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your professional property management service

250 Macquarie Street, HOBART, TAS.
ABN 40 121 009 489

Property Management: 0410 036 307

TENANCY APPLICATION

- To be completed by all persons 18 years and over
- If you are under 18 years of age, an adult will be required to submit an application on your behalf, and the adult will be the nominated tenant and responsible for the tenancy and associated conditions, should your application be successful.
- You will need to make available proof of identity to the value of 100 points at your first property inspection and/or interview.
- Please attach a copy of your credit report to this application.
(Credit checks are obtainable from the Tasmanian Collection Agency – cnr of Collins and Argyle Street, Hobart ☎ 03 6213 5555. Interstate credit reports are available by contacting Baycorp ☎ 1300 762 207 or www.mycreditfile.com.au).
- If you are a student or unemployed, please also provide:
 - A copy of current bank statement
 - Proof of Income – Centrelink summary sheet.
- If information is not provided, we may not be able to process this application.
- Rental payments are by direct debit. If your application is accepted, you will be required to provide us with your bank account details for this to occur.
- Should this application not be accepted, we are not required or obligated to disclose why or supply any reason for the rejection of this application.

Property Required:

Address &/ or location:

Rental Per Week: \$ Desired Lease Term: Desired Lease Commencement:

Applicant Details:

Full Name:

Current Address:

Phone: (H) Phone (W) Mobile: Email:

Date of Birth: Pension Card Number: Benefit per fortnight: \$

Drivers Licence No: Expiry :

Passport No. Expiry : Vehicle Make: Reg #

Identity Check List: (Mark the appropriate documents you have available. We will need to inspect the originals at time of interview)

Document	Points	Yes/No.
Passport	60	
Driver's Licence	50	
Photo identification, copy of birth certificate, police check	40 points each	
Current registration papers, rent receipts, phone and electricity account statements, Credit cards, Medicate card	10 points each	

Rental History:

Are you currently renting? Yes No

If Yes, Agent/Owner Name & Phone No:

Rent per week: \$ Period Occupied : Reason for Leaving?

Have you rented previously? Yes No

If Yes, Agent/Owner Name & Phone No

Rent per week: \$ Period Occupied : Reason for Leaving?

Was your Bond refunded in full? Yes No If No – why:

Employment History:

Current Employer:

Contact Person: Phone No: Nett Wage Per Week: \$

Time with Current Employer: years months Full Time / Part Time / Casual (please circle)

Hours worked per week: Are you or have you ever been Bankrupt? Yes No

Are you self employed? Yes No

If Yes, name of Company: ABN /ACN :

Type of Business: Previous Employment:

Student:

College: Course Attending :

ID Card No : Year : Full Time Part Time Source of Income.....

Pets:

Is a pet to be kept at the property? Yes No If yes, Dog Cat Bird Other : N/A

Breed: Age: Inside or outside pet How many?

Registered with Council? Yes No N/A

General Details:

Do you smoke? Yes No Inside or Outside

Do you have outstanding debts at a Collection Agency? Yes No

Next of Kin:

Name: (not living with you) Relationship:

Address:

Phone (W) (H) Mobile:

Occupancy Details

Number of Adults: Number of Children Child/ Childrens Age.....

Number of Vehicles : Make: Reg No.

Number of Vehicles : Make: Reg No.

References: (not family) Employer/Accountant, Doctor etc:

1. Name:
 Address:
 Phone: (W) (H)
 Reference Type: (e.g. Property Owner/Employer etc)
2. Name:
 Address:
 Phone: (W) (H)
 Reference Type: (e.g. Property Owner/Employer etc)
3. Name:
 Address:
 Phone: (W) (H)
 Reference Type: (e.g. Property Owner/Employer etc)

Additional Information

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I acknowledge that all information contained within is true and correct and that all of the information was given of my own free will. I further authorize 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 confirm I have previously inspected the property prior to signing this application Yes No

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 Property Owner, trades people, referees, solicitors, financial institutions, media organizations, 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 Property Owner. 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.

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

Signed: Date