

## Tenancy Application Form

1. A separate application form is to be submitted by **ALL ADULTS** intending to reside at the premises.  
If you are under the age of 18, an adult over the age of 18 will be required to apply and will therefore be jointly responsible for the tenancy and all associated conditions.
2. To accompany your Application, you **MUST PROVIDE PHOTOCOPIES** of the following documents:
  - ☐ Copies of your last two most current payslips, or Centrelink/other income information if applicable.
  - ☐ A copy of your rental ledger from your current Real Estate Agency.
  - ☐ A current Personal Information Report no more than one month old which can be sourced from Tasmanian Collection Services: 27 Brisbane Street Launceston: Phone 6332 1355. 29 Argyle Street Hobart: Phone 6213 5555. 33a Wilmot Street Burnie: Phone 6430 3755 Interstate Applicants can source this from Equifax on 138 332
  - ☐ If you have a pet you are required to provide us with a current photograph of your pet for identification and complete the Pet Application on the last page of the application form.
3. **A 100-point Identification Check must also be completed and coloured copies supplied**

<b>Driver's License</b>	50 points	<b>Medicare Card</b>	50 points
<b>Passport</b>	50 points	<b>Bank Card</b>	10 points
<b>Student ID</b>	20 points	<b>Proof of Age card</b>	20 points
<b>Birth Certificate</b>	20 points		

4. We aim to process your application within 4-5 business days however, if we are unable to contact references this process may take longer. If you are successful the property manager will be in touch with you within this time. If you are unsuccessful you will receive contact from us via phone, email or SMS.
5. If your application is unsuccessful, View Real Estate is under no obligation to disclose the reason and your application will be securely destroyed after 30 days.

### **Property Applying For**

Address .....

Rent Per week \$ ..... Preferred Lease Length .....

Preferred Lease Start Date: .....

<u>Personal Details of Applicant:</u>  <u>Full Name:</u>  <u>Current address:</u>  <u>Phone (H):</u>  <u>Phone (W):</u>  <u>Email:</u>  <u>Date of Birth:</u>  <u>Pension card Number:</u>  <u>Drivers licence Number:</u>  <u>Passport Number:</u>	<u>Personal Details of Applicant:</u>  <u>Full Name:</u>  <u>Current address:</u>  <u>Phone (H):</u>  <u>Phone (W):</u>  <u>Email:</u>  <u>Date of Birth:</u>  <u>Pension card Number:</u>  <u>Drivers licence Number:</u>  <u>Passport Number:</u>
<u>Occupancy Details: (any occupant over the age of 18 will be required to complete an application)</u>  <u>Number of Adults:</u>  <u>Number of Children:</u>  <u>Name and DOB of child:</u>  <u>Name and DOB of child:</u>  <u>Name and DOB of child:</u>  <u>Name and DOB of child:</u>	<u>Occupancy Details: (any occupant over the age of 18 will be required to complete an application)</u>  <u>Number of Adults:</u>  <u>Number of Children:</u>  <u>Name and DOB of child:</u>  <u>Name and DOB of child:</u>  <u>Name and DOB of child:</u>  <u>Name and DOB of child:</u>
<u>Current Rental History:</u>  <u>Are you currently renting?</u> <u>Yes/No</u>  <u>Lease Start Date:</u>  <u>Lease end date:</u>  <u>Rent paid per week:</u>  <u>Current Agents name:</u>	<u>Current Rental History:</u>  <u>Are you currently renting?</u> <u>Yes/No</u>  <u>Lease Start Date:</u>  <u>Lease end date:</u>  <u>Rent Paid per week:</u>  <u>Current Agents name:</u>

<u>Current Agents phone number:</u>	<u>Current Agents phone number:</u>
<u>If you are not currently renting:</u>  <u>Do you own your own home?</u> Yes/No  <u>Have you previously Rented?</u> Yes/No  <u>Do you live with parents?</u> Yes/No <u>Do you pay Board?</u> Yes/No <u>How much per week?</u>	<u>If you are not currently renting:</u>  <u>Do you own your own home?</u> Yes/No  <u>Have you previously Rented?</u> Yes/No  <u>Do you live with parents?</u> Yes/No <u>Do you pay Board?</u> Yes/No <u>How much per week?</u>
<u>Rental History:</u>  <u>Have you rented another property prior to this one?</u> <u>Yes/No</u>  <u>Lease Start Date:</u> <u>Lease end date:</u> <u>Address:</u>  <u>Reason for leaving:</u>  <u>Agents Name:</u>  <u>Agents Phone Number:</u>  <u>Was your Bond refunded in full?</u> Yes/No  <u>Reason for Deductions:</u>  <u>Rental History Continued:</u>  <u>Lease Start Date:</u> <u>Lease end date:</u> <u>Address:</u>  <u>Reason for leaving:</u>  <u>Agents Name:</u>  <u>Agents Phone Number:</u>  <u>Was your Bond refunded in full?</u> Yes/No  <u>Reason for Deductions:</u>	<u>Rental History:</u>  <u>Have you rented another property prior to this one?</u> <u>Yes/No</u>  <u>Lease Start Date:</u> <u>Lease end date:</u> <u>Address:</u>  <u>Reason for leaving:</u>  <u>Agents Name:</u>  <u>Agents Phone Number:</u>  <u>Was your Bond refunded in full?</u> Yes/No  <u>Reason for Deductions:</u>  <u>Rental History Continued:</u>  <u>Lease Start Date:</u> <u>Lease end date:</u> <u>Address:</u>  <u>Reason for leaving:</u>  <u>Agents Name:</u>  <u>Agents Phone Number:</u>  <u>Was your Bond refunded in full?</u> Yes/No  <u>Reason for Deductions:</u>

<p><b><u>Income:</u></b>  <b><u>Currently Employed:</u></b> _____ Yes/No  <u>Current Employer:</u>  <u>Contact name:</u>  <u>Contact number:</u></p> <p><u>Current Position Held:</u></p> <p><u>Full time /Part time/ Casual</u></p> <p><u>Length of employment:</u></p> <p><u>Hours per week:</u>  <u>Approximate Income per week:</u></p>	<p><b><u>Income:</u></b>  <b><u>Currently Employed:</u></b> _____ Yes/No  <u>Current Employer:</u>  <u>Contact name:</u>  <u>Contact number:</u></p> <p><u>Current Position Held:</u></p> <p><u>Full time /Part time/ Casual</u></p> <p><u>Length of employment:</u></p> <p><u>Hours per week:</u>  <u>Approximate Income per week:</u></p>
<p><b><u>Previous Employment:</u></b></p> <p><u>Contact name:</u>  <u>Contact number:</u></p> <p><u>Current Position Held:</u></p> <p><u>Full time /Part time/ Casual</u></p> <p><u>Length of employment:</u></p> <p><u>Hours per week:</u>  <u>Approximate Income per week:</u></p>	<p><b><u>Previous Employment:</u></b></p> <p><u>Contact name:</u>  <u>Contact number:</u></p> <p><u>Current Position Held:</u></p> <p><u>Full time /Part time/ Casual</u></p> <p><u>Length of employment:</u></p> <p><u>Hours per week:</u>  <u>Approximate Income per week:</u></p>
<p><b><u>Self Employed:</u></b> _____ Yes/No</p> <p><u>Company Name:</u></p> <p><u>Business Details:</u></p> <p><u>Approx Income per week:</u></p>	<p><b><u>Self Employed:</u></b> _____ Yes/No</p> <p><u>Company Name:</u></p> <p><u>Business Details:</u></p> <p><u>Approx Income per week:</u></p>
<p><b><u>Centrepay Benefits: - (You will be required to provide an income statement proving information supplied)</u></b></p> <p><u>Type:</u></p> <p><u>Income:</u></p>	<p><b><u>Centrepay Benefits: - (You will be required to provide an income statement proving information supplied)</u></b></p> <p><u>Type:</u></p> <p><u>Income:</u></p>
<p><u>Student:</u></p> <p><u>College:</u>  <u>ID Card Number:</u>  <u>Course:</u></p>	<p><u>Student:</u></p> <p><u>College:</u>  <u>ID Card Number:</u>  <u>Course:</u></p>

<u>Year:</u>  <u>Full time / Part time</u>	<u>Year:</u>  <u>Full time / Part time</u>
<u>Pets: please note you are required to complete the pet application at the end of the application form.</u>  <u>dog/cat/bird/other</u>  <u>Breed:</u>  <u>Number:</u>  <u>Are they registered with the Council? Yes/No</u> <u>Are they microchipped? Yes/No</u> <u>Chip Number:</u>	<u>Pets: please note you are required to complete the pet application at the end of the application form.</u>  <u>dog/cat/bird/other</u>  <u>Breed:</u>  <u>Number:</u>  <u>Are they registered with the Council? Yes/No</u> <u>Are they microchipped? Yes/No</u> <u>Chip Number:</u>
<u>General details:</u>  <u>Do you have a firearms licence? Yes/No</u>  <u>If yes are you intending storing fire arms at the property? Yes/No</u>  <u>Do you smoke? Yes/No</u>  <u>You are aware that you are unable to smoke inside a rental property in Tasmania. Yes /No</u>   <u>Are you or have you been bankrupt? Yes/No</u>  <u>If yes approx. date:</u>  <u>Do you have any outstanding debts at a collection Agency? Yes/No</u> <u>Details:</u>	<u>General details:</u>  <u>Do you have a firearms licence? Yes/No</u>  <u>If yes are you intending storing fire arms at the property? Yes/No</u>  <u>Do you smoke? Yes/No</u>  <u>You are aware that you are unable to smoke inside a rental property in Tasmania. Yes /No</u>   <u>Are you or have you been bankrupt? Yes/No</u>  <u>If yes approx. date:</u>  <u>Do you have any outstanding debts at a collection Agency? Yes/No</u> <u>Details:</u>
<u>Next of Kin (NOT LIVING WITH YOU)</u> <u>Name:</u>  <u>Relationship:</u>  <u>Address:</u>  <u>Phone (H)</u> <u>Phone (W):</u>	<u>Next of Kin (NOT LIVING WITH YOU)</u> <u>Name:</u>  <u>Relationship:</u>  <u>Address:</u>  <u>Phone (H)</u> <u>Phone (W):</u>

<p><u>Second Next of Kin</u>  <u>Name:</u></p> <p><u>Relationship:</u></p> <p><u>Address:</u></p> <p><u>Phone (H)</u></p> <p><u>Phone (W):</u></p>	<p><u>Second Next of Kin</u>  <u>Name:</u></p> <p><u>Relationship:</u></p> <p><u>Address:</u></p> <p><u>Phone (H)</u></p> <p><u>Phone (W):</u></p>
<p><u>Character References (No relatives are permitted to be character references) :</u>  <u>Reference 1</u></p> <p><u>Name:</u></p> <p><u>Address:</u></p> <p><u>Phone(H):</u></p> <p><u>Phone (W):</u></p> <p><u>How do you know this reference?</u></p> <p><u>Reference 2</u></p> <p><u>Name:</u></p> <p><u>Address:</u></p> <p><u>Phone(H):</u></p> <p><u>Phone (W):</u></p> <p><u>How do you know this reference?</u></p>	<p><u>Character References (No relatives are permitted to be character references) :</u>  <u>Reference 1</u></p> <p><u>Name:</u></p> <p><u>Address:</u></p> <p><u>Phone(H):</u></p> <p><u>Phone (W):</u></p> <p><u>How do you know this reference?</u></p> <p><u>Reference 2</u></p> <p><u>Name:</u></p> <p><u>Address:</u></p> <p><u>Phone(H):</u></p> <p><u>Phone (W):</u></p> <p><u>How do you know this reference?</u></p>

**Terms and Conditions - Please initial each paragraph to acknowledge understanding and acceptance**

I/We .....

Acknowledge that: -

- Bond - (equivalent of four weeks rental and a copy of the receipt supplied to show lodgement) and two weeks rent must be paid in full before the keys will be released to us at the commencement of the tenancy .....
- Rent must always be paid a fortnight in advance. ....
- Should this application not be accepted, View Launceston is not required or obligated to disclose why or supply any reason for the rejection of the application. ....
- Smoking is prohibited in any Residential Rental Property in Tasmania. If you are a smoker, all measures possible will be taken to prevent cigarette smoke or odour from entering the property when smoking outside the property. ....
- I/We acknowledge that we are obligated to pay water usage during our tenancy and I will pay the water invoice issued on the Owners behalf by the Agency within 14 days of issue of the Invoice. ....
- I/We acknowledge that I/We are able to maintain the grounds in the same condition they were in at the beginning of the tenancy. If not, I acknowledge that I will be responsible for the cost of a gardener to rectify the gardens. ....
- I/We acknowledge that I/We will maintain the property in the same condition at the commencement of the Tenancy. ....
- I/We acknowledge that should we be approved, I/We will be required to sign the lease within 24 hours of approval. ....
- I/We acknowledge that all information contained within is true and correct and that all of the information was given of my own free will. ....
- I/We further authorise the letting agent to contact and/ or conduct any inquiries and/ or searches in relation to the information and references supplied in this application. ....
- I/We acknowledge that we have taken all reasonable steps to advise referees that they will be contacted to provide references and that View Launceston will be contacting them for a reference. ....
- Either

I/We confirm I/We have previously inspected the property prior to signing this application: Yes/ No

Or

- I/We confirm I/We are applying for this property sight unseen and acknowledge that we accept the property in its current condition. Yes/No

Name:

Signed ..... Date .....

## **PRIVACY ACT (COMMONWEALTH) 1988 – COLLECTION NOTICE**

The personal information the prospective tenant provides in this application or that which is collected from other sources is necessary for the Agent to verify the Applicant's identity to process and evaluate the application and effectively manage the tenancy. The personal information collected about the applicant may be disclosed, by use of the internet or otherwise, to other parties, including the landlord, tradespeople, referees, solicitors, financial institutions, media organisations, parties engaged to evaluate the property, bodies corporate, other agents, clients of the Agent both existing and potential, third party operators of tenancy reference databases, government, collection agencies, relevant Courts and Tribunals, and statutory bodies and other third parties as required by law. Information already held on tenancy reference databases may also be disclosed to the Agent and/or landlord. Unless you advise the Agent to the contrary, the Agent may also disclose such basic information to:

The Real Estate Institute of Tasmania Ltd (REIT) for the purpose of documenting leasing data in the area for the benefit of its members as part of membership services and for others in the property or related industries, and so as to assist them in continuing to provide the best possible service to their clients. In providing this information, you agree to its use, unless you advise the Agent differently. The privacy policy of the REIT can be viewed on its website [www.reit.com.au](http://www.reit.com.au) the Agent will only disclose information in this way to other parties to achieve the purposes specified above or as otherwise allowed under the Privacy Act.

If the Applicant would like to access this information, they can do so by contacting the Agent at the address and contact numbers contained in this Application or the REIT on (03) 6223 4769. The Applicant can also correct this information if it is inaccurate, incomplete or out of date.

I acknowledge that I have read and understood the contents of the Privacy Collection Notice.

**Name:** .....

**Signed**..... **Date**.....

## PERSONAL INFORMATION CHECKS

It is our policy to ask all our Prospective tenants to obtain a Personal Information Report. The purpose of this is to assist in evaluating your ability and intention to meet your rental payments. An unfavourable report will not necessarily mean that you cannot rent a property from us. However, the better the report, the better your chances are. Please bring your printout to our office together with your completed application form.

Contrary to popular belief, the existence of a Personal Information Report is a good thing although of course, any overdue debts you have may show on the print out. All tenancy applications must be accompanied by a Veda Report and/or a Personal Information Report from Tasmanian Collection Services.

### LOCAL

Your Personal Information Report can be obtained from Tasmanian Collection Services at 27 Brisbane Street LAUNCESTON, (opposite City Park). You should take with you some identification and approximately \$20.00 for a local report and more for an interstate report.

### INTERSTATE

An individual wishing to obtain a copy of their Equifax Report File can do so by one of the following methods:

1. Write to Equifax, PO Box 964, North Sydney 2059. A copy will be provided for free, but will take up to 10 days.
2. Phone, 138 332 make sure you have some form of ID that that you can quote over the phone for this method
3. Individuals can access the Veda website at [www.mycreditfile.com.au/products/equifax-credit-report](http://www.mycreditfile.com.au/products/equifax-credit-report)

### OVERSEAS

You will need to show your passport, Australian visa Documentation, travel itinerary, airline ticketing both to and from Australia.

#### **Coloured Copies of 100 Point Identification Check must accompany this application**

At least one form of identification must be photo ID.

TYPE	NO. of points	YES/NO
Passport - current	70 Points	
Birth Certificate	70 Points	
Citizenship Certificate	70 Points	
Proof of Age	40 Points	
Drivers Licence	40 Points	
Tertiary ID Card	40 Points	
Latest Electricity or Phone Account	25 Points	
Proof of Age Card	25 Points	
Medicare Card	25 Points	
Previous Tenancy Agreement	20 Points	
Previous 4 Rent Receipts	20 Points	
Motor Vehicle Registration	10 Points	
Latest Bank Statements	25 Points	
Centrelink Card	40 Points	
	<b>Total Points</b>	

## **Pet Application and Agreement**

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

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

	Pet 1	Pet 2
Type of Pet		
Breed		
Name		
Age		
De- sexed (please circle)	Yes /No	Yes/No
Council Registration No.		

The Tenant agrees to the following terms and conditions:

- The Property Owner has agreed to allow pet/s at the property as specified in this pet agreement. No other animals other than those specified are to be kept at the Property.
- The pet/s will not be a nuisance or cause annoyance to other tenants or neighbours.
- Pets are to be fed and kept outside the dwelling at all times
- Tenants agree to clean up after their pets and dispose of their pet's waste properly and quickly.
- It is the Tenants responsibility to ensure fencing is adequate to ensure the pets are secure
- Tenants agree not to breed or allow the pet to reproduce, but if this should occur, the pet's offspring will be placed within 8 weeks of birth.
- Tenants agree to immediately pay for any costs arising from damage or injury caused by the pet/s.
- Tenants agree to pay for professional pest control services at the end of the Tenancy or at any time during the Tenancy as requested by the Agent, and to provide a receipt of the work.
- Tenants agree that the Owners reserve the right to revoke permission to keep the pet should the Tenants break this agreement. Tenants will be given 7 days to remove the pet from the premises.

**The Tenant accepts full responsibility and indemnifies the property owner for any claims by or injuries to a third party or their property caused by or as a result of actions by the Tenants/s pet/s**

This will now form part of the Residential Tenancy Agreement

Name:

Name:

Signature:

Signature:

Date:

Date: