

Harcourts Kingborough
7 Beach Road
Kingston Beach, Tasmania, 7050
kingborough.rentals@harcourts.com.au
Ph.: (03) 6229 0005
ABN: 60 122 898 159



Residential Tenancy Application Form

Date Application Received: _____

(One application form per person over 18 years)

Property Address: _____

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

Length of Tenancy: _____ **Preferred Start Date:** ____ / ____ / ____

Family/Last Name: _____ Given Names: _____

Date of Birth: _____ Relationship Status: _____

Drivers Licence Number: _____ Vehicle Registration Number: _____

State of Registration: _____ Make & Model: _____ Car/Motorbike (Please circle)

Occupation: _____

Current Address: _____

Home Phone Number: _____ Work Phone Number: _____

Mobile Phone Number: _____ Email Address: _____

Do you have children living with you? **YES / NO** (Please circle)

If yes, what are their names and ages? _____

(E.g. John - 12) _____

Total number of occupants: Adults: _____ Children: _____

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)

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

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

Are you currently employed?

Business Name: _____

Address: _____

Contact Name & Number: _____

Length of Employment: _____

Net Weekly Income: \$ _____

Have you been employed here for less than 6 months? Please provide previous employment details:

Business Name: _____

Address: _____

Contact Name & Number: _____

Length of Employment: _____

Net Weekly Income: \$ _____

Are you self-employed or do you own your own business?

Name of Business: _____

ABN: _____

Address: _____

Personal Net Weekly Income: \$ _____

Name of Accountant: _____

Contact Number: _____

Are you a Student?

Name of Institution: _____

Degree: _____

Income Source: _____

Net Weekly Income: _____

Do you receive Centrelink Payments?

Type of Payment: _____

Net Weekly Income: \$ _____

How long have you been receiving this payment for?

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

Your Rental History:

Current Landlord or Property Manager:

Name: _____

Contact Number: _____

Property Address: _____

Rent per Week: \$ _____

Period of Tenancy: _____

Lease End Date: _____

Previous Landlord or Property Manager:

Name: _____

Contact Number: _____

Property Address: _____

Rent per Week: \$ _____

Period of Tenancy: _____

Lease End Date: _____

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

Your References:

Business and Employment

Please provide three (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?

Personal

Please provide one (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?

Next of Kin / Emergency Contact

Name: _____

Address: _____

Contact Number: _____

Relationship: _____

Is there any other information you would like to provide us with?

Please answer the following:

Circle YES or NO as your answer

Will you be using an Anglicare/Colony47 bond?
YES / NO

Have you ever been declared Bankrupt?
YES / NO

Do you have any outstanding debts with a collection agency?
YES / NO

Do you own a lawnmower?
YES / NO

Are you prepared to maintain the garden/lawns?
YES / NO

Are you prepared to accept the property in its current condition?
YES / NO

Are you prepared to accept that Harcourts Rental Properties are Non- Smoking areas and that smoking is NOT permitted indoors?
YES / NO

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

(Please circle)

Internet Newspaper Window Display

Email List Referral Signage

Other: _____

Identification:

To complete your application we require a minimum of 100 points of ID and a current credit check (no older than 3 months)

Source	PTS
Passport	70
Drivers Licence	40
Copy of Birth Certificates	70
Photo ID	40
Medicare Card	25
Bank Card	25
Pensioners Card	40

If you are not able to provide 100 points please speak with the Property Manager



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

**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. 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.

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.

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.

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

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.

Signed

Date

PM ID: **23366**

Harcourts

Kingborough

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 located at: _____

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

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 Tenancy Application 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 and have read and understand the contents of this agreement and have the competence and capacity to enter into this agreement.

Applicant's Name: _____

Applicant's Signature: _____

Date: _____

Application for Personal Information

This application form can be used to access personal information which we may hold about you including your **Credit Information Report** (regulated by the Privacy Act 1988) and a **TCS Personal Information Report** available to the applicant pursuant to Australian Privacy Principle 12.1).

Identification

You will need to provide us with suitable identification information which must be Photo Identification OR two forms of Non Photo Identification with at least one of these including a signature for verification purposes.

Your Details

Surname (Family Name)	_____
First Name & Middle Name	_____
Other Name(s) you may go by	_____
Date of birth	_____ Drivers Licence No. _____
Current Address	_____
Suburb	_____
Previous Address (within 2 years)	_____
Employer	_____
Your contact phone number (for any enquiries)	_____

Report Type Requested

- TCS Credit Information File and TCS Personal Information Report (Immediate Service)** - Cost: \$20
- TCS Credit Information File and TCS Personal Information Report (10 day delivery – subject to below)** - No Charge

We will provide you with copy of your personal information within 10 days at no charge if you have been declined on a credit application which you have made in the past 90 days (evidence required), or your request relates to checking information which has been corrected (evidence required), or you have not made a free request for information within the last 12 months.

Delivery

<input type="checkbox"/> I will collect it personally	<input type="checkbox"/> Mailed to me at the above address
<input type="checkbox"/> Sent to MY email address _____	
<input type="checkbox"/> I give authority for it to be collected from TCS office on my behalf by _____	

Declaration

I declare that the information provided above is accurate and not misleading

Signed _____ Date: _____

Please refer to section 1.7 and 1.8 of the Code of Conduct contained in the Privacy Act for full details of your rights and obligations. Queries may be directed to Tasmanian Collection Service or the Privacy Commissions Office (www.oaic.gov.au)

Payment method (if applicable for faxed, emailed & mailed applications only):

Please complete this section only if you have chosen a charged option above, and wish to pay by cheque, credit card or money order.

Payment Method	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	<input type="checkbox"/> Cheque/Money Order
Name on Credit Card	_____		
Credit Card Number	_____	Expiry	____/____
Amount	\$20.00		
Signature of Card Holder	_____		

Office use only

Identification details:

File ID:

Date: _____

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, finalize payment of monies and sign all documents. This can be between 8.30am and 5pm Monday to Friday (subject to the availability of the Property Manager).

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.

It is our policy to ask all our prospective tenants to obtain a personal current Credit check.

You can access a **FREE** personal credit check from VEDA or Tasmanian Collection Services:

VEDA: **www.mycreditfile.com.au**
1300 762 207

Tas Collections: **6332 1355**

A Police check may be requested.

A national police credit check report is \$45.00. If you require further assistance please contact: Criminal History Services on 62302928 **or** Operations Support Tasmania Police, GPO Box 308, Hobart TAS 7001

TENANT APPLICATION INFORMATION

APPLICATIONS WILL NOT BE PROCESSED UNLESS ALL DOCUMENTATION IS SUPPLIED

OFFICE HOURS

Our office is open Monday to Friday 9:00am – 5:00pm only.

PHOTO IDENTIFICATION

When returning your application, you **MUST** submit a form of photo identification.

REQUIRED SUPPORTING DOCUMENTS

You will also be required to submit supporting documents with your application. Your application **will not be processed** if all documents are not provided. In order to avoid delays with processing your application, please make sure each section of the Tenancy Application Form is filled out completely and accurately and that all supporting documents listed below are attached with your application. Our office will require you submit a minimum of 100 points of identification for your application to be processed.

100-POINT IDENTIFICATION CHECK

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

70 points Passport	25 Medicare Card
40 points Driver's License	25 Bank Card
70 points Birth Certificate	40 Pensioner Card

- Photo Identification (18+ Card, Driver's License, University or TAFE Card, Passport)
- Other Identification (Current Motor Vehicle Rego Papers, Telstra / Aurora Account 10pts)
- Proof of current address (Phone Bill, Electricity Account, Tenancy Agreement, Council Rate Notice)
- Proof of regular housing payments (Rent Receipts, Tenant Ledger, Proof of Mortgage Payments)
- Proof of Income (Wage Slips, Bank Statements, Employee Letter, Centrelink Statement)

Personal Information Report

A Tasmanian Collection Service Application is attached with this application. It is our office policy that we cannot accept any application that does not have a current (within the past three months) personal information report provided

CENTRELINK STATEMENTS

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

PROOF OF INCOME

You must provide two (2) months of your most recent payslips. If you have not begun work yet, you must have attached a Letter of Offer from your employer.

If you are self-employed, you may provide your most recent Tax Return Statement or a Bank Statement.

Please tick that you've supplied all required documentation:

ID

Personal Information Report

Proof of Income

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

Signed: _____ Date: ___/___/___