



TENANCY APPLICATION FORM

(To be completed by all persons 18 years and over. Please write clearly or Print)

Proposed Required

Address

Rent per Week \$.....

Personal Details

Full Name

Current Address

Phone (h) Phone (w)

Mobile Email

Date of birth Pension card number

Drivers Licence No Passport

This is a Tenancy Application Form. It's purpose is to identify potential tenants. This form is not, nor does it form any part of a Tenancy Agreement. Should your application be successful your rights and obligations and those of the Lessor will be governed by the Residential Tenancy Act 1997. If all the information required for this application is not provided, the Agent may not be able to process the application.

The Agent/Lessor require you to supply a recent Tasmanian Collection Service credit check with your application. Your TCS form needs to be lodged directly to Tasmanian Collection Service at 29 Brisbane Street, Launceston. Your application will not be processed without it.

Before any application will be considered, each applicant must achieve a minimum of 100 check points.

You are also required to supply the Agent/Lessor with proof of your income upon submission of your application:

EMPLOYED Last TWO payslips

SELF EMPLOYED Bank statements, Group Certificate or Accountant's Letter

UNEMPLOYED Centrelink Statement

<input type="checkbox"/> Copy of Birth Certificate	10
points	
<input type="checkbox"/> Drivers Licence	50
points	
<input type="checkbox"/> Passport	50
points	
<input type="checkbox"/> Last 4 Rent Receipts	40
points	
<input type="checkbox"/> Group Certificate	40
points	
<input type="checkbox"/> Photo ID	30
points	
<input type="checkbox"/> Medicare Card	20
points	
<input type="checkbox"/> Centrelink Statements	20
points	
<input type="checkbox"/> Min 2 Refs from prev LL/Agent	20
points	
<input type="checkbox"/> Current Car/Bike Rego Papers	10
points	
<input type="checkbox"/> Copy of Phone, Gas, Power A/C	10
points ea	

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points	
<input type="checkbox"/> Copy of Phone, Gas, Power A/C	10
points ea	



Number of people occupying property Adults..... Children (under 16).....

Rental History

Are you currently renting? Yes / No
If Yes – Agent Name and Phone No.
Have you rented previously? Yes / No
If Yes – Agent Name and Phone No.
Was your bond refunded in full? Yes / No
If No – Why

Employment History

Current Employer

Contact Person

Length of Employment

Full Time / Part Time / Casual

Hours Per Week

Are you self employed Yes / No

If Yes name of Company

Business Details

Previous Employment

Student

College

ID Card Number

Course attending

Year Full time / Part time



Pets

Dog / Cat / Bird / Other
Breed How Many
Are they registered with council Yes / No
Inside or outside pet

General Details

Do you smoke? Yes / No Inside or outside
Are you or have you been bankrupt?
Do you have outstanding debts at a Collection Agency Yes / No

Next Of Kin

Name (not living with you)
Address
Phone (w) (h) (m)
Relationship

Occupancy Details

Number of Adults
Number of Children
Number of Vehicles

References

1. Name
Address
Phone (w) (h)

2. Name
Address



Phone (w) (h)

3. Name
Address
Phone (w) (h)

Additional Information

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I acknowledge that all information contained within is true and correct and that all of the information was given of my own free will. I further authorise the letting agent to contact and/or conduct any inquiries and or searches in relation to the information and references supplied in this application.

I confirm I have previously inspected the property prior to signing this application Yes / No

Signed 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 it’s 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 it’s use, unless you advise the Agent differently. The privacy policy of the REITR can be viewed on it’s website www.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.

Signed

Date