

## Residential Tenancy Application Form

Address: \_\_\_\_\_ Lease Term \_\_\_\_\_

We require a current credit and personal information report (no older than 3 months). You will find the details for both Tasmanian and Mainland credit checks on the last page of this application.

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

Rental History
<input type="checkbox"/> <b>Current Address - Start</b> Date ___/___/20___ <input type="checkbox"/> Owned or <input type="checkbox"/> Rented Rent per week \$ _____  Street _____  Suburb _____ State _____ P/Code _____ Name of Agent / Property Manager _____ Name of Agency _____ Address _____ Contact number _____ Reason for leaving _____

<input type="checkbox"/> <b>Previous Address</b> ___/___/20___ to ___/___/20___ <input type="checkbox"/> Owned or <input type="checkbox"/> Rented Rent per week _____  Street _____  Suburb _____ State _____ P/Code _____ Name of Agent / Property Manager _____ Name of Agency _____ Address _____ Contact number _____ Reason for leaving _____
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### Employment History / Education History References

<input type="checkbox"/> Employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Self-employed <input type="checkbox"/> Student <input type="checkbox"/> Pensioner  <input type="checkbox"/> Income \$ _____ per week  As per the Finance Industry Guidelines, Harcourts requires that the rent per week is less than 30% of the combined applicants weekly income.
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<b>Current Employment / Education Details</b> Commencement Date ___/___/20___ <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual <input type="checkbox"/> Contract <input type="checkbox"/> Other _____ Employer/educational institution _____ Role _____ Years of employment/enrolment _____ Contact Name _____ Phone Line _____ Mobile _____
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<input type="checkbox"/> <b>Benefits</b> Do you receive any Centrelink payments? <input type="checkbox"/> YES / <input type="checkbox"/> NO  Customer Reference Number: _____  Type of Payment: _____  What day of the week do you get paid? _____  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 payments <input type="checkbox"/> Both
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Rental History
<input type="checkbox"/> <b>Current Address- Start</b> Date ___/___/20___ <input type="checkbox"/> Owned or <input type="checkbox"/> Rented Rent per week \$ _____  Street _____  Suburb _____ State _____ P/Code _____ Name of Agent / Property Manager _____ Name of Agency _____ Address _____ Contact number _____ Reason for Leaving _____

<input type="checkbox"/> <b>Previous Address</b> ___/___/20___ to ___/___/20___ <input type="checkbox"/> Owned or <input type="checkbox"/> Rented Rent per week _____  Street _____  Suburb _____ State _____ P/Code _____ Name of Agent / Property Manager _____ Name of Agency _____ Address _____ Contact number _____ Reason for leaving _____
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Work / Employment History continued.....	Work / Employment History continued.....
<p><b><input type="checkbox"/> Self Employment Details – if applicable</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><b><input type="checkbox"/> Self Employment Details – if applicable</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>
References	References
<p>At least one reference must not be related, eg Ex employer</p> <p><b><input type="checkbox"/> Reference 1</b></p> <p>Given Name: _____ Last Name: _____</p> <p>Address: _____</p> <p>Suburb/Town: _____ State _____</p> <p>Work No: _____ Mobile Number: _____</p> <p>Relationship _____ Known for how long _____</p>	<p>At least one reference must not be related, eg Ex employer</p> <p><b><input type="checkbox"/> Reference 1</b></p> <p>Given Name: _____ Last Name: _____</p> <p>Address: _____</p> <p>Suburb/Town: _____ State _____</p> <p>Work No: _____ Mobile Number: _____</p> <p>Relationship _____ Known for how long _____</p>
<p><b><input type="checkbox"/> Reference 2</b></p> <p>Given Name _____ Last Name _____</p> <p>Number _____ Street Name _____</p> <p>Suburb/Town _____ State _____</p> <p>Home Number _____ Work Number _____</p> <p>Mobile Number _____</p> <p>Relationship _____ Known for how long _____</p>	<p><b><input type="checkbox"/> Reference 2</b></p> <p>Given Name _____ Last Name _____</p> <p>Number _____ Street Name _____</p> <p>Suburb/Town _____ State _____</p> <p>Home Number _____ Work Number _____</p> <p>Mobile Number _____</p> <p>Relationship _____ Known for how long _____</p>
Please Answer the Following Questions	Please Answer the Following Questions
<p>Have you ever been evicted by a Landlord/Agent? <input type="checkbox"/>YES / <input type="checkbox"/>NO</p> <p>Have you ever had money deducted from a rental bond at the end of a Tenancy? <input type="checkbox"/>YES / <input type="checkbox"/>NO Details: _____</p> <p>_____</p> <p>_____</p> <p>Have you ever been to Court in relation to any previous tenancy? <input type="checkbox"/>YES / <input type="checkbox"/>NO</p> <p>Any other relevant Information _____</p> <p>Do you own a Lawn Mower? <input type="checkbox"/>YES / <input type="checkbox"/>NO</p>	<p>Have you ever been evicted by a Landlord/Agent? <input type="checkbox"/>YES / <input type="checkbox"/>NO</p> <p>Have you ever had money deducted from a rental bond at the end of a Tenancy? <input type="checkbox"/>YES / <input type="checkbox"/>NO Details: _____</p> <p>_____</p> <p>_____</p> <p>Have you ever been to Court in relation to any previous tenancy? <input type="checkbox"/>YES / <input type="checkbox"/>NO</p> <p>Any other relevant Information _____</p> <p>Do you own a Lawn Mower? <input type="checkbox"/>YES / <input type="checkbox"/>NO</p>

Do you have any Pets?  YES /  NO

Type/Breed \_\_\_\_\_ How many \_\_\_\_\_

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 on a full time or part time basis / shared custody arrangement?  YES /  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?  YES /  NO Please be aware all our rental properties do not allow smoking inside at anytime.

Do you have any Pets?  YES /  NO

Type/Breed \_\_\_\_\_ How many \_\_\_\_\_

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  
 Name \_\_\_\_\_ Age \_\_\_\_\_ M/F

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Do you Smoke?  YES /  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: \_\_\_\_\_, 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 West Tamar 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 West Tamar.
13. We have been advised that all Harcourts West 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 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\_\_\_\_



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](http://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

## Credit & Personal Information Report

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 West Tamar.
3. For Tasmanian credit checks only, Harcourts West Tamar can give you an application form that can be faxed directly to Tasmanian Collection Service. It can then be faxed directly back to Harcourts West 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 & Personal Information Report 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**

Equifax

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:**

- Cash – paid at Legana or Beaconsfield office
- Cheque
- Direct Deposit- Our bank details are: **BSB 087 728 ACC 839030125**

NAB Launceston

Harcourts West Tamar Trust Account – You will need a reference for this.