

Residential Tenancy Application Form

Address: _____ Lease Term 6mths 12mths

We require a current credit check (no older than 30 days). You will find the details for both Tasmanian and Mainland credit checks on the last page of this application.

Applicant 1	Applicant 2
Given Names _____ Surname _____ Have you ever been known by any other names? _____	Given Names _____ Surname _____ Have you ever been known by any other names? _____
Personal Details	Personal Details
DOB: ___/___/___ Marital Status: _____ Medicare Number: _____ Driver's Licence Number _____ <input type="checkbox"/> Car or <input type="checkbox"/> Motorbike Vehicle Registration Number _____ State Registered _____ Make _____ Model _____ In total how many vehicles/caravans/boats will be kept at the property?	DOB: ___/___/___ Marital Status: _____ Medicare Number: _____ Driver's Licence Number _____ <input type="checkbox"/> Car or <input type="checkbox"/> Motorbike Vehicle Registration Number _____ State Registered _____ Make _____ Model _____ In total how many vehicles/caravans/boats will be kept at the property?
Contact Details	Contact Details
Home _____ Work _____ Mobile _____ Email _____	Home _____ Work _____ Mobile _____ Email _____
Emergency Contact Details	Emergency Contact Details
Please provide the details of 2 persons not living with you that can be contacted in case of an emergency. Contact 1 Given Names _____ Surname _____ Number _____ Street Name _____ Suburb/Town _____ State _____ Home Number _____ Work Number _____ Mobile Number _____ Email _____	Please provide the details of 2 persons not living with you that can be contacted in case of an emergency. Contact 1 Given Names _____ Surname _____ Number _____ Street Name _____ Suburb/Town _____ State _____ Home Number _____ Work Number _____ Mobile Number _____ Email _____
Contact 2 Given Names _____ Surname _____ Number _____ Street Name _____ Suburb/Town _____ State _____ Home Number _____ Work Number _____ Mobile Number _____ Email _____	Contact 2 Given Names _____ Surname _____ Number _____ Street Name _____ Suburb/Town _____ State _____ Home Number _____ Work Number _____ Mobile Number _____ Email _____

Address Details

Current - Commencement Date ___/___/20__

Owned or Rented

Rent per week _____

Street _____

Suburb _____ State _____ P/Code _____

Name of Agent / Property Manager _____

Name of Agency _____

Address _____

Contact number _____

Reason for leaving _____

Address Details

Current - Commencement Date ___/___/20__

Owned or Rented

Rent per week _____

Street _____

Suburb _____ State _____ P/Code _____

Name of Agent / Property Manager _____

Name of Agency _____

Address _____

Contact number _____

Reason for leaving _____

Previous Address 1 - ___/___/20__ to ___/___/20__

Owned or Rented

Rent per week _____

Street _____

Suburb _____ State _____ P/Code _____

Name of Agent / Property Manager _____

Name of Agency _____

Address _____

Contact number _____

Reason for leaving _____

Previous Address 1 - ___/___/20__ to ___/___/20__

Owned or Rented

Rent per week _____

Street _____

Suburb _____ State _____ P/Code _____

Name of Agent / Property Manager _____

Name of Agency _____

Address _____

Contact number _____

Reason for leaving _____

Previous Address 2 - ___/___/20__ to ___/___/20__

Owned or Rented

Rent per week _____

Street _____

Suburb _____ State _____ P/Code _____

Name of Agent / Property Manager _____

Name of Agency _____

Address _____

Contact number _____

Reason for leaving _____

Previous Address 2 - ___/___/20__ to ___/___/20__

Owned or Rented

Rent per week _____

Street _____

Suburb _____ State _____ P/Code _____

Name of Agent / Property Manager _____

Name of Agency _____

Address _____

Contact number _____

Reason for leaving _____

Employment History / Educational History References

Currently: Employed Student Self Employed
 Unemployed Pensioner

Income _____

To prevent rent stress, Harcourts requires that the rent per week is less than 30% of the combined tenants' weekly income.

Current – Commencement Date ___/___/20__

Full time Part time Casual Contract
 Other _____

Employer/educational institution _____

Role _____

Years of employment/enrolment _____

Contact Name _____

Phone Line _____ Mobile _____

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Income _____

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Current – Commencement Date ___/___/20__

Full time Part time Casual Contract
 Other _____

Employer/educational institution _____

Role _____

Years of employment/enrolment _____

Contact Name _____

Phone Line _____ Mobile _____

Previous Employment 1 ___/___/___ to ___/___/___

Full time Part time Casual Contract

Other _____

Employer/educational institution _____

Role _____

Years of employment/enrolment _____

Contact Name _____

Phone Line _____ Mobile _____

Previous Employment 1 ___/___/___ to ___/___/___

Full time Part time Casual Contract

Other _____

Employer/educational institution _____

Role _____

Years of employment/enrolment _____

Contact Name _____

Phone Line _____ Mobile _____

Work / Employment History continued.....

Self Employment Details

Date Commenced ___/___/___

Company Name _____

Business Name _____

Business Type _____

Business Address _____

Position Held _____

ABN _____

Accountant Name _____ Phone _____

Accountant Address _____

Work / Employment History continued.....

Self Employment Details

Date Commenced ___/___/___

Company Name _____

Business Name _____

Business Type _____

Business Address _____

Position Held _____

ABN _____

Accountant Name _____ Phone _____

Accountant Address _____

Benefits

Do you receive a Centrelink payment? YES / NO

Type of Payment _____

Customer Reference Number: _____

Will you be requiring assistance from Anglicare? YES/ NO

In what way? Bond Rent in advance Both

Would you like to set up Centrepay YES/ NO

Benefits

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Type of Payment _____

Customer Reference Number: _____

Will you be requiring assistance from Anglicare? YES/ NO

In what way? Bond Rent in advance Both

Would you like to set up Centrepay YES/ NO

Additional References

References must not be related. Eg. Previous employer, neighbour

Reference 1

Given Name _____ Surname _____

Number _____ Street Name _____

Suburb/Town _____ State _____

Home Number _____ Work Number _____

Mobile Number _____

Relationship _____

Known for how long _____

Additional References

References must not be related. Eg. Previous employer, neighbour

Reference 1

Given Name _____ Surname _____

Number _____ Street Name _____

Suburb/Town _____ State _____

Home Number _____ Work Number _____

Mobile Number _____

Relationship _____

Known for how long _____

Reference 2

Given Name _____ Surname _____

Number _____ Street Name _____

Suburb/Town _____ State _____

Home Number _____ Work Number _____

Mobile Number _____

Relationship _____

Known for how long _____

Reference 2

Given Name _____ Surname _____

Number _____ Street Name _____

Suburb/Town _____ State _____

Home Number _____ Work Number _____

Mobile Number _____

Relationship _____

Known for how long _____

Please Answer the Following Questions

Have you ever been evicted by a Landlord/Agent?
YES / NO

Have you been refused a property by a Landlord/Agent?
YES/ NO

Are you in debt to another Landlord/Agent? YES / NO

Have you ever had money deducted from a rental bond at the end of a Tenancy? YES / NO. Explain _____

Have you ever been in dispute with Landlord/Agent?
YES / NO

Have you ever been to a tribunal in relation to any previous tenancy? YES / NO

Are you an un discharged bankrupt? YES / NO
 If yes please give details _____

Any other relevant information _____

Please Answer the Following Questions

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YES / NO

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YES/ NO

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Have you ever been to a tribunal in relation to any previous tenancy? YES / NO

Are you an un discharged bankrupt? YES / NO
 If yes please give details _____

Any other relevant information _____

Questions Continued.....

Do you have any Pets? YES / NO
 Type _____
 How many _____ Age _____

Is the animal registered with the local council? YES / NO
 Note: Harcourts properties do not allow for any animal to be inside the premises. Animals inside may null and void the Landlords Insurance Policy.

Do you have children living with you or a shared custody arrangement? YES / NO
 Permanent or Part Time _____
 Name _____ Age _____ M/F
 Name _____ Age _____ M/F
 Name _____ Age _____ M/F

If your child is living with you and over the age of 18 they will need to fill out a separate application form.

Do you Smoke? YES / NO Please be aware all our rental properties do not allow smoking inside at any time.

Do you own a Lawn Mower? YES / NO

Questions Continued.....

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 Type _____
 How many _____ Age _____

Is the animal registered with the local council? YES / NO
 Note: Harcourts properties do not allow for any animal to be inside the premises. Animals inside may null and void the Landlords Insurance Policy.

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 Name _____ Age _____ M/F
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If your child is living with you and over the age of 18 they will need to fill out a separate application form.

Do you Smoke? YES / NO Please be aware all our rental properties do not allow smoking inside at any time.

Do you own a Lawn Mower? YES / NO

Disclaimer / Authority

We, 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 our own free will. We further consent to the lessor/agent contacting and/or conducting any enquiries and/or searches with regard to the information and references supplied in this application. We, the said applicant, do solemnly and sincerely declare that we are over 18 years of age and have read and understand the contents of this agreement and have the competence and capacity to enter into this agreement.

We, the said applicants, do solemnly and sincerely declare that:

1. We have inspected the property located at: _____, We agree to accept the property as is per our inspection and acknowledge that the agreed current price reflects the fixtures, fittings and condition of the property. We understand that except for general maintenance repairs, where chattels will be replaced like for like, NO other capital expenses have been budgeted for the property during the initial fix term lease.
2. We have of our own accord decided that we wish to rent the aforementioned property commencing ____/____/____ for a period of 6mths 12mths other _____ months / years.
3. We have been informed, understand and agree that the rental for the said property is to be \$_____per week and is within our means to afford the property.
- 4 (i) We have been informed, understand and agree the rental for the said property is to be paid every fortnight and is to be 2 weeks in advance at all times and that rent is never to be in arrears for any reason at all.
(ii) We have been informed, understand and agree that the lessor/agent will carry out an inspection at the property on a quarterly basis and we further warrant that we will cooperate fully to allow this inspection to be carried out.
5. We have been informed, understand and agree that the bond for the aforementioned said property will be \$_____ (\$_____ x 4 weeks) this must be paid in cash along with two weeks rent prior to signing the Residential Tenancy Agreement.
6. We have been informed, understand and agree that the acceptance of our application is subject to a satisfactory report being obtained from references and information supplied on the fully completed Residential Tenancy Application submitted by us.
7. We have been informed, understand and agree 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 Residential Tenancy Agreement, all costs associated with these proceedings shall be able to be recovered by us.
8. We have further consented to the agent disclosing all personal information that they may hold for the purpose of enforcing or commencing recovery action in relation to any debt owed as a result of unpaid rent, repairs and/or damage that occurred or occurs during our period of tenancy.
9. We 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.
10. We have been informed, understand and consent to the agent supplying all necessary information, as may be required, to any tenant Data Base/s that they use, complying with the provisions of the Privacy Act.
11. We have been informed, understand and acknowledge that the agent has the contact details for the Tenancy Data Base/s they use and that the agent will supply these contacts should we request the contact details.
12. We hereby give permission for Harcourts Northern Midlands to contact all of our referees to gather all information required relating to our previous rental history and our suitability to rent a property through Harcourts Northern Midlands.
13. We have been advised that all Harcourts Northern Midlands rental properties have a "No Smoking Inside" rule and we will be made liable for all costs involved in cleaning drapes, curtains and carpets to remove smoking odours – should we or our friends and acquaintances smoke inside the rental property.
14. The applicant acknowledge that the white goods which are currently in the property will not be repaired or replaced if they fail to operate the during the term of the tenancy unless otherwise specified in this agreement

Applicant 1

Applicant 2

Full Name _____

Full Name _____

Applicant's Signature _____

Applicant's Signature _____

Dated ____/____/20__

Dated ____/____/20__

Before any application will be considered, you must achieve a minimum of 100 points & provide a current credit check (No older than 30 days):

AP1

AP2

Source (Circle the points you are the providing)	PTS	PTS
Passport	70	70
Drivers Licence	50	50
Copy of Birth Certificates	40	40
Photo ID	30	30
Your last FOUR rent receipts or ledger	30	30
Current Credit Check	20	20
Minimum 2 Written References from previous Landlord / Agent	20	20
Copy of Phone, Gas, and or Power Accounts: each	10	10
Current Car/Motorbike Registration Papers	10	10



Phone: 1300 554 323 Fax: 1300 889 598
Email: info@connectnow.com.au

**A free service
Connecting Your Utilities Has Never Been Easier!**

Harcourts Connect is a simple and convenient time saving service assisting you to connect your Electricity, Gas, Phone, Internet and Pay-TV to a choice of Australia's leading providers. Harcourts Connect can also assist with discounted quotes for removalists, van/truck hire, cleaning services and security monitoring.

No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you – with the one phone call.

A Harcourts representative will make all reasonable efforts to contact you within one working day of receiving an application. If we are unable to contact you please phone 1300 554 323 to ensure connection can be completed by your requested date.

Date: _____
ID# 10116

Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

This form provides information about how we the below named agent handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application.

Member Name **Harcourts Northern Midlands**

Address **2/30 Marlborough Street, Longford Tasmania 7301**

Ph **(03) 63 912911**

Fax **(03) 63912901**

Email **diane.dennis@harcourts.com.au**

As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office on the above numbers or addresses.

Primary Purpose

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property.

In order to assess your application we disclose your personal information to

- The Lessor / Owners for approval or rejection of your application.
- TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application.
- Referees to validate information supplied in your application
- Other Real Estate Agents to assess the risk to our clients.

Secondary Purpose

During and after the tenancy we may disclose your personal information to

- Trades people to contact you for repairs and maintenance of the property.
- Tribunals or Courts having jurisdiction seeking orders or remedies.
- Debt Collection Agencies and related persons to permit them to contact or locate you.
- Lessors / Owners insurer in the event of an insurance claim.
- Future rental references to other asset managers / owners.

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently we cannot provide you with the property you requested to rent.

Signed By The Applicant

Signature

Print Name

Signature

Print Name

Date

Witnessed

Email: diane.dennis@harcourts.com.au

Fax Verification of Applicants Details To (Company): _____

Attention: _____

Fax No: _____

From: _____ Date: _____

This is to advise that the below listed tenant/s have submitted an application for tenancy to our office. To enable our office to process the information could you please complete the following information and return this form to our office.

Return Fax No. (03) 63 912 901

Tenant Name/s: _____

Property Address: _____

1. Can you confirm that the above tenant/s were/are leaseholders/approved occupants of at the above mentioned property? Yes No

2. When is their rent paid to / / (if applicable)

3. Date tenancy agreement commenced / /

4. Date tenancy agreement expires / /

5. Did your office terminate the tenancy? Yes No

6. Can you confirm the weekly rent paid? \$ _____

7. Was rent paid on time? Yes No Max. period of arrears _____ days/weeks

8. During their tenancy were any "Notice To Vacate" issued? Yes No
REASON _____

9. Did you carry out periodic inspections? Yes No

10. Did they care for the property? Yes No
COMMENTS _____

11. Did you receive any complaints during the tenancy, from them or about them? Yes No
COMMENTS _____

12. Did the tenant keep any pets on the property? Yes No

13. Did they or do you expect they will, receive a full bond refund? Yes No
List deductions _____

14. What was the condition of the property when they vacated?
COMMENTS _____

15. Would you rent a property to the tenant again? Yes No

Additional Comments _____

Completed by: _____ Date: _____

Thank you for taking the time to provide our office with a reference.

I / We _____ authorise Harcourts Northern Midlands to contact all of our referees, past and present landlords and or their representatives to gather all information required relating to our previous rental history and our suitability to rent a property through Longford.

Signed _____ Date _____



Credit Check and Additional Information

It is our policy that all our prospective tenants obtain a personal and current credit check.

A credit check is a printout from a collection agency which shows a persons credit history. It is usual for everyone to have a credit history. Contrary to popular belief, the existence of a credit file is a good thing although of course, any overdue debts you have may show on the printout. If you are Tasmanian and have spent more than six months on the mainland, in the last seven years, you will need to also get a Mainland (Veda) credit check.

Options to obtaining your credit check

1. For both Tasmanian and Mainland credit checks, you can write to the appropriate address listed below and a copy will be provided free of charge and will take approximately 10 days.
2. For both Tasmanian and Mainland credit checks, phone and pay by credit card and the credit check will be faxed through to you or it can be faxed directly to Harcourts Northern Midlands.
3. For Tasmanian credit checks only, Harcourts Northern Midlands can give you an application form that can be faxed directly to Tasmanian Collection Service. It can be faxed directly back to Harcourts Northern Midlands .
4. For Tasmanian credit checks only, you can attend the offices of Tasmanian Collection Services, located at the below address.
5. For Mainland credit checks only, you can access the website at www.mycreditfile.com.au, and access your credit check from there.

For Tasmanian Residents

Tasmanian Collection Services

29 Brisbane St, Launceston 7250

Phone: (03) 63 321355

Mainland Residents

Veda

Box 964, North Sydney, 2059

Phone: 1300 921 621

Fax: (02) 9278 7303

The purpose of the credit check is to assist us in evaluating your ability and intention of meeting your rental payments. An unfavourable credit check will not necessarily mean that you cannot rent a property from us. However, the better your credit check, the better your chances are.

Please bring your printout to our office together with your completed application form.

Prior to you moving into your new home you will receive the following:

- One set of keys to the property (If you cut extra copies these must be returned when you vacate).
- Two condition reports – to be checked against the property – changed if needs be and one signed copy returned to the office within 3 business days of occupation OR exit inspection will be made against the original condition report.
- One signed copy of the lease.

If you are not moving in straight away you will need to do the following:

- Sign the lease.

On the day you move in:

- Pay the Bond and two weeks rent.

Our Payment Options are:

- Internet Banking
- Deposit Book
- Direct Deposit- Our bank details are: **BSB 017 042 ACC 4836 78288**
ANZ Bank Launceston, 69 Brisbane Street, Launceston.
M & M Harcourts Northern Midlands Trust Account