

Residential Tenancy Application Form

Address: _____

Lease Term 6mths 12mths Other

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
Date of Birth: ___/___/___ Marital Status: _____ Medicare Number: _____ Driver's Licence Number _____ <input type="checkbox"/> Car or <input type="checkbox"/> Motorbike Vehicle Registration Number _____ State Registered _____ Make _____ Model _____	Date of Birth: ___/___/___ Marital Status: _____ Medicare Number: _____ Driver's Licence Number _____ <input type="checkbox"/> Car or <input type="checkbox"/> Motorbike Vehicle Registration Number _____ State Registered _____ Make _____ Model _____
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 <input type="checkbox"/> Contact 1 Given Names _____ Surname _____ Number _____ Street Name _____ Suburb/Town _____ State _____ Home Number _____ Work Number _____ Mobile Number _____	Please provide the details of 2 persons not living with you that can be contacted in case of an emergency <input type="checkbox"/> Contact 1 Given Names _____ Surname _____ Number _____ Street Name _____ Suburb/Town _____ State _____ Home Number _____ Work Number _____ Mobile Number _____
Contact 2	Contact 2
Given Names _____ Surname _____ Number _____ Street Name _____ Suburb/Town _____ State _____ Home Number _____ Work Number _____ Mobile Number _____ Email _____	Given Names _____ Surname _____ Number _____ Street Name _____ Suburb/Town _____ State _____ Home Number _____ Work Number _____ Mobile Number _____ Email _____

<p>Address Details</p> <p><input type="checkbox"/> Current - Commencement Date ___/___/20__</p> <p><input type="checkbox"/> Owned or <input type="checkbox"/> Rented</p> <p>Rent per week _____</p> <p>Street _____</p> <p>Suburb _____ State _____ P/Code _____</p> <p>Name of Agent / Property Manager _____</p> <p>Name of Agency _____</p> <p>Address _____</p> <p>Contact number _____</p> <p>Reason for leaving _____</p>	<p>Address Details</p> <p><input type="checkbox"/> Current - Commencement Date ___/___/20__</p> <p><input type="checkbox"/> Owned or <input type="checkbox"/> Rented</p> <p>Rent per week _____</p> <p>Street _____</p> <p>Suburb _____ State _____ P/Code _____</p> <p>Name of Agent / Property Manager _____</p> <p>Name of Agency _____</p> <p>Address _____</p> <p>Contact number _____</p> <p>Reason for leaving _____</p>
<p><input type="checkbox"/> Previous Address 1 - ___/___/20__ to ___/___/20__</p> <p><input type="checkbox"/> Owned or <input type="checkbox"/> Rented</p> <p>Rent per week _____</p> <p>Street _____</p> <p>Suburb _____ State _____ P/Code _____</p> <p>Name of Agent / Property Manager _____</p> <p>Name of Agency _____</p> <p>Address _____</p> <p>Contact number _____</p> <p>Reason for leaving _____</p>	<p><input type="checkbox"/> Previous Address 1 - ___/___/20__ to ___/___/20__</p> <p><input type="checkbox"/> Owned or <input type="checkbox"/> Rented</p> <p>Rent per week _____</p> <p>Street _____</p> <p>Suburb _____ State _____ P/Code _____</p> <p>Name of Agent / Property Manager _____</p> <p>Name of Agency _____</p> <p>Address _____</p> <p>Contact number _____</p> <p>Reason for leaving _____</p>
<p><input type="checkbox"/> Previous Address 2 - ___/___/20__ to ___/___/20__</p> <p><input type="checkbox"/> Owned or <input type="checkbox"/> Rented</p> <p>Rent per week _____</p> <p>Street _____</p> <p>Suburb _____ State _____ P/Code _____</p> <p>Name of Agent / Property Manager _____</p> <p>Name of Agency _____</p> <p>Address _____</p> <p>Contact number _____</p> <p>Reason for leaving _____</p>	<p><input type="checkbox"/> Previous Address 2 - ___/___/20__ to ___/___/20__</p> <p><input type="checkbox"/> Owned or <input type="checkbox"/> Rented</p> <p>Rent per week _____</p> <p>Street _____</p> <p>Suburb _____ State _____ P/Code _____</p> <p>Name of Agent / Property Manager _____</p> <p>Name of Agency _____</p> <p>Address _____</p> <p>Contact number _____</p> <p>Reason for leaving _____</p>
<p>Employment History / Educational History References</p> <p><input type="checkbox"/> Currently: <input type="checkbox"/> Employed <input type="checkbox"/> Student <input type="checkbox"/> Self employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Pensioner</p> <p><input type="checkbox"/> Current – Commencement Date ___/___/20__</p> <p><input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual <input type="checkbox"/> Contract <input type="checkbox"/> Other _____</p> <p>Employer/educational institution _____</p> <p>Role _____</p> <p>Years of employment/enrolment _____</p> <p>Contact Name _____</p> <p>Phone Line _____ Mobile _____</p>	<p>Employment History / Educational History References</p> <p><input type="checkbox"/> Currently: <input type="checkbox"/> Employed <input type="checkbox"/> Student <input type="checkbox"/> Self employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Pensioner</p> <p><input type="checkbox"/> Current – Commencement Date ___/___/20__</p> <p><input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual <input type="checkbox"/> Contract <input type="checkbox"/> Other _____</p> <p>Employer/educational institution _____</p> <p>Role _____</p> <p>Years of employment/enrolment _____</p> <p>Contact Name _____</p> <p>Phone Line _____ Mobile _____</p>
<p><input type="checkbox"/> Previous Employment 1 ___/___/___ to ___/___/___</p> <p><input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual <input type="checkbox"/> Contract <input type="checkbox"/> Other _____</p> <p>Employer/educational institution _____</p> <p>Role _____</p> <p>Years of employment/enrolment _____</p> <p>Contact Name _____</p> <p>Phone Line _____ Mobile _____</p>	<p><input type="checkbox"/> Previous Employment 1 ___/___/___ to ___/___/___</p> <p><input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual <input type="checkbox"/> Contract <input type="checkbox"/> Other _____</p> <p>Employer/educational institution _____</p> <p>Role _____</p> <p>Years of employment/enrolment _____</p> <p>Contact Name _____</p> <p>Phone Line _____ Mobile _____</p>

Work / Employment History continued.....	Work / Employment History continued.....
<p><input type="checkbox"/> Self Employment Details Date Commenced ___/___/___ Company Name _____ Business Name _____ Business Type _____ Business Address _____ Position Held _____ ABN _____ Accountant Name _____ Phone _____ Accountant Address _____</p>	<p><input type="checkbox"/> Self Employment Details Date Commenced ___/___/___ Company Name _____ Business Name _____ Business Type _____ Business Address _____ Position Held _____ ABN _____ Accountant Name _____ Phone _____ Accountant Address _____</p>
<p><input type="checkbox"/> Benefits Do you receive a Centrelink payment? <input type="checkbox"/> YES / <input type="checkbox"/> NO Type of Payment _____ Customer Reference Number: _____ Will you be requiring assistance from Anglicare? <input type="checkbox"/> YES/ <input type="checkbox"/> NO In what way? <input type="checkbox"/> Bond <input type="checkbox"/> Rent in advance <input type="checkbox"/> Both</p>	<p><input type="checkbox"/> Benefits Do you receive a Centrelink payment? <input type="checkbox"/> YES / <input type="checkbox"/> NO Type of Payment _____ Customer Reference Number: _____ Will you be requiring assistance from Anglicare? <input type="checkbox"/> YES/ <input type="checkbox"/> NO In what way? <input type="checkbox"/> Bond <input type="checkbox"/> Rent in advance <input type="checkbox"/> Both</p>
<p>Additional References</p>	<p>Additional References</p>
<p>At least one reference must not be related</p> <p><input type="checkbox"/> Reference 1 Given Name _____ Surname _____ Number _____ Street Name _____ Suburb/Town _____ State _____ Home Number _____ Work Number _____ Mobile Number _____ Relationship _____ Known for how long _____</p>	<p>At least one reference must not be related</p> <p><input type="checkbox"/> Reference 1 Given Name _____ Surname _____ Number _____ Street Name _____ Suburb/Town _____ State _____ Home Number _____ Work Number _____ Mobile Number _____ Relationship _____ Known for how long _____</p>
<p><input type="checkbox"/> Reference 2 Given Name _____ Surname _____ Number _____ Street Name _____ Suburb/Town _____ State _____ Home Number _____ Work Number _____ Mobile Number _____ Relationship _____ Known for how long _____</p>	<p><input type="checkbox"/> Reference 2 Given Name _____ Surname _____ Number _____ Street Name _____ Suburb/Town _____ State _____ Home Number _____ Work Number _____ Mobile Number _____ Relationship _____ Known for how long _____</p>
<p>Please Answer the Following Questions</p>	<p>Please Answer the Following Questions</p>
<p>Have you ever been evicted by a Landlord/Agent? <input type="checkbox"/> YES / <input type="checkbox"/> NO Have you been refused a property by a Landlord/Agent? <input type="checkbox"/> YES/ <input type="checkbox"/> NO Are you in debt to another Landlord/Agent? <input type="checkbox"/> YES / <input type="checkbox"/> NO Have you ever had money deducted from a rental bond at the end of a Tenancy? <input type="checkbox"/> YES / <input type="checkbox"/> NO Have you ever been in dispute with Landlord/Agent? <input type="checkbox"/> YES / <input type="checkbox"/> NO Have you ever been to a tribunal in relation to any previous tenancy? <input type="checkbox"/> YES / <input type="checkbox"/> NO Are you an un discharged bankrupt? <input type="checkbox"/> YES / <input type="checkbox"/> NO If yes please give details _____ _____</p>	<p>Have you ever been evicted by a Landlord/Agent? <input type="checkbox"/> YES / <input type="checkbox"/> NO Have you been refused a property by a Landlord/Agent? <input type="checkbox"/> YES/ <input type="checkbox"/> NO Are you in debt to another Landlord/Agent? <input type="checkbox"/> YES / <input type="checkbox"/> NO Have you ever had money deducted from a rental bond at the end of a Tenancy? <input type="checkbox"/> YES / <input type="checkbox"/> NO Have you ever been in dispute with Landlord/Agent? <input type="checkbox"/> YES / <input type="checkbox"/> NO Have you ever been to a tribunal in relation to any previous tenancy? <input type="checkbox"/> YES / <input type="checkbox"/> NO Are you an un discharged bankrupt? <input type="checkbox"/> YES / <input type="checkbox"/> NO If yes please give details _____ _____</p>

Questions Continued.....	Questions Continued.....
Do you have any Pets? <input type="checkbox"/> YES / <input type="checkbox"/> NO Type _____ How many _____ Do you have children living with you? <input type="checkbox"/> YES / <input type="checkbox"/> NO 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? <input type="checkbox"/> YES / <input type="checkbox"/> NO Please be aware all our rental properties do not allow smoking inside at anytime.	Do you have any Pets? <input type="checkbox"/> YES / <input type="checkbox"/> NO Type _____ How many _____ Do you have children living with you? <input type="checkbox"/> YES / <input type="checkbox"/> NO 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? <input type="checkbox"/> YES / <input type="checkbox"/> NO Please be aware all our rental properties do not allow smoking inside at anytime.

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: _____ and accept the property in the condition it was so inspected.
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 Circular Head 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 Circular Head.
13. We have been advised that all Harcourts Circular Head 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.

Applicant 1

Full Name _____

Applicant's Signature _____

Dated ____/____/20 ____

Applicant 2

Full Name _____

Applicant's Signature _____

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
Bank card, Medicare Card, Pension Card, Membership Card	10	10
Total Number of Points		

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



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

connect

**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: _____

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 Circular Head**

Address **30 King Street, Smithton Tas 7330**

Ph **03 6452 2322**

Fax **03 6452 2377**

Email **circularhead@harcourtstasmania.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.
- Tribunals or Courts having jurisdiction seeking orders or remedies.
- Debt Collection Agencies and related persons to permit them to contact or locate you.
- TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- 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.

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, drivers 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)

If your personal information is not provided to The TICA Group the member may not proceed with assessing your application and you may not be provided with the rental property.

Signed By The Applicant

Signature

Print Name

Signature

Print Name

Date

Witnessed

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 6452 2377

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 Circular Head 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 Circular Head.

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 Circular Head.
3. For Tasmanian credit checks only, Harcourts Circular Head can give you an application form that can be faxed directly to Tasmanian Collection Service. It can be faxed directly back to Harcourts Circular Head.
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
33a Wilmot Street, Burnie, 7320
Phone: (03) 6430 3755
Fax: (03) 6431 7905

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 you 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 you completed application form.

Prior to your 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 2 business days of occupation.
- One signed copy of the lease.

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

- Sign the lease.
- Pay the Bond and two weeks rent.

Our Payment Options are:

- In our office weekly or fortnightly
- Direct Deposit- Our bank details are:

BSB 017 538 ACC 4822 98769
ANZ Bank Smithton, Emmett Street, Smithton
M & N Real Estate P/L Rental Trust Account

Bond and the first 2 weeks rent are to be paid in the office upon signing