



RESIDENTIAL TENANCY APPLICATION FORM

PROPERTY ADDRESS:

NAME:

YOUR PREFERRED LENGTH OF LEASE:MONTHS

COMMENCING: / /

RENT \$..... PER WEEK x 4 = SECURITY DEPOSIT (BOND) \$.....

1. A SEPARATE APPLICATION IS REQUIRED FROM ALL ADULTS WISHING TO OCCUPY THE PREMISES.
2. IN ADDITION TO COMPLETING THIS APPLICATION FORM; YOU WILL ALSO NEED TO SUPPLY THE FOLLOWING DOCUMENTATION:
 - a. CURRENT CREDIT REPORT- LOCAL AND INTERSTATE REPORTS CAN BE SOURCED FROM THE TASMANIAN COLLECTION SERVICE, 29 ARGYLE STREET HOBART. PH 03 6223 5599

APPLICATION MUST BE ACCOMPANIED BY THE FOLLOWING:

Drivers Licence (Current), PASSPORT OR
Photo Identification (eg Student or Employment card)
OR IF NO PHOTO ID;
Copy of Birth Certificate
Passport
Recent Telstra or Aurora Energy Accounts
Evidence of **GROSS** Income for last 12 months for each
Adult....includes wages, investments, child support,
rent assistance & all other Centrelink benefits

OFFICE USE ONLY

- Income attached
- Photo ID or Birth Certificate Supplied
- Tas Collection Service

- APPLICATION APPROVED
- APPLICATION DECLINED

WEEKLY RENTAL: \$

PERIOD OF LEASE: MONTHS

FROM / / TO / /

BOND DUE \$
RENT DUE \$

TOTAL \$
LESS DEPOSIT \$

TOTAL OWING \$

Mr / Mrs / Ms / Dr

Surname: Given Names:

Name you are known by (if different) Have you rented before Yes No

Current Address: (**renting / owned / boarding** – delete as applicable)

..... Date of Birth: / /

..... Current ☎ Number

..... Mobile Number

Email:

If this property is owned, how long have you lived there?:

If selling, who is the selling Agent:

Current weekly rental: \$..... Amount paid by me personally (ie: Share House): \$.....

Current Landlord/Agent is:

Landlord/Agent ☎ number:

How long have you been at this address?: years / months

How much notice to you have to give? 2 weeks More

Does your **present** Landlord/Agent know you are vacating? Yes No

RESIDENTIAL HISTORY:

Immediate past address was: Rented Owned Address was:

What rental were you paying?: \$ per week

Previous Landlord/Agent's Name: ☎

When did you live there?: From: / / To: / /

Was bond refunded in full? If no, why?: Yes No

EMPLOYMENT DETAILS

Name of Employer:

Occupation: How Long.....

Work ☎ number or mobile: Can you receive calls at work? Yes No

If current employment is less than 12 months who was your previous employer?: How Long.....

Gross pay is: \$ per **week / fortnight / month / calendar month**

What hours do you work?: From: To:

Does your employment involve shift work: Yes No

If Self-Employed – Name of Business & ABN: ABN:

Type of Industry: Work ☎ or mobile:

Business Address:

How long have you been self-employed?:

**** If self-employed, your Accountant will need to supply evidence of your Gross Income for the last 12 months

STUDENT DETAILS

College/University:

What year are your currently studying?:

IF RECEIVING A CENTRELINK BENEFIT, DIVIDENDS OR PARENTAL ASSISTANCE

I receive \$ (weekly/fortnightly/Monthly/Annually) paid by:

PERSONAL DETAILS

Are you a self-funded retiree? Yes No
Do you have children?: Yes No What are their ages?:
Will they be living with you?: Yes No
What pets do you own?:
Are they registered with any Council?: If yes, which one
Do you smoke?: Yes No
Your Car Registration No: State: Make of Vehicle:
Licence No: State: Expiry Date:
Passport No: Country:.....
What are your other financial commitments?: \$..... per month (Car Loan, Personal Loans etc)

PARENT OR GUARDIAN – IN CASE OF EMERGENCY

Name:
Relationship to you:
Address:
.....
☎ Business:
☎ After Hours:

OTHER RELATIVE NOT LIVING WITH YOU – IN CASE OF EMERGENCY (MUST BE NEXT OF KIN NOT FRIENDS)

Name:
Relationship to you:
Address:
.....
☎ Business:
☎ After Hours:

REFERENCES:

Name: ☎
Address:
Relationship to you: How Long Known:
Name: ☎
Address:
Relationship to you: How Long Known:

ANY ADDITIONAL INFORMATION YOU WISH TO PROVIDE

SIGNED BY THE APPLICANT:

DATE: / /

DISCLAIMER/AUTHORITY

I the said applicant do solemnly and sincerely declare that 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 landlord to contact and conduct any enquiries and/or search with regard to the information and references supplied in this application.

I the said applicant do solemnly and sincerely declare that I am over 18 years of age and eligible to enter into this agreement.
I the said applicant do solemnly and sincerely declare:

1. I have inspected the property located at:.....
2. I have of my own accord decided that I wish to rent the aforementioned property commencing/...../..... for a period of months.
3. I have been informed, understand and agree that the rental for the aforesaid property is to be \$..... per week/calendar month and that this rental is within my means for support.
4. I have been informed, understand and agree that the rental for the said property is to be paid fortnightly/calendar monthly in advance at all times.
5. I have been informed, understand and agree that the Security Deposit for the aforesaid property will be \$ and I further agree and undertake to pay the said bond on or before signing the tenancy agreement.
6. I understand and agree that should the full amount of the Security Deposit not be paid by the signing of the Residential Tenancy Agreement, I authorise the letting agent to apply all or part of the subsequent rental payments to be apportioned to finalizing of the rental bond for the aforesaid property.
7. I understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on the Tenancy Application submitted by me.
8. I understand and agree that should there be a requirement to commence proceedings for 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 recoverable from me.
9. I have been informed, understand and agree that should this application not be accepted, the landlord is not required or obligated to disclose why or supply any reason for the rejection of this application.
10. I have been informed, understand and agree to pay the Security Deposit and at least 2 weeks rent in advance by cash or bank cheque prior to receiving the keys on the day of occupation.
11. If my Residential Tenancy Application is approved I will be required to pay at least one week of the nominated rent as a holding deposit for the aforementioned property. The holding deposit guarantees me against the property being leased to anyone else.

PRIVACY ACT ACKNOWLEDGMENT

In accordance with section 18n(1)(b) of the Privacy Act I authorise you to give information to and obtain information from all credit providers and references named in this application. I understand this can include information about my credit worthiness, credit standing, credit history or credit capacity. I understand this information may be used to assess my application.

**PRIVACY ACT 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 landlord to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy.

The personal information collected about the Applicant in this application may be disclosed during the course of the tenancy for the purpose for which it was collected, to other parties, third parties, including referees, financial institutions, tradespeople, agents, third party operators of tenancy reference databases and other third parties as required by law. Information already held on tenancy reference databases may also be disclosed. The Landlord may also disclose information to other parties on the Internet.

If the Applicant enters into a Residential Tenancy Agreement and if the Applicant fails to comply with their obligations under the Agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to other parties, including those referred to above.

The Landlord will only disclose information in this way to other parties to achieve the purpose specified above or as otherwise allowed under the Privacy Act 1988.

If the Applicant would like to access his/her personal information held by the Landlord, they can do so by contacting the Landlord at the address and contact numbers contained in this Application. The Applicant can also correct this information if it is inaccurate, incomplete or out of date.

If the information is not provided, the Landlord may not be able to process the application and manage the tenancy.

APPLICANT NAME (PLEASE PRINT).....

APPLICANT SIGNATURE **DATE** / /