



**Lincoln Property Management**  
 PO Box 3515, Port Lincoln SA 5606  
 T: 0491 827 424  
 E: hello@lincolnpm.com.au

# Residential Tenancy Application

For your application to be processed you must answer all questions

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

Lease commencement date?

Day Month Year

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Lease Term?

Years Months

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How many people will normally occupy the property?

Adults Children

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## APPLICANT 1

1. Please give us your details

Mr  Mrs  Miss  Ms  Dr  Other

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  Other

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?

## PLEASE PROVIDE US WITH 100 POINTS OF IDENTIFICATION & RELEVANT INCOME DOCUMENTS

100 points of identification below:

- Driver's Licence 50
- Passport 50
- Proof of Age Card 50
- Copy of Gas/Water/Electricity account 30 each
- Student ID Card 20
- Mobile Phone Account 20
- Medicare Card 20
- Concession / Pension Card 10

Acceptable Income Documents:

- 2 consecutive payslips showing YTD Income
- Centrelink Benefits Statement
- 3 months Bank Statements showing 'Wages/Salary'
- Letter of Employment
- ATO Tax Assessment Notice

## FREE UTILITY CONNECTION SERVICE

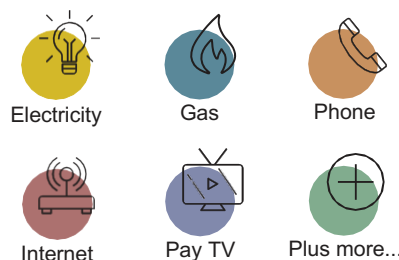
**myconnect**<sup>®</sup>  
*a really smart move*

**MyConnect offer a completely FREE service for home movers.**

MyConnect will call you to arrange the connection of your required utilities at your new property.

- Yes, please contact me**
- Interpreter required**
- OR Tick here to opt out**

### We connect



### Our retailers



Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect 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 services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

**APPLICANT 1**

**2. How long have you lived at your current address?**

Years  Months

Please tell us about this rented property  
Name of landlord or agent

Landlord/agent's phone no.  Weekly rent paid  \$

Why are you leaving this address?

**3. What was your previous residential address?**

Please give us further information about this rented property  
Name of landlord or agent

Landlord/agent's phone no.  Weekly rent paid  \$

How long did you live at this address?  
 Years  Months

Why did you leave this address?

**4. Please provide your employment details**

What is your occupation?

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address

Contact name  Phone no.

Length of employment  Years  Months Weekly income  \$

**5. Next of kin details (not residing with you)**

Surname  Given name/s

Home no.  Work/mobile

Relationship to you

**6. Please provide two personal references (not related to you) Please ensure each has agreed for you to nominate them as a referee and names must be given that can be contacted during business hours**

1. Surname  Given name/s

Home no.  Work/mobile

2. Surname  Given name/s

Home no.  Work/mobile

**APPLICANT 2**

**2. How long have you lived at your current address?**

Years  Months

Please tell us about this rented property  
Name of landlord or agent

Landlord/agent's phone no.  Weekly rent paid  \$

Why are you leaving this address?

**3. What was your previous residential address?**

Please give us further information about this rented property  
Name of landlord or agent

Landlord/agent's phone no.  Weekly rent paid  \$

How long did you live at this address?  
 Years  Months

Why did you leave this address?

**4. Please provide your employment details**

What is your occupation?

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Relationship to you

**6. Please provide two personal references (not related to you) Please ensure each has agreed for you to nominate them as a referee and names must be given that can be contacted during business hours**

1. Surname  Given name/s

Home no.  Work/mobile

2. Surname  Given name/s

Home no.  Work/mobile

**7. Full names and ages of all OTHER persons who will reside at the property**

Names	Ages
1.	
2.	
3.	
4.	

**8. Please provide details of any pets**

Breed/type	Council registration number
1.	
2.	
3.	

**9. Registration, make & model of all vehicles permanently kept at the property**

1.
2.
3.

**10. THESE PREMISES ARE SMOKE FREE INSIDE.**

**11. Payment details**

Please indicate how you propose to pay your bond:

Own funds  Borrowed funds  SA Housing Trust

Please indicate how you propose to pay your initial rent

Own funds  Borrowed funds  SA Housing Trust

Property rental

\$  Per week OR \$  per month

First payment of rent two weeks in advance

\$
\$
\$

Rental bond 4 / (6 weeks if rent more than \$250 per week)

Sub total (payable before possession of property)

**Payment Method:**

Direct or Internet Banking

Cheque or Money Order

**LINCOLN PROPERTY MANAGEMENT ARREARS POLICY**

**Text message, email or phone call made on DAY 2** of your rent being in arrears to **advise of arrears & request immediate payment**

**Text message, email or phone call made on DAY 4** of your rent being in arrears to **remind of arrears & request immediate payment**

**Form 2 – Notice to Tenant to Remedy Breach – Notice of Termination** will be issued on **DAY 15** of your rent being in arrears – **NO EXCEPTIONS**

It is imperative that if you anticipate that you may be late with your rental payment, that you contact our us immediately. A Form 2 will be issued regardless to ensure that the owner of the property has the maximum protection under the requirements of the Residential Tenancies Act, and so as not to jeopardize their rental protection insurance on their property.

If the rent still remains unpaid on the expiry of the Notice of Termination you must vacate the property or an application will be made to South Australian Civil and Administrative Tribunal (SACAT) to authorise the Owner/Agent to take possession of the Property.

At this point you would become responsible for additional court costs and your details may also be lodged on both National and International databases for defaulting tenants.

It is for this reason that you must ensure that paying your rent is your FIRST priority, and please maintain communication with us AT ALL TIMES if you are not able to pay your rent by the due date.

I/We acknowledge and accept that if I am approved for the subject property as a tenant, that the above rent arrears policy will apply and I/we also understand that a termination notice MAY be issued if my rent is 14 days in arrears.

Signature of applicant 1 \_\_\_\_\_ Date...../...../.....

Signature of applicant 2 \_\_\_\_\_ Date...../...../.....

## DECLARATION

The applicant(s) acknowledge:

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 the terms and conditions were available at the time of applying as these form part of the tenancy agreement and the tenant agrees with these terms and conditions.
3. 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.
4. **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.**
5. **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 and 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) or TICA (Tenancy Information Centre Australia)

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.

Signature of applicant 1 \_\_\_\_\_ Date...../...../.....

Signature of applicant 2 \_\_\_\_\_ Date...../...../.....

Property Manager name: \_\_\_\_\_

### Authority & Privacy Act 1988:

The personal information the prospective tenant 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 to manage the tenancy. Personal information collected about the applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including the Landlord, 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 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, that fact and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to the Landlord, third party operators of tenancy, reference databases and/or other Agents.