

**F1 – CL8**

**OFFICE USE ONLY:** Date received \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_ am/pm

- Application signed & all applicable details completed?  Yes  No  
 All supporting documents supplied?  Yes  No  
 Any documents to be emailed?  Yes  No

## APPLICATION FOR RESIDENTIAL TENANCY

**PROPERTY ADDRESS:** \_\_\_\_\_

**DATE INSPECTED:** \_\_\_\_\_

- How did you come across the property?  For rent sign  realestate.com.au  @home Property website  
 Letting Consultant  Email update  Other \_\_\_\_\_

Full name:		D.O.B / /	
Are you known by another name? <i>please provide</i>			
Mobile #:	Work #:	Home #:	
Email:			
Drivers Licence:	State issued:	Car Registration:	
Cars to be kept at property #:	Are all cars registered	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will a <input type="checkbox"/> boat <input type="checkbox"/> trailer <input type="checkbox"/> van <input type="checkbox"/> motorbike be kept at the property <input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>If applicable:</i> Passport #:	18+ card #:	Other:	
Any pets to be kept at property? <input type="checkbox"/> Yes <input type="checkbox"/> No		How many?	Indoor / outdoor? (please circle)
Type & Breed			
Type & Breed			
Are the pets registered with a council? <input type="checkbox"/> Yes – please provide number/s:			<input type="checkbox"/> No
Do you have contents insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No. If no, will you be obtaining contents insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you a smoker <input type="checkbox"/> Yes <input type="checkbox"/> No			
If the property has a pool – Have you cared for a pool previously? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Number of dependents ( <i>if applicable</i> ):		Total occupants:	
Full name of all other persons (including children) other than applicant wishing to occupy the premises:			
Name _____	D.O.B. / /		
Name _____	D.O.B. / /		
Name _____	D.O.B. / /		
Name _____	D.O.B. / /		
<i>NB: All adults other than dependents must be lease holders and provide separate applications</i>			

### CURRENT ACCOMMODATION DETAILS

Address: _____	
Rented <input type="checkbox"/> Yes <input type="checkbox"/> No \$ per week:	Owned <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, will it remain as such? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Real Estate office or private landlord (or agent if sold):	
Phone number of real estate/owner/agent:	
Duration: / / to / /	Reason for leaving:
<i>If applicable:</i> Do you expect a full bond refund? <input type="checkbox"/> Yes <input type="checkbox"/> No. If no, give reason:	

Have you ever been in breach of a tenancy, evicted or are you in debt to another Agent or private landlord?

Yes  No. If yes, you will be required to provide details in a covering letter.

**PREVIOUS ACCOMMODATION DETAILS**

Address: _____	
Rented <input type="checkbox"/> Yes <input type="checkbox"/> No \$ per week: _____	Owned <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Real Estate office or private landlord (or agent if sold): _____	
Phone number of real estate/owner/agent: _____	
Duration:     /     /     to     /     /	Reason for leaving: _____
If applicable: Was the bond refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, give reason: _____	

**INCOME DETAILS – All income is to be recorded as “NET”**

Employer: _____	
Occupation: _____	Self-employed: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, see below
Phone: _____	Email: _____
Period of employment: _____	Net weekly income: _____
<input type="checkbox"/> Full-time <input type="checkbox"/> Permanent Part-time <input type="checkbox"/> Casual (     hours per week)	
If less than 6 months, previous employer details:	
Occupation: _____	Self-employed: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, see below
Phone: _____	Email: _____
Period of employment: _____	Net weekly income: _____
<input type="checkbox"/> Full-time <input type="checkbox"/> Permanent Part-time <input type="checkbox"/> Casual (     hours per week)	

**STUDENT / CONCESSION / SELF EMPLOYED DETAILS**

Name of University, College, TAFE: _____		Student Identification #: _____	
If applicable: Visa Expiry Date     /     /		Student allowance or family support: \$     per week	
Pension type, please complete all that apply:			
<input type="checkbox"/> Unemployment/New Start Allowance \$	per: (please circle)	week	fortnight
<input type="checkbox"/> Parenting payment Allowance \$	per: (please circle)	week	fortnight
<input type="checkbox"/> Family Tax Allowance \$	per: (please circle)	week	fortnight
<input type="checkbox"/> Pension Allowance \$	per: (please circle)	week	fortnight
<input type="checkbox"/> Disability Pension Allowance \$	per: (please circle)	week	fortnight
<input type="checkbox"/> Self Employed Wage \$	per week	ABN No. _____	
Address: _____		Phone: _____	
Year established: _____	Accountant: _____	Phone: _____	
<input type="checkbox"/> Other Income (Savings or Investments) <input type="checkbox"/> Yes <input type="checkbox"/> No		Amount: \$ _____	

**EMERGENCY CONTACT** – (Must be completed) \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**PROFESSIONAL REFERENCES** - Does not include relatives – Must be completed

Name:	Relationship to applicant:
Address (if known):	Phone:
Name:	Relationship to applicant:
Address (if known):	Phone:
Name:	Relationship to applicant:
Address (if known):	Phone:

**ADDITIONAL COMMENTS:**

## Supporting Documentation Required:

Applications will not be processed until all information is supplied. Each applicant over the age of 18 must complete a separate application.

Your application will not be processed until all documents are provided.

- Credit Report:** Tasmanian Collection Service if local, Equifax if moving from interstate
- Photo Identification:** Passport or Driver's License, Student Card
- Proof of Income:** Pay Slips, Bank Statements, Letter of Offer, Centrelink Statement/s
- Proof of Address:** Phone or Electricity Account, Tenancy Agreement, Council Rate Notice
- Proof of regular housing payments:** Tenant Ledger, Proof of Mortgage Payments, Bank Statements

**PROCESSING AN APPLICATION**

In most instances, we are able to process your application within 48 hours and advise you by telephone. If we are unable to contact all of your referees, this process may take longer. Please ensure your references are aware that our office may contact them.

**APPROVAL OF AN APPLICATION**

If your application is approved, the tenancy agreement needs to be signed within 24 hours to secure the tenancy for you. It is important that you carefully read these documents if they are being sent to you, in most cases however we will require an in office interview prior to taking up tenancy.

**SECURING THE PROPERTY - PAYMENT OF BOND & RENT**

Once the application has been approved you will be required to sign a tenancy agreement within 24 hours and pay a minimum of 2 week's rent to secure the property along with the bond of 4 weeks rent.

Please note that this must be paid in cleared funds via EFT or deposit at an ANZ branch. The property will not be secured for you until this deposit has been received and all parties have signed the tenancy agreement.

**Please complete Privacy Disclaimer on Page 4.**

## AUTHORITY & PRIVACY DISCLAIMER – Terms & Conditions

Applicant Name: \_\_\_\_\_

The applicant makes this application and offer jointly and severally. Service of any notice to any one applicant shall be deemed to be service on them all. The applicant agrees that they will not be entitled to occupation of the premises until:

- (i) vacant possession is provided by the current occupant of the premises
- (ii) the tenancy agreement is signed by the applicant; and
- (iii) cleared payment of all monies due to be paid by the applicant prior to occupation of the premises

I, the applicant, do solemnly and sincerely declare that I am over the age of 18 years, am not bankrupt and the information provided is true and correct and has been supplied of my own free will. I, the applicant understand that you as the agent for the owner have asked me to provide personal information for the specific purpose of checking identification, character, credit worthiness and determining if the I, the applicant will be a suitable tenant for the property. It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness. I understand that you as the agent are bound by the Privacy Act and the Australian Privacy Principles and **authority** is hereby given to the agent to check credit references, employment details, previous rental references, personal references and any other searches which may verify the information provided by me. I, the applicant also **authorise** the agent to give information to the property owner, credit providers, insurance providers, other agents, solicitors, financial institutions, parties engaged to evaluate the property, sales people, database agencies, references named in this application or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, credit worthiness, credit standing, credit history or credit capacity.

Once a tenancy agreement has been entered into the tenant **agrees** that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry agents and other agents. If the applicant would like to access the personal information the agent holds, they can do so by contacting our office. The applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, the agent may not be able to process the application and manage the tenancy.

### MUST BE COMPLETED

I, the applicant, wish to take a tenancy of such premises for a period of \_\_\_\_\_ months.

From the date of \_\_\_\_/\_\_\_\_/\_\_\_\_

At the rental amount of \$\_\_\_\_\_ per week. The rental amount is within my means  Yes  No

I agree to pay a bond of \$\_\_\_\_\_

If my application is successful I agree to pay the bond of (4 weeks rent) and 2 weeks rent in advance within 48 hours from the day of approval. In the event that the application is successful a tenancy agreement is signed but if I decide not to proceed with the agreement, I understand that I will be required to continue to pay rent until a new tenancy is secured for the same term and my bond will not be refunded until the tenancy is replaced or the agreement expires (whichever comes first).

I, the applicant, confirm that I have viewed the property internally  Yes  No

I, the applicant, accept the property in its present condition allowing for pre tenancy cleaning  Yes  No

(A detailed condition report will be provided at the commencement of the lease if application successful)

If no, give details \_\_\_\_\_

I, the applicant, agree that in the event the application is not successful, the owner/agent is not required to disclose the reason or any specific details.  Yes  No

Have you applied for another property with another agency?  Yes  No. If so, which property is your preference?

\_\_\_\_\_

Signature of Applicant: .....

Witnessed: ..... Name.....Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

All pages of this application must be completed in full & signed or your application will not be processed.