



Tenant to retain this page

This tenancy application cannot be processed until ALL pages are completed and signed and all documentation has been provided.

Office Hours

We are open Monday – Friday 9a.m – 5: 00p.m (excluding public holidays)

Supporting Documentation

- Current home owner – we will need a copy of your current rates notice
- Proof of income – must be provided with all rental applications
- Self-employed – must provide bank statements, last year's tax return and business registration certificate
- Copy of full rent ledger/history from previous landlord/agent
- Non-Australian Resident – Passport, Australian Visa documentation, travel itinerary, airline ticketing both to and from Australia.

Personal Information Report

It is our policy to make all our prospective tenants to obtain a Personal Information Report.

All tenancy applications must be accompanied by both Equifax Personal Report File as well as a Personal Information Report from Tasmanian Collection Services, depending upon your last residential address.

Tasmanian Collection Service—Applicable to Tasmanian Residents Only

This Personal Information Report can be obtained from Tasmanian Collection Service at 29 Argyle St, Hobart TAS 7001. You should take with you appropriate identification. The cost is approximately \$20.00 or \$15.00 if you hold a current pension card.




Equifax Personal Report File—Applicable to Interstate Applicants Only

You can obtain a copy of your Fairfax Personal Report File, by doing one of the following:

- 1 – Apply online at www.equifax.com.au. A copy will be provided free of charge but will take up to 10 days.
- 2 – Phone Equifax on 138 332 or visit their website at www.equifax.com.au to obtain a report immediately. A charge of approximately \$79.95 will apply.

Application Process:

View the Property Fill Out Application Form Attach Required Documentation

1. Please ensure  your references are ready to expect  calls from us 
2. Your application will be checked by our team (1 to 5 business days)
3. Application Put Forward to Owner for their approval
4. Notify you of Application Outcome
5. Create an Appointment Time For Lease Signing and Bond Lodgement
6. Make another appointment for you to collect keys to the home and Sign Entry Condition Report for the Home

Residential Tenancy Application Form

This form is to be completed by all persons 18 years old and over.

HAVE YOU OR SOMEONE ON YOUR BEHALF INSPECTED THIS PROPERTY? : **YES** **NO**

Property Applying For: Rent P/W: \$.....

Length of Tenancy: Tenancy to Commence:/...../.....

Total Number of Applicants Applying:

Upon application, each applicant is required to provide the below documentation:
APPLICATIONS WILL NOT BE PROCESSED UNTIL ALL DOCUMENTATION IS PROVIDED AND HOUSE INSPECTED

- | | |
|---|---|
| <ul style="list-style-type: none"> • Proof of Identification • Personal Information Report (Tasmanian Residents) • Credit Report (VIC, NT, QLD,WA,SA Residents) • Proof of Income | <ul style="list-style-type: none"> Drivers License, Photo ID, Birth Certificate, Passport, Tasmanian Collection Services: 03 6213 5555 Equifax: 138332 Bank Statement, Centrelink Income , Payslips |
|---|---|

Personal Details

Full Name: Date of Birth:

Marital Status: Drivers License Number:

Current Address: Medicare Number:

..... Post Code: Occupation:

Home Ph: (.....) Work Ph: (.....)

Mobile:

Email:

Employment Details

Employers Name: Phone:

Address: Length of Employment:

..... Post Code: Hours per week:

If employed there for less than 6 months, previous employers name:

Address: Length of Employment:

..... Post Code: Phone:

If You Are Self-Employed

Name of Business..... ABN:.....

Industry: Hours per week:.....

Address: How long established:

..... Post Code:

If you are a Student

Name of Institution: Studying:

Income Details:

If you haven't rented before but own or have sold your home

Sales Consultant..... Contact Number:

Home Address:..... Selling /Sold /Currently Own (please circle)

If you receive a Centrelink Payment

Customer Reference Number:

Type of Payment:.....

Or if other please provide Details:

.....
.....
.....

Emergency Contact Details

Name:

Address:

Home Ph: Mobile:

Relationship to you:

Occupancy Details

Number of Adults: Number of Children: Their Ages:

Number of Vehicles: Registration Number: State of Registration

Do you have pets? Yes / No Inside / Outside

How many: What type:..... Breed:

Are they registered with the council? Yes / No Registration Details:

Do you smoke? Yes / No

**NOTE: IT IS OUR POLICY THAT THERE IS TO BE NO SMOKING INSIDE ANY OF OUR RESIDENTIAL PROPERTIES.
NOTE: ALL CIGARETTE BUTTS ARE TO BE DISPOSED OF IN A CORRECT MANNER e.g. must not be thrown on the ground**

Have you ever been declared Bankrupt? Yes / No

If Yes please provide details:

Do you have any outstanding debts at a credit agency? Yes / No

Rental History

Current Landlord/Agents

Name: Phone: Mobile:

Rent per week: Period of Lease: Reason for Leaving:

Property Address:

Bond Refunded:

Previous Landlord/Agents

Name: Phone: Mobile:

Rent per week: Period of Lease: Reason for Leaving:

Property Address:

Bond Refunded:

Your References

Acceptable references include previous employers/employment, landlords, teachers, work colleagues, school or college references, business/retail accounts etc. Please note: family members and friends are not acceptable references.

- 1. Name: Relationship to you:
Address:
Home Ph: (.....) Mobile:
Known for how long:

- 2. Name: Relationship to you:
Address:
Home Ph: (.....) Mobile:
Known for how long:

- 3. Name: Relationship to you:
Address:
Home Ph: (.....) Mobile:
Known for how long:

- 4. Name: Relationship to you:
Address:
Home Ph: (.....) Mobile:
Known for how long:

- 5. Name: Relationship to you:
Address:
Home Ph: (.....) Mobile:
Known for how long:

Tenancy Application Checklist

- Completed Residential Tenancy Application Details Correctly
- Colour Copy - Proof of Identification
- Personal Information Report - Tas Collection or Veda Advantage
- Residential Tenancy Application Signed

Applicant Signature:.....

Date:

Disclaimer / Authority

I, the said applicant, do solemnly and sincerely declare that:

1. The information contained in this application is true and correct and that all of the information was given of my own free will. I further authorise the letting agent to conduct and/or conduct any enquiries and/or searches with regard to the information and references supplied in this application. I confirm that I am over 18 years of age and I am eligible to enter into this agreement.

I confirm I have previously inspected the property prior to signing this application.

Applicant Signature:..... Date:

I, the said applicant, have been informed, understand and agree that

1. The rental for the said property is to be \$.....per week and is within my means of support
2. The rental for the said property is to be 2 weeks in advance at all times.
3. The bond for the aforesaid property will be equivalent to 4 weeks rent and I further agree and undertake to pay the said bond on/before signing the Tenancy Agreement. I further authorise the letting agent to attend to all details regarding the lodgement of the said rental bond with the appropriate authority.

I have been informed, understand and agree that:

1. The acceptance of my application is subject to a satisfactory report being obtained from information supplied on the Tenancy Application submitted by me.
2. Should there be a requirement to commence proceedings for the recovery of rent, repairs and/or damage to the aforesaid property during the term or at the expiration of the Tenancy Agreement, all costs associated with these proceedings shall be able to be recovered from me.
3. I have been informed, understand and agree that should this application not be accepted, the agent is not required or obliged to disclose why or supply any reason for the rejection of this application.

Applicant Signature:..... Date:

PRIVACY ACT (COMMONWEALTH) 1988 - COLLECTION NOTICE

The personal information the prospective tenant provides in this application or that which is collected from other sources is necessary for the Agent to verify the Applicant's identity to process and evaluate the application and effectively manage the tenancy. The personal information collected about the Applicant may be disclosed, by use of the internet or otherwise, to other parties, including the landlord, trades people, referees, solicitors, financial institutions, media organizations, parties engaged to evaluate the property, bodies corporate, other agents, clients of the Agent both existing and potential, third party operators of tenancy reference databases, government, collection agencies, relevant Courts and Tribunals, and statutory bodies and other third parties as required by law.

Information already held on tenancy reference databases may also be disclosed to the Agent and/or landlord. Unless you advise the Agent to the contrary, the Agent may also disclose such basic information to The Real Estate Institute of Tasmania Ltd (REIT) for the purpose of documenting leasing data in the area for the benefit of its members as part of membership services and for others in the property or related industries, and so as to assist them in continuing to provide the best possible service to their clients. In providing this information, you agree to its use, unless you advise the Agent differently. The privacy policy of the REIT can be viewed on its website ww.reit.com.au.

The Agent will only disclose information in this way to other parties to achieve the purposes specified above or as otherwise allowed under the Privacy Act. If the Applicant would like to access this information they can do so by contacting the Agent at the address and contact numbers contained in this Application or the REIT on (03) 62234769. The Applicant can also correct this information if it is inaccurate, incomplete or out of date.

I/We acknowledge that I/We have read and understood the contents of the Privacy Collection Notice.

Applicant Signature:..... Date: