

## RESIDENTIAL TENANCY APPLICATION FORM

**PROPERTY APPLYING FOR:**

Full Name:  Contact Number:

Email address:

Other Applicants:

D.O.B.:  Drivers License No.:  Car Registration No.:

Number to be accommodated – Adults:  Children:  Ages:

Details of Pets (Type/Breed):  Smoker Y/N, Inside/Outside (please circle)

Date Accommodation Required:  Lease Term:

Rent per week:

**DOCUMENTATION REQUIRED TO SUPPORT YOUR APPLICATION** - originals will be required to be sighted at time of signing lease documentation.

Please tick that you have provided the following items:

**Identification**

- Driver Licence, Passport or photo ID
- Medicare card or private health card
- Phone or Electricity Bill
- Proof of income – Employment Contract, OR pay slips, OR Bank Statement AND Employer contact name and telephone number, OR Centrelink statement, OR self employed – last years' tax statement

**Credit history check** – if you have lived in Tasmania for the past 5 years this can be obtained from Tasmanian Collection Service. If you have lived outside Tasmania you will need to obtain a credit check from Equifax. Ph 13 8332. [www.equifax.com.au](http://www.equifax.com.au)

**Police History Form – we will supply you with a copy to complete if this is required**

Please note that if you are approved for the property four weeks rent is required for bond. The bond is to be paid to the Rental Deposit Authority at any Service Tasmania outlet. You must take the original bond lodgement form to Service Tasmania; you will receive a receipt and must bring this to us.

You are responsible for connecting the power, gas and telephone at the property. You must have your own contents insurance. If the property is metered you are responsible for water usage and are responsible to have a meter reading before you move in.

**CURRENTLY RENTING:**  **OWN/SOLD PROPERTY** (please provide address & Agent phone no.)

Agency/Landlord:  Contact Number:

Address:  Rent Per Week:

Reason for leaving Current Address:

Length of Lease:  Bond Refunded:

**PREVIOUS RENTAL:** (if present less than 3 Years at Current Rental)

Agency/Landlord:  Contact Number:

Address:  Rent Per Week:

Reason for leaving Current Address:

Length of Lease:  Bond Refunded:

**Employment:**  (previous employment if less than 2 months ago)

Company:  Position:

Contact:  Phone Number:

Income (net per week):  Length employed:

**OTHER INCOME / STUDENT / UNEMPLOYED / SELF EMPLOYMENT:** (please circle)

CRN:  Type of Payment:

Income per fortnight:  Eligible for rent assistance:

**CHARACTER REFERENCES:** (must provide for application to be considered, they **must not** be family members)

Name:  Contact Number:

Name:  Contact Number:

**NEXT OF KIN:** (Emergency Contact)

Name:  Contact Number:

Address:  Relationship to applicant:

Name:  Contact Number:

**To enable proper assessment of this applicant I the applicant do solemnly and sincerely declare that:**

1. I am not bankrupt or un-discharged bankrupt
2. The information provided by me is true and correct

**To enable compliance with the relevant sections of the Privacy Act:**

1. I acknowledge that certain items of information in this application may be given to a credit-reporting agency.
2. I hereby give permission for you to obtain consumer or commercial information permitted by the Act from a credit-reporting agency and to use such information in order to assess this application. This permission remains in force for the duration of our tenancy if the application is approved.
3. I hereby give permission for you to disclose or obtain all relevant information to or from the referees indicated in this application or named in my credit agency report.
4. I acknowledge my details may be provided to the National Tenancy Database for the purpose of current and future property management uses.

Applicants Name:.....

Applicants Signature.....

Date.....

To reserve a property whilst a lease is being prepared, we require a non-refundable deposit

**Office use Only**

Rent Per Week: \$.....	Condition Report completed.....
Rent Per Calendar Month: \$.....	Inventory Report completed.....
Security Deposit: \$.....	Lease completed.....

W/Display

Internet