

## Application Form

1. A separate application is required to be completed by ALL ADULTS intending to reside at the premises

If you are under the age of 18, an adult, will be required to submit the Application on your behalf. Should the application be successful, the adult will be the nominated tenant and will be fully responsible for the tenancy and associated conditions. Applicants under the age of 18, will be nominated as Occupants only.

2. To accompany your Application for Tenancy, the following **must be supplied**

- Photo Identification – eg Driver's License, Passport, Student ID card, Proof of Age card
- Other Identification – eg Birth certificate, Medicare card, bank card
- A current Credit Report – Local reports can be sourced from **Tasmanian Collection Service** (TCS) 33a Wilmot Street, Burnie  
Interstate reports can be obtained from **Equifax** <https://www.equifax.com.au/contact>
- 2 copies of your most recent pay slips, or an income statement from centrelink

Other information that can be of assistance if available are copies of Tenancy payments (Ledger) from a previous or current agent, copy of last 4 rent receipts and written references (personal, rental, employment)

3. Processing of your application

In most instances we can process your application within 24 to 48 hours. However, in busier times or if we are unable to contact all of your referees this process may take longer. **Your application will not be processed until all required information has been received. We will contact you to confirm whether your application is successful or not.**

4. If your Application is un-successful, 4front Real Estate are under no obligation to disclose the reasons why the application was unsuccessful.

### Privacy Act 1988 – Collection Notice:

The personal information the prospective tenant provides in this application or collected from other sources is necessary for us to verify the Applicant's identity, to process and evaluate the application, and to manage the tenancy.

Personal information collected about the Applicant in this application and during the course of the tenancy if the application is successful, may be disclosed for the purposes for which it was collected, to other parties including the property owner, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the Agent and/or property owner.

If the Applicant enters into a Residential Tenancy Agreement and fails to comply with their obligations under that agreement that fact, and other relevant personal information collected about the Applicant during the course of the tenancy, may also be disclosed to the property owner, third party operators of tenancy reference databases, and/or other agents.

If the Applicant would like to access to the personal information the Agent holds, they can do so by contacting 4front Real Estate, Level 1, 13 Cattley Street, Burnie, 7320 Ph, 0364 471213 or fax 06643 313261. The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

Please Sign below indicating your understanding and acceptance of this collection notice.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please complete the below information to the best of your ability, please ensure that the information is clear and legible.

**Property You're Applying For:**

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

Advertised Rent Per Week: \$ \_\_\_\_\_

Your desired Lease term: \_\_\_\_\_ Months

Your desired date of occupancy: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Your Personal Details:**

Title: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Drivers Licence Number: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_

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

Current Residential Address: \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_

Are you currently renting? (please tick box) ☐ Yes ☐ No

**If yes**, please complete the below:

Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_ PH: \_\_\_\_\_

Rent paid per week: \$ \_\_\_\_\_

Reason for Moving: \_\_\_\_\_

**If no**, please complete the below:

Reason for Moving: \_\_\_\_\_

**Previous Occupancy Details:**

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

Period of Occupancy: \_\_\_\_\_

(please tick box) ☐ Rented ☐ Owned ☐ Other

**If Rented**, please advise: Company: \_\_\_\_\_ PH: \_\_\_\_\_

Rent paid per week: \$ \_\_\_\_\_

Was your bond refunded in full? (please tick box) ☐ Yes ☐ No

If no, why? \_\_\_\_\_

**If other**, specify details: \_\_\_\_\_

**Current Employment details:**

Occupation: \_\_\_\_\_  
Company: \_\_\_\_\_ PH: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ PH: \_\_\_\_\_  
Contact Person Email: \_\_\_\_\_  
Period of Employment: \_\_\_\_\_ **\*if Under 6 months**

Employment Type: (please tick box) ☐ Full Time ☐ Part Time ☐ Casual ☐ Self Employed  
Hrs per week: \_\_\_\_\_

**If Self Employed, please complete:**

Company Name: \_\_\_\_\_ PH: \_\_\_\_\_  
ABN: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Website Address: \_\_\_\_\_

**\*If under 6 months in current employment, please complete:**

Occupation: \_\_\_\_\_  
Company: \_\_\_\_\_ PH: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ PH: \_\_\_\_\_  
Contact Person Email: \_\_\_\_\_  
Period of Employment: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

**Pet Details:**

Pets (please tick box) ☐ Dog ☐ Cat ☐ Bird ☐ Other

**if other**, please specify: \_\_\_\_\_  
Number of Pets: \_\_\_\_\_ Breed/s \_\_\_\_\_

(please tick box) ☐ Inside ☐ Outside ☐ both

**General Details:**

Do you or any of your co-occupant's smoke: (please tick box) ☐ Yes ☐ No

Do you have any outstanding debts at a collection agency? (please tick box) ☐ Yes ☐ No  
if yes, please specify: \_\_\_\_\_

Are you, or have you even if bankrupt? (please tick box) ☐ Yes ☐ No

**Additional Details for this Application:**

Emergency Contact Name (not residing with you): \_\_\_\_\_  
Contact PH : \_\_\_\_\_ Relationship to You: \_\_\_\_\_

Will there be any other occupants residing at the property? (please tick box) ☐ Yes ☐ No

**If yes**, please specify:

Occupant/s Full Legal Name/s: \_\_\_\_\_

Occupant/s Age/s: \_\_\_\_\_

If any Occupant/s listed above are over the age of 18, have they completed their own application form?  
(please tick box) ☐ Yes ☐ No

**If yes**, please specify:

Applicant/s Name/s: \_\_\_\_\_

### References:

*Please provide our agency with 3 references*

Reference Name: : \_\_\_\_\_ PH: \_\_\_\_\_

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

Relationship to You: \_\_\_\_\_

Reference Name: : \_\_\_\_\_ PH: \_\_\_\_\_

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

Relationship to You: \_\_\_\_\_

Reference Name: : \_\_\_\_\_ PH: \_\_\_\_\_

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

Relationship to You: \_\_\_\_\_

Any Additional Information:

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I the said applicant acknowledge that all information contained within is true and correct and that all the information was given of my own free will. I further authorise the letting agent 4front Real Estate to contact and/or conduct any inquiries and or searches regarding the information and references supplied in this application.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_