



## Please include the following with your application

### **Tenancy application Form**

A separate application form 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.

To accompany your Application for Tenancy, the following MUST BE SUPPLIED:

**1. Photo Identification**

e.g Drivers license, passport, student ID card, Proof of Age card

**2. Other Identification**

e.g birth certificate, Medicare card

**3. Proof of Income**

Must be provided with any rental application. If unemployed: your most recent income statement. If self-employed: please provide bank statements, last tax return and your business registration certificate. Other information that can be of assistance (if available) are copies of Tenancy payments (Rental payment ledger) from a previous or current agent, copies of your last 4 rent receipts and written references (personal, rental, employment)

**4. A current Personal Information Report**

Reports can be obtained from the following providers:

- Tasmanian Residents Report from **Tasmanian Collection Services (TCS)**  
33a Wilmot Street, Burnie TAS 7320 – (03) 6430 3755
- Interstate Reports from **Equifax** – Phone 138 332 (Equifax.com.au)

### **Processing Your Application**

In most instances we are able to process your application within 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 telephone you to confirm whether your application has been successful or not.

If your application is approved you may be required to pay a Holding Deposit for the property. This amount will be deducted from the rental balance owing at the commencement of your tenancy. However, any holding deposit paid is non-refundable in the event you then decide not to continue.

If your application is un-successful, VIEW Real Estate Wynyard are under no obligation to disclose the reasons why an application was unsuccessful.

All successful tenants must pay a BOND (4 weeks rent) plus 2 weeks rent in advance in cash to our office or transferred to our Rental Trust account prior to commencement of their lease. Thereafter, all rental payments can either be made by the following:

- Internet banking transfer / Direct debit
- Payment at any Commonwealth Bank
- Centrepay



# Tenancy Application Form

This is a tenancy application form. Its purpose is to identify potential tenants. This form is not, nor does it form any part of, a tenancy agreement. Should your application be successful, your rights and obligations and those of the property owner will be governed by the Residential Tenancy Act 1997. If the information is not provided, the Agent may not be able to process the application.

(To be completed by all persons 18 years and over. Please write clearly or Print)

## **Property Required**

Address .....

Rent Per week .....

Length of Lease:    6    or    12 months (please circle)

## **Personal Details**

Full Name .....

Current Address .....

Phone (h) ..... Phone (w) .....

Mobile ..... Email .....

Date of birth: ..... Pension Card Number: .....

Driver's License No ..... Passport: .....

## **Rental History**

Are you currently renting?                      Yes / No                      Real Estate or Private Landlord (please circle)

If yes – Agent/ Owner Name ..... (P): .....

Reason for moving: .....

Rent amount per week:                      \$.....

Have you rented previously?                      Yes / No                      Real Estate or Private Landlord (please circle)

If yes – Agent/ Owner Name ..... (P): .....

Reason for moving: .....

Rent amount per week:                      \$.....                      Was the Bond refunded in Full: Yes / No

If No, do you own your own home? .....

Have you sold?                      Yes / No

Selling Agent: ..... (P) .....



### **Employment History**

Current Employer: .....

Occupation: .....

Contact Person: ..... (P): .....

Employer Email: .....

Length of Employment: ..... Full time / Part time / Casual (please circle)

Hours per week .....

Are you self-employed Yes / No If yes, name of Company: .....

### **Student**

College .....

ID Card Number .....

Course attending .....

Year ..... Full time / Part time (please circle)

### **Pets**

DOG / CAT / BIRD / OTHER (please circle) if other, please specify .....

Breed ..... How many .....

Are they registered with Council? Yes / No

Do you keep your Pet/s: Inside / Outside / Both (please circle)

### **General Details**

Do you or any other co-occupants smoke? Yes / No Inside / Outside / Both (please circle)

Are you or have you been bankrupt? Yes / No

Do you have outstanding debts at a Collection Agency? Yes / No Details: .....

Have you ever been evicted by another Agent/Private owner? Yes / No Details: .....

### **Next of Kin**

Name (not living with you) .....

Address .....

Phone (M) ..... (E) .....

Relationship .....

### **Occupancy Details**



Number of Adults .....

Number of Children .....

Number of vehicles .....

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### **References**

**1. Full Name:** .....

Address: .....

Relationship to you: .....

Phone (M) ..... (E) .....

**2. Full Name:** .....

Address: .....

Relationship to you: .....

Phone (M) ..... (E) .....

**3. Full Name:** .....

Address: .....

Relationship to you: .....

Phone (M) ..... (E) .....

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### **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 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 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 landlord, 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 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) 62234769. 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.

Applicants Signed: .....

Print Name: .....

Date: .....