

Residential Tenancy Application Form

Property applying for _____ **Lease Term** 6mths 12mths Other _____
 How did you hear about the property? Real Estate.com Domain.com Harcourts Brochures Facebook Harcourts Website
Preferred lease commence date: ___/___/___ Will you be requiring assistance from Angicare? YES/ NO for Bond Rent in advance

Personal Details:
 Surname: _____ First Name: _____ Known by any other name: _____
 Date of Birth: ___/___/___ Medicare number: _____ Driver's License number: _____
 Car or Motorbike Vehicle registration no. _____ State registered _____
 Make _____ Model _____ Relationship Status _____

Contact Details:
 Home Phone: _____
 Work: _____
 Mobile _____
 Email: _____

Emergency contact details 1:
 Full Name _____
 Relationship: _____
 Address: _____
 Home Number: _____ Mobile: _____
 Email: _____

Do you receive a Centrelink payment? YES / NO
 Type of Payment _____
 Customer Reference Number: _____

Emergency contact details 2:
 Full Name _____
 Relationship: _____
 Address: _____
 Home Number: _____ Mobile: _____
 Email: _____

Please answer the following questions.
 Do you have any Pets? YES / NO Number _____
 Are they inside pets or outside pets _____
 Type _____ Are they Registered? YES / NO
 Do you have children living with you? YES / NO
 Name _____ Age _____ M/F
 Name _____ Age _____ M/F
 Name _____ Age _____ M/F
 Number of people occupying premises _____
 Anyone over the age of 18 will need complete an application.

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

Source (Circle the points you are the providing)	PTS
Passport	70
Drivers License	50
Copy of Birth Certificates	40
Photo ID	30
Your last FOUR rent receipts or ledger	30
Current Credit Check	20
Minimum 2 Written References from previous rental	20
Copy of Phone, Gas, and or Power Accounts: each	10
Current Car/Motorbike Registration Papers	10
Bank card, Medicare Card, Pension Card, Membership Card each	10
Total Number of Points	

NB: should you not be able to meet the "100 Check Points", Please speak to the Property Manager.

Do you Smoke? YES / NO please be aware all our rental properties do not allow smoking inside at any time.
 Have you ever been evicted by a Landlord/Agent? YES NO
 Have you been refused a property by 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
 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 a undischarged bankrupt? YES / NO
 If yes please give details _____

Current Address details: *You must complete all sections*

Moved in _____ month, 20____

Owned or Rented Rent per week _____

Reason for leaving _____

Street _____

Suburb _____ State _____ P/Code _____

Name Agency or Landlord _____

Address _____

Contact number _____

Previous Address details:

Moved in _____ month, 20____ moved out _____ month 20____

Owned or Rented Rent per week _____

Reason for leaving _____

Street _____

Suburb _____ State _____ P/Code _____

Name Agency or Landlord _____

Address _____

Contact number _____

Previous Address details:

Moved in _____ month, 20____ moved out _____ month 20____

Owned or Rented Rent per week _____

Reason for leaving _____

Street _____

Suburb _____ State _____ P/Code _____

Name Agency or Landlord _____

Address _____

Contact number _____

Personal Reference 1:

At least one reference must not be related

Given Name _____ Surname _____

Relationship _____ Known for _____ years

Number _____ Street _____

Suburb/Town _____ State _____

Home Number _____ Mobile _____

Current Employment / Educational History References

Currently: Unemployed Employed
 Student Self employed

Current – Start date ____/____/20____

Full time Part time Casual Contract

Employer/educational institution _____

Role _____

Supervisor Contact Name _____

Work Number _____ Mobile _____

Employment / Educational History Continued

Employed Student Self employed

Start Date ____/____/20____ End Date ____/____/20____

Full time Part time Casual Contract

Employer/educational institution _____

Role _____

Supervisor Contact Name _____

Work Number _____ Mobile _____

Self-Employment Details:

Date Commenced ____/____/____

Company Name _____

Trading Name _____

Business Type _____

Business address _____

Position Held _____

ABN _____

Accountant Name _____

Accountant Address _____

Phone _____ Mobile _____

Personal Reference 2:

At least one reference must not be related

Given Name _____ Surname _____

Relationship _____ Known for _____ years

Number _____ Street _____

Suburb/Town _____ State _____

Home Number _____ Mobile _____

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 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. I, 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.

I, the said applicant, do solemnly and sincerely declare that:

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
12mths 6mths other _____ months / years.
3. I 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) I 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) I 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. I 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. I 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. I 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. I 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. Any debts lodged with a collection agency will incur a 25% charge to cover recovery costs which is payable by me.
9. I 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. I 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. I 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. I hereby give permission for Harcourts East Tamar to contact all of our referees and emergency contact people to gather all information required relating to our previous rental history and our suitability to rent a property through Harcourt's East Tamar.
13. I have been advised that all Harcourts East Tamar 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 odors – should we or our friends and acquaintances smoke inside the rental property.

Applicants Full Name: _____

Applicant's Signature: _____

Dated ____/____/20____

Privacy Act Acknowledged 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 East Tamar
Address: 97 Macquarie Street, George Town Tas 7253
Ph: 03 6382 2366 Fax: 03 6382 3860
Email: admin.easttamar@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.

We may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies and related person to contact or locate you.

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.
- Lessors / Owners insurer in the event of an insurance claim.
- Tribunals or Courts having jurisdiction seeking orders or remedies.
- TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Debt Collection Agencies and related persons to permit them to contact or locate you.
- 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.

TICA Statement

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the National Privacy Principles in the Privacy Act 1988.

TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by any of the following ways

Phone: 190 222 0346 calls are charged at \$5.45 per minute including GST (higher from mobile or pay phone)

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30

Primary Purpose

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows

Name, date of birth, driver's license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Further Information about TICA

Full details about TICA can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy Policies or by contacting The TICA Group on our Helpline 190 222 0346 calls charged at \$ 5.45 per minute including GST (higher from mobile and pay phones)

Signed By The Applicant

Applicants Full Name: _____ Applicant's Signature: _____

Witness Full Name: _____ Witness Signature: _____

Dated ____/____/20____

Fax Verification of Applicants Details

To (Company): _____ Attention: _____
Fax No: _____ From: _____

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 6382 3860

Tenant Name/s: _____ Property Address: _____

1. Please confirm 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 ___/___/___ Date tenancy agreement expires ___/___/___
4. Did your office terminate the tenancy? Yes No
5. Can you confirm the weekly rent paid? \$ _____
6. Was rent paid on time? Yes No Max. Period of arrears _____ days/weeks
7. During their tenancy were any "Notice To Vacate" issued? Yes No
REASON _____
8. Did you carry out periodic inspections? Yes No
9. Did they care for the property? Yes No
Details _____
10. Did you receive any complaints during the tenancy, from them or about them? Yes No
Details _____
11. Did the tenant keep any pets on the property? Yes No What type _____
12. Did they or do you expect they will, receive a full bond refund? Yes No
List deductions _____
13. What was the condition of the property when they vacated?
COMMENTS _____
14. 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 _____ authorize Harcourts East Tamar to contact all of our referees, passed 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 Harcourts East Tamar.

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 person's 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 East Tamar.
3. For Tasmanian credit checks only, Harcourts East Tamar can give you an application form that can be faxed directly to Tasmanian Collection Service. It can be faxed directly back to Harcourts East Tamar.
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 (opposite City Park)
27 Brisbane Street, Launceston, 7250
Phone: (03) 63321355
Fax: (03) 6234 2988

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 unfavorable 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 you completed application form.

Our Rental Payment Options are:

- Centrelink
- Direct Deposit- Our bank details are: BSB 017 042 ACC 4947 01682
ANZ Bank Launceston,
Harcourts Tamar Trust Account 2

No Rent to be paid into the office for any reason, besides bond and the first 2 weeks rent.