

## Residential Tenancy Application Form

**PLEASE NOTE THAT APPLICATIONS MUST BE COMPLETED IN FULL & PROOF OF INCOME PROVIDED AS YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT THIS INFORMATION**

Address: \_\_\_\_\_

Lease Term \_\_\_\_\_

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: ___/___/___ Relationship Status: _____ Medicare Number: _____ D/ L Number _____ <input type="checkbox"/> Car or <input type="checkbox"/> Motorbike Vehicle Registration Number _____ State Registered _____ Make _____ Model _____ Number of people to occupy property ___ Adults ___ Children In total how many vehicle / caravans/ boats will be kept at the property? _____	DOB: ___/___/___ Relationship Status: _____ Medicare Number: _____ D/ L Number _____ <input type="checkbox"/> Car or <input type="checkbox"/> Motorbike Vehicle Registration Number _____ State Registered _____ Make _____ Model _____ In total how many vehicle / 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 persons not living with you that can be contacted in case of an emergency  <input type="checkbox"/> <b>Contact 1 Relationship to you</b> _____ Given Names _____ Surname _____ Number _____ Street Name _____ Suburb/Town _____ State _____ Home Number _____ Work Number _____ Mobile Number _____	Please provide the details of persons not living with you that can be contacted in case of an emergency  <input type="checkbox"/> <b>Contact 1 Relationship to you</b> _____ Given Names _____ Surname _____ Number _____ Street Name _____ Suburb/Town _____ State _____ Home Number _____ Work Number _____ Mobile Number _____

<p><input type="checkbox"/> <b>Current Address - Start</b> Date ___/___/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"/> <b>Current Address- Start</b> Date ___/___/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"/> <b>Previous Address</b> - ___/___/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"/> <b>Previous Address</b> - ___/___/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><b>Employment History / Educational History References- PROOF OF INCOME REQUIRED</b></p>	<p><b>Employment History / Educational History References – PROOF OF INCOME REQUIRED</b></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"/> Income _____</p> <p><b>To prevent rent stress, Harcourts requires that the rent per week is less than 30% of the combined tenants weekly income.</b></p> <p><input type="checkbox"/> <b>Current</b> – 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"/> 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"/> Income _____</p> <p><b>To prevent rent stress, Harcourts requires that the rent per week is less than 30% of the combined tenants weekly income.</b></p> <p><input type="checkbox"/> <b>Current</b> – 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><b>Work / Employment History continued.....</b></p>	<p><b>Work / Employment History continued.....</b></p>
<p><input type="checkbox"/> <b>Self Employment Details</b></p> <p>Date Commenced ___/___/___</p> <p>Company Name _____</p> <p>Business Name _____</p> <p>Business Type _____</p> <p>Business Address _____</p> <p>Position Held _____</p> <p>ABN _____</p> <p>Accountant Name _____ Phone _____</p> <p>Accountant Address _____</p>	<p><input type="checkbox"/> <b>Self Employment Details</b></p> <p>Date Commenced ___/___/___</p> <p>Company Name _____</p> <p>Business Name _____</p> <p>Business Type _____</p> <p>Business Address _____</p> <p>Position Held _____</p> <p>ABN _____</p> <p>Accountant Name _____ Phone _____</p> <p>Accountant Address _____</p>
<p><input type="checkbox"/> <b>Benefits – PROOF OF BENEFITS IS REQUIRED</b></p> <p>Do you receive a Centrelink payment? <input type="checkbox"/> YES / <input type="checkbox"/> NO</p> <p>Type of Payment _____</p> <p>Customer Reference Number: _____</p> <p>Will you be requiring assistance from Anglicare? <input type="checkbox"/> YES/ <input type="checkbox"/> NO</p>	<p><input type="checkbox"/> <b>Benefits – PROOF OF BENEFITS IS REQUIRED</b></p> <p>Do you receive a Centrelink payment? <input type="checkbox"/> YES / <input type="checkbox"/> NO</p> <p>Type of Payment _____</p> <p>Customer Reference Number: _____</p> <p>Will you be requiring assistance from Anglicare? <input type="checkbox"/> YES/ <input type="checkbox"/> NO</p>

In what way? <input type="checkbox"/> Bond <input type="checkbox"/> Rent in advance <input type="checkbox"/> Both	In what way? <input type="checkbox"/> Bond <input type="checkbox"/> Rent in advance <input type="checkbox"/> Both
<b>References</b>	<b>References</b>
At least one reference must not be related. eg Ex employer  <b><input type="checkbox"/>Reference 1</b>  Given Name _____ Surname _____ Number _____ Street Name _____ Suburb/Town _____ State _____ Home Number _____ Work Number _____ Mobile Number _____ Relationship _____ Known for how long _____	At least one reference must not be related. eg Ex employer  <b><input type="checkbox"/>Reference 1</b>  Given Name _____ Surname _____ Number _____ Street Name _____ Suburb/Town _____ State _____ Home Number _____ Work Number _____ Mobile Number _____ Relationship _____ Known for how long _____
<b><input type="checkbox"/>Reference 2</b>  Given Name _____ Surname _____ Number _____ Street Name _____ Suburb/Town _____ State _____ Home Number _____ Work Number _____ Mobile Number _____ Relationship _____ Known for how long _____	<b><input type="checkbox"/>Reference 2</b>  Given Name _____ Surname _____ Number _____ Street Name _____ Suburb/Town _____ State _____ Home Number _____ Work Number _____ Mobile Number _____ Relationship _____ Known for how long _____
<b>Please Answer the Following Questions</b>	<b>Please Answer the Following Questions</b>
Have you ever been evicted by a 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. Explain _____ _____ _____  Have you ever been to a tribunal in relation to any previous tenancy? <input type="checkbox"/> YES / <input type="checkbox"/> NO  Any other relevant Information _____ _____ _____  Do you own a Lawn Mower? <input type="checkbox"/> YES / <input type="checkbox"/> NO  Do you have any Pets? <input type="checkbox"/> YES / <input type="checkbox"/> NO Type/Breed _____ How many _____  Is the animal registered with the local council? <input type="checkbox"/> YES / <input type="checkbox"/> 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 ? <input type="checkbox"/> YES / <input type="checkbox"/> NO  Name _____ Age _____ M/F Name _____ Age _____ M/F Name _____ Age _____ M/F  <b>If your child is living with you and over the age of 18 they will need to fill out a separate application form.</b>  Do you Smoke? <input type="checkbox"/> YES / <input type="checkbox"/> NO Please be aware all our	Have you ever been evicted by a 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. Explain _____ _____ _____  Have you ever been to a tribunal in relation to any previous tenancy? <input type="checkbox"/> YES / <input type="checkbox"/> NO  Any other relevant Information _____ _____ _____  Do you own a Lawn Mower? <input type="checkbox"/> YES / <input type="checkbox"/> NO  Do you have any Pets? <input type="checkbox"/> YES / <input type="checkbox"/> NO Type/Breed _____ How many _____  Is the animal registered with the local council? <input type="checkbox"/> YES / <input type="checkbox"/> 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 ? <input type="checkbox"/> YES / <input type="checkbox"/> NO  Name _____ Age _____ M/F Name _____ Age _____ M/F Name _____ Age _____ M/F  <b>If your child is living with you and over the age of 18 they will need to fill out a separate application form.</b>  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.

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### 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 St Helens 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 St Helens.
13. We have been advised that all Harcourts St Helens 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

#### Applicant 2

Full Name \_\_\_\_\_

Full Name \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Dated \_\_\_\_/\_\_\_\_/20\_\_\_\_

Dated \_\_\_\_/\_\_\_\_/20\_\_\_\_

#### 100 Points of Id

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	50	50
Drivers Licence / Photo ID	50	50
Copy of Birth Certificates -	40	40
3 Payslips	40	40
Your last FOUR rent receipts or ledger	20	20
Current Credit Check	20	20
Minimum 2 Written References from previous Landlord / Agent/ Employer	30	30
Copy of Phone, Gas, and or Power Accounts: each	20	20
Current Car/Motorbike Registration Papers	10	10
Medicare Card, Pension Card, Healthcare Card	30	30
<b>Total Number of Points</b>		

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

**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 St Helens**  
Address                 **20 Cecilia Street, St Helens. Tas 7216**  
Ph                         **03 6376 2249**                                     Fax                         **03 6376 2298**  
Email                    **doreen.jones@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.
- 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



Moving home has never been easier

Harcourts Connect is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire.

What's more, you pay no extra charges as a result of using the Harcourts Connect service. We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call 1300 554 028 to ensure your services can be addressed by the required date.

We'll attempt to contact you within 1 working day of receiving this application to provide you with our connection service. If you don't hear from us, please call 1300 554 028 to ensure your services are connected.

PRIVACY CONSENT AND TERMS: By signing this form you consent and agree to the following: Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's Privacy Policy for further details, including your rights to access and correct the information held about you at connectnow.com.au. Third party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing privacy@connectnow.com.au. To the extent permitted by law, connectnow is not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may be paid a fee by service providers and may pay a fee to real estate agents relating to services provided to you. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

Yes, I accept the Terms. Please call me to connect my new home services

Signed:

Date:

REA: 7028

## 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 St Helens.
3. For Tasmanian credit checks only, you can attend the offices of Tasmanian Collection Services, located at the below address.
4. For Mainland credit checks only, you can access the website at [www.mycreditfile.com.au](http://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 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 3 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:**

- Deposit Book
- Direct Deposit- Our bank details are: BSB: **067 407** ACC: **10160141**  
Commonwealth Bank of Australia  
MDC (Tas) Harcourts St Helens Trust Account  
You will need a reference for this. **Surname or Property Address**

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