

**Harcourts Kingborough**

7 Beach Road, Kingston Beach TAS 7050

W: kingborough.harcourts.com.au

E: kingborough.rentals@harcourts.com.au

P: (03) 6229 0005

ABN: 60 122 898 159



**Residential Tenancy Application Form**

(One application form per person over 18 years)

Date Application Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Property address:** \_\_\_\_\_

**Applicant viewed property on:** \_\_\_\_\_ **Rent per week: \$** \_\_\_\_\_

**Length of tenancy:** \_\_\_\_\_ **Preferred start date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Family/last name: \_\_\_\_\_ Given names: \_\_\_\_\_

Preferred name: \_\_\_\_\_ Gender: F / M / Prefer not to say / Not listed (Please circle)

Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Relationship status: \_\_\_\_\_

Driver's license number: \_\_\_\_\_ Vehicle registration number: \_\_\_\_\_

State of registration: \_\_\_\_\_ Make and model: \_\_\_\_\_ Car / Motorbike / Other (Please circle)

Occupation: \_\_\_\_\_

Current address: \_\_\_\_\_

Home phone number: \_\_\_\_\_ Work phone number: \_\_\_\_\_

Mobile phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Will any children be living with you in this property? **YES / NO** (Please circle)

If yes, what are their names and ages? \_\_\_\_\_

(E.g. John – 12) \_\_\_\_\_

\_\_\_\_\_

Total number of occupants: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Names of other applicants: \_\_\_\_\_

Do you have any pets? **YES / NO** (Please circle) Are they registered? **YES / NO** (Please circle)

Type: \_\_\_\_\_ Name: \_\_\_\_\_ Breed: \_\_\_\_\_ Age: \_\_\_\_\_ M or F (Please circle)

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Type: \_\_\_\_\_ Name: \_\_\_\_\_ Breed: \_\_\_\_\_ Age: \_\_\_\_\_ M or F (Please circle)

## Employment / Education History:

### I am currently:

Employed  Self Employed  Unemployed

Student  Pensioner/Retired

### Current employment:

Business name: \_\_\_\_\_

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

Contact name and number: \_\_\_\_\_

Length of employment: \_\_\_\_\_

Type of employment: (eg. Casual) \_\_\_\_\_

Net weekly / fortnightly income: \$ \_\_\_\_\_

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### Have you been employed with the above employer for less than 6 months? If so, please provide previous employment details:

Business name: \_\_\_\_\_

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

Contact name and number: \_\_\_\_\_

Length of employment: \_\_\_\_\_

Net weekly / fortnightly income: \$ \_\_\_\_\_

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### If you are running your own business or are self-employed, please provide further details:

Name of business: \_\_\_\_\_

ABN: \_\_\_\_\_

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

Personal net weekly / fortnightly income: \$ \_\_\_\_\_

Name of accountant: \_\_\_\_\_

Contact number: \_\_\_\_\_

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### If you are a student, please provide further details:

Name of institution: \_\_\_\_\_

Degree: \_\_\_\_\_

Income source: \_\_\_\_\_

Net weekly / fortnightly income: \$ \_\_\_\_\_

### Do you receive Centrelink payments?

Type of payment: \_\_\_\_\_

Net fortnightly income: \$ \_\_\_\_\_

How long have you been receiving this payment for?

\_\_\_\_\_

(Please attach a proof of income statement from Centrelink to your application)

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## Your Rental History:

### Current Landlord or Property Manager:

Name: \_\_\_\_\_

Contact number: \_\_\_\_\_

Property address: \_\_\_\_\_

Property rent per week: \$ \_\_\_\_\_

Your share of the rent per week: \$ \_\_\_\_\_

Period of tenancy: \_\_\_\_\_

Lease end date: \_\_\_\_\_

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### Previous Landlord or Property Manager:

Name: \_\_\_\_\_

Contact number: \_\_\_\_\_

Property address: \_\_\_\_\_

Property rent per week: \$ \_\_\_\_\_

Your share of the rent per week: \$ \_\_\_\_\_

Period of tenancy: \_\_\_\_\_

Lease end date: \_\_\_\_\_

Did you receive a full bond refund? If not, what deductions were made?

\_\_\_\_\_

\_\_\_\_\_

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### If you have no rental history, did you previously own your own home? Please provide details:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Your References:

### Business and Employment

Please provide 3 business or employment references. Please only include people you have known for a minimum of 6 months. (If you are a student then a teacher or supervisor will suffice)

**1)**

Name: \_\_\_\_\_

Work contact number: \_\_\_\_\_

Mobile contact number: \_\_\_\_\_

What is your relationship with this person and how long have you known them for?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2)**

Name: \_\_\_\_\_

Work contact number: \_\_\_\_\_

Mobile contact number: \_\_\_\_\_

What is your relationship with this person and how long have you known them for?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3)**

Name: \_\_\_\_\_

Work contact number: \_\_\_\_\_

Mobile contact number: \_\_\_\_\_

What is your relationship with this person and how long have you known them for?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Next of Kin / Emergency Contact

Name: \_\_\_\_\_

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

Contact number: \_\_\_\_\_

Relationship: \_\_\_\_\_

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### Personal

Please provide 1 personal reference. Please only include someone you have known for a minimum of 6 months.

**1)**

Name: \_\_\_\_\_

Work contact number: \_\_\_\_\_

Mobile contact number: \_\_\_\_\_

What is your relationship with this person and how long have you known them for?

\_\_\_\_\_  
\_\_\_\_\_

**Is there any other information you would like to provide us with? Please detail below:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Required Supporting Documents:

You will also be required to submit supporting documents alongside your application.

### **YOUR APPLICATION WILL NOT BE PROCESSED UNLESS ALL DOCUMENTATION IS SUPPLIED!**

In order to avoid delays with processing your application, please make sure each section of the Residential Tenancy Application Form is filled out completely and accurately, and that all supporting documents listed below are attached with your application. We will not process your application if it is incomplete.

- 1) Centrelink Statements (only if applicable)
  - 2) Personal Information Report
  - 3) 100 Points of Identification
  - 4) Proof of Income
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#### 1)

##### **Centrelink Statements:**

If you are receiving benefits from Centrelink, we require a current (within the past 7 days) Income Statement.

#### 2)

##### **Personal Information Report:**

It is our office policy that we cannot accept any application that does not have a current personal information report. (Must be within the past 3 months).

If you have been living in Tasmania for longer than 6 months, then you can apply for a Tasmanian Collection Service Personal Information Report.

Tasmanian Collection Service  
29 Argyle Street, Hobart  
P: (03) 6213 5555  
E: [enquiries@tascol.com.au](mailto:enquiries@tascol.com.au)  
W: [www.tascol.com.au](http://www.tascol.com.au)

If you are living interstate or have been in Tasmania for less than 6 months, then we will require a Personal Information Report from Equifax.

Equifax  
P: 13 8332  
W: [www.equifax.com.au](http://www.equifax.com.au)

##### **A Police check may be requested.**

A national police check report is \$45.00. If you require further assistance please contact: Criminal History Services on (03) 6230 2928 or Operations Support Tasmania Police, GPO Box 308, Hobart TAS 7001

### 3)

#### Identification:

Alongside your application, we will require a minimum of 100 points of ID. At least one form of photo ID is required. Please refer to the table below:

Source	Points
Passport	70
Copy of Birth Certificate	70
Drivers License	40
Other photo ID (18+ card, university or TAFE card)	40
Pensioners card	40
Bank card	25
Medicare card	25
Other ID (current motor vehicle registration papers, Telstra/aurora account)	10

Please speak with the Property Manager should you be unable to meet the 100-point check criteria.

Other information that is not necessary but welcomed is listed below:

- Proof of current address (phone bill, electricity account, tenancy agreement, council rates notice)
- Proof of regular housing payments (rent receipts, tenant ledger, proof of mortgage payments)

### 4)

#### Proof of Income:

In order for your application to be processed, we require proof of income.

- If you are currently working then you must provide 2 months worth of your most recent payslips.
- If you have not begun work yet, you must attach a letter of offer/employment contract from your employer, including your salary/pay rate.
- If you are self-employed, you may provide your most recent tax Return Statement or a Bank Statement dated the day you hand your application in.
- If you are not currently employed, please provide a bank statement dated the day you hand your application in.
- If you are receiving money from family support, or cannot provide pay slips then you will need to provide a bank statement showing the money going into your account.

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**Please tick that you have supplied all required documentation:**

Centrelink Statements

Personal Information Report

100 Points of ID

Proof of Income

Do you understand that your application will not be processed unless all of the above is supplied?

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Please answer the following:

Will you be using an Anglicare/Colony47 bond? **YES / NO** (Please circle)

Have you ever been declared bankrupt? **YES / NO** (Please circle)

Do you have any outstanding debts with a collection agency? **YES / NO** (Please circle)

Do you own a lawnmower? **YES / NO** (Please circle)

Are you prepared to maintain the garden/lawns? **YES / NO** (Please circle)

Are you prepared to accept the property in its current condition? **YES / NO** (Please circle)

Are you prepared to accept that Harcourts Kingborough Rental Properties are non-smoking areas and that smoking is NOT permitted indoors? **YES / NO** (Please circle)

### How did you hear about or where did you first notice this property?

Internet / Newspaper / Window / Display / Referral / Signage / Other: \_\_\_\_\_

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### Before lodging this application, please be absolutely sure you want this property and are prepared to sign a lease. If your application is successful:

All tenants must sign the lease. The keys will not be released on your lease start date unless there is a signature from each tenant on the lease.

The bond (4 weeks rent – to be paid at Service Tasmania and a copy of the Landlord receipt to be provided) and 2 weeks rent up front to be paid to our office via Bank Deposit (receipt to be provided) in full before keys will be released. **WE DO NOT ACCEPT CASH IN THE OFFICE.**

You will need to make an appointment to collect the keys on your lease start date, finalise payment of monies and sign all documents. This can be between 9.00am and 5.00pm Monday to Friday (subject to the availability of the Property Manager).

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### Payment of Rent:

It is our company policy that all rental payments are made via the following methods:

- Direct Bank deposit to Harcourts Kingborough trust account.
- Bank Direct Debit – forms provided.

This will be discussed with you when signing up of the lease agreement.

## Disclaimer / Authority

In accordance with Section 18 (1) (b) of the Privacy Act, I authorise you to give information to and obtain information from all credit providers and references named in the application. I understand this can include information about my credit worthiness, credit standing, and credit history or credit capacity. I understand this information may be used to assess my application

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

I have inspected the property that I am applying for on this application.

I have been informed that prior to signing the Residential Tenancy Agreement I will provide two weeks rent and bond (equal to four weeks rent).

I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on the fully completed Residential Tenancy Application Form submitted by me.

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.

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.

I hereby give permission for Harcourts Kingborough to contact all of my referees to gather all information required relating to previous rental and employment history etc.

I agree that my rent will be paid to our office via bank deposit or direct debit. A copy of the forms will be required before keys are collected.

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 my own free will. I 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 I am over 18 years of age, have read, understand the contents of this agreement, and have the competence and capacity to enter into this agreement.

**Applicants name:** \_\_\_\_\_

**Applicants signature:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Harcourts Connect

Moving home has never been easier

## A FREE SERVICE!

Harcourts Connect is a simple and convenient, time saving service assisting you to connect your utilities.

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, food services, security monitoring, removalists and vehicle hire.

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!

Harcourts Kingborough will put an application through to Harcourts Connect for you once a lease has been signed, and a representative will be in contact with you to arrange your connections.

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.

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

We will attempt to contact you within 1 working day of receiving this application to provide you with our connection service. If you do not 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](http://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](mailto: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.

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ PM ID: **23366**

P: 1300 554 028

F: 1300 889 598

E: [info@connectnow.com.au](mailto:info@connectnow.com.au)

W: [harcourtsconnect.com.au](http://harcourtsconnect.com.au)