is unsuccessful.
- ⊕ **IMPORTANT- No reason will be given for non-acceptance of application.**
- ⊕ Should your application be accepted, you will be asked to pay the bond and sign the lease within 24 hours. You will be asked to pay the bond in cash, bank cheque or money order.
- ⊕ Please inform us if your bond will be by SAHT Bond Guarantee
- ⊕ Water Charges may also apply- please check with the property manager.
- ⊕ It is a tenant responsibility to arrange connection of electricity, telephone and gas supply to the property, once the application is approved. However- we are able to assist in this process- please check with your property manager for utility connection services.

Residential Tenancy Application

For your application to be processed you must answer all questions (including the attached pages)

Cocks Auld Real Estate

139 King William Road, Unley SA 5061
Ph: (08) 8272 6789 Fax (08) 8272 6799
email: enquiries@cocksauld.com.au



What is the address of the property you would like to rent?

Lease commencement date?	Lease Term?	How many people will normally occupy the property?
Day Month Year	Years Months	Adults Children
<input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/>

APPLICANT 1

1. Please give us your details

Mr Mrs Miss Ms Dr

Given name/s Surname

Date of Birth Car registration no. & State

Drivers licence/Passport no. Licence state/ Passport country Expiry Date

Pension/Medicare no. (if applicable) Pension type (if applicable)

Home phone no. Mobile phone no.

Work phone no. Email address

What is your current address?

APPLICANT 2

1. Please give us your details

Mr Mrs Miss Ms Dr

Given name/s Surname

Date of Birth Car registration no. & State

Drivers licence/Passport no. Licence state/ Passport country Expiry Date

Pension/Medicare no. (if applicable) Pension type (if applicable)

Home phone no. Mobile phone no.

Work phone no. Email address

What is your current address?

UTILITY CONNECTION- This is a FREE service that connects all your utilities



Once we have received this application we will call you to confirm your details.
PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F: 1300 664 185. www.directconnect.com.au

Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this Application to confirm the information on this Application and explain the details of the services offered. Direct Connect is a utility one stop connection service.

Please tick utilities as required:

Electricity Gas Phone Internet Insurance Cleaning Removals

DECLARATION AND EXECUTION: By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue for a period of 1 year from the date of our/my execution of this application/until 28 days after we/I disconnect the last of the services in respect of which this application is made; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect 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 the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services.

By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

Signature of applicant 1: _____ Date...../...../..... Application sent to Direct Connect (if required)

Signature of applicant 2: _____ Date...../...../.....

Property Manager: **Brigette Pierce** Electricity meter number if known _____