



# Tenant Information Sheet

**IMPORTANT INFORMATION FOR APPLICANTS, PLEASE READ & KEEP, BEFORE SUBMITTING YOUR TENANCY APPLICATION;**

1. If you are applying for a property please remember, the more information you can provide – the better! **Incomplete forms will not be accepted.**
2. If you are unable to provide name and contact numbers for two or more previous rental references (including recent property sale references from Agents), you must provide a personal credit reference.  
This can be obtained from **Tasmanian Collection Service – 62 13 55 55.**  
If you are not a Tasmanian resident you may wish to contact the above number for a similar service in your state, or try **Veda Advantage – 02 9464 6000** or go to [www.mycreditfile.com.au](http://www.mycreditfile.com.au).
3. In most instances, applications may be processed within 48 hours, however at times can take much longer if we are having difficulties contacting your referees etc or if you have not provided all of your supporting documentation at the time of initial application. Rest assured, **we will contact you** as soon as we possibly can to inform you of the outcome of your application either way.
4. Applications must meet the TPR “Criteria of Acceptance” prior to being put forward for any property, if your application is declined we are not obligated to give you a reason.
5. All applicants will be required to provide **current proof of income** (i.e. 2 most recent pay slips less than one month old). If you are self employed, then a current bank statement with your incoming payments or savings or most recent tax return will be acceptable in place of this.

# tenancy application form

The purpose of this form 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 & obligations and those of the property owner will be governed by Residential Tenancy Act 1997.

**Properties Applying for (in order of preference):**

**Date:...../...../.....**

1.
2.
3.

If you are not applying for a particular property at this time, please state the area or price range you are looking for.

**Applicant One (please use block print)**

Full Name:	DOB	...../...../.....
Telephone Contact: (hm)	(wk)	(mobile)

**Occupancy history (references)**

Present address:	
Are you presently: <input type="checkbox"/> Renting <input type="checkbox"/> Boarding <input type="checkbox"/> Own Home	Rent per week:
If renting, name Owner/Agent & contact number:	
Was FULL bond refunded (or is it likely to be)? <input type="checkbox"/> YES <input type="checkbox"/> NO If not, why?	
Reason for vacating:	How long at current premises:

Previous address:	
Were you previously: <input type="checkbox"/> Renting <input type="checkbox"/> Boarding <input type="checkbox"/> Own Home	Rent per week:
If renting, name Owner/Agent & contact number:	
Was FULL bond refunded? <input type="checkbox"/> YES <input type="checkbox"/> NO If not, why?	
Reason for vacating:	How long at this premises:

**Employment Details (includes income support)**

Occupation:	Approx. salary:	pwk / pfn / pmth
Employer & Location:	How long at employment:	

**Personal Information**

Number of occupants to be living at this premises:	adults	children	TOTAL=
Pets? (please specify type & living habits):		Smokers? (inside or outside?)	
Child 1 full name & age:			
Child 2 full name & age:			
Child 3 full name & age:		Child 4 name & age:	
Next of Kin (must not be applicant 2):		Relationship to you:	
Address:		Telephone:	
<u>Reason you are applying for property with TPR &amp; why you believe you should be the chosen applicant?</u>			
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# tasmanian private realty p/l

## *Applicant Two (please use block print)*

Full Name:	DOB	...../...../.....
Telephone Contact: (hm)	(wk)	(mobile)

## *Occupancy history (references)*

Present address:	
Are you presently: <input type="checkbox"/> Renting <input type="checkbox"/> Boarding <input type="checkbox"/> Own Home	Rent per week:
If renting, name Owner/Agent & contact number:	
Was FULL bond refunded (or is it likely to be)? <input type="checkbox"/> YES <input type="checkbox"/> NO If not, why?	
Reason for vacating:	How long at current premises:

Previous address:	
Were you previously: <input type="checkbox"/> Renting <input type="checkbox"/> Boarding <input type="checkbox"/> Own Home	Rent per week:
If renting, name Owner/Agent & contact number:	
Was FULL bond refunded? <input type="checkbox"/> YES <input type="checkbox"/> NO If not, why?	
Reason for vacating:	How long at this premises:

## *Employment Details (includes income support)*

Occupation:	Approx. salary:	pwk / pfn / pmth
Employer & Location:	How long at employment:	

## *Personal Information*

Pets? (please specify type & living habits):	
Smokers? (inside or outside?)	
Child 1 full name & age:	
Child 2 full name & age:	
Other (additional children):	
Next of Kin (must not be applicant 1):	Relationship to you:
Address:	Telephone:
<u>Additional information or references etc:</u>	
.....	
.....	

**\*\* NB \*\*** It is company policy that ALL tenants are required to have their rental deducted by direct debit to ensure that rental does not fall into arrears. Keys will not be issued to a tenant until a direct debit authority is arranged, signed and handed to our property manager. If your application is approved, please ensure that you have these details with you when signing the lease, along with your bond and rent in advance etc.

***Please note this Application Form is valid for 3 rental properties only.***

## DISCLAIMER / AUTHORITY

~ **Please Read Carefully** ~

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 authorise the letting agent to contact and or conduct any enquires 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 eligible to enter into this agreement.

1. I have inspected the property located at:.....  
(if you have not inspected please initial this line also) I have not been able to inspect the abovementioned property, however I am prepared to accept it sight unseen ..... INITIAL APPLICANTS.
2. I have been informed, understand and agree that the weekly rental for the aforesaid property is to be \$..... and that this rental is within my means to support for the period of time as stated in lease agreement.
3. I have been informed, understand and agree that the rental for the said property is to be paid every two weeks and is to be two weeks in advance at all times.
5. I have been informed, understand and agree that the bond for the aforesaid property will be \$.....and I further agree and undertake to pay the said bond on/before signing the tenancy agreement.
6. 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 Tenancy Application submitted by me.
7. I have been informed, understand and agree that, should there be a requirement to commence proceedings for recovery of rent, repairs and or damage to the aforesaid property during the term or at the expiration of the tenancy agreement all costs associated with these proceedings shall be able to be recovered from me.
8. I have been informed, understand and agree that should this application not be accepted, the agent is not required or obligated to disclose why or supply any reason for the rejection of this application.
9. I have been informed, understand and agree to pay (2) weeks rent as a non-refundable holding deposit upon verbal approval of this application (by Bank Cheque, Cash or Direct Deposit ONLY) WITHIN 24 HOURS OF BEING ACCEPTED, with the balance payable upon collection of the keys (by Bank Cheque or cash ONLY).

### PRIVACY ACT (COMMONWEALTH) 1988

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent 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 applicant is successful may be disclosed for the purpose for which it was collected to other parties including to landlords and their advisers, 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 landlord. If the applicant enters into a residential tenancy agreement, and if the applicant 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 landlord, third party operators of tenancy reference databases and/or other Agents. 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 the personal information the Agent holds, they can do so by contacting Tasmanian Private Realty Pty Ltd at 14a Main Street, Huonville phone: (03) 6264 2888, (03) 6264 1383 (fax) or e-mail [rentals@taspr.com.au](mailto:rentals@taspr.com.au) 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.

I/WE :.....

Acknowledge that I/WE have read and understood the contents of this Privacy Collection Notice and Application.

Applicant signature:.....	Date:.....	Bond \$.....
		2 wks rent \$.....
Applicant signature:.....	Date:.....	Total \$.....

OFFICE USE ONLY

APPROVED:

YES

NO

Result of Reference Checks:


\* \_\_\_\_\_ \*

## NOTICE TO ALL RESIDENTIAL TENANCY APPLICANTS

**BEFORE ANY APPLICATION WILL BE CONSIDERED, EACH APPLICANT MUST ACHIEVE A MINIMUM OF 100 CHECKPOINTS**

DRIVERS' LICENCE	# 50 POINTS
LAST 4 RENT RECEIPTS OR PAID RATES NOTICES	# 40 POINTS
BIRTH CERTIFICATE	# 40 POINTS
PASSPORT	# 40 POINTS
OTHER PHOTO IDENTIFICATION	# 30 POINTS (ea)
UTILITY ACCOUNT (MUST HAVE EVIDENCE OF PAYMENT)	# 10 POINTS
CURRENT BANK STATEMENTS	# 10 POINTS
BANK, MEDICARE OR CENTRELINK CARDS	# 10 POINTS (ea)
ANY OTHER ITEM WITH FULL NAME & ADDRESS	# 10 POINTS (ea)

App1 Points Tally: \_\_\_\_\_

App2 Points Tally: \_\_\_\_\_