

RESIDENTIAL TENANCY APPLICATION

Before lodging the application, be absolutely sure you want the property.
If you are approved for the property a Tenancy Agreement will be signed within 24 hours.

APPLICANTS NAME: _____
(Each applicant must complete a separate Application)

Property being applied for: _____

Have you or a nominated representative viewed this property with our leasing consultant?
YES / NO

Please note that if you have not viewed this property you MUST do so prior to your application being processed.

This application form can also be emailed the service@peterlees.com.au (but please ensure it has been fully completed and all mandatory documentation is attached).

Mandatory supporting documents:

- Personal Information Report** – Tas Collection or Equifax
- Photo Id** – License, Passport, Student ID
- Evidence of Income** – Payslips, Centrelink/Bank Statements
- Secondary Identification** – Card or Formal Letter with current address
- Australian VISA** – if applicable
- Completed Application Form**

If you are not able to provide photo ID, you are required to submit a statutory declaration.

If you are under the age of 18, you are required to have a legal guardian or parent sign as a guarantor. They are required to complete the mandatory application process.

PERSONAL INFORMATION REPORT

If you have resided in Tasmania for a period exceeding 12 months then you are required to obtain a personal information report from **Tas Collections** on 6332 1355, their office is located at 27 Brisbane Street, Launceston. If you have lived interstate or overseas within the last 12 months you will need to obtain a personal information report on **Equifax** 1138332 or go to equifax.com.au. Your personal information report is valid for 60 days from the date of issue.

AFFODABILITY CALCULATION

In determining affordability, the rental amount paid by the tenants must not be greater than 30% of the average weekly income of all lease holders combined. If you wish to calculate this yourself, the following formula is used.

Average weekly income of all lease holders added together x 30% = \$XXX

Please continue with you application if the affordability criteria is met and you are no less than \$20 short.

PROCESSING AN APPLICATION

In most instances we are able to provide you with feedback **within 36 hours** and will advise you of the outcome of your application by phone. *If we are unable to contact all of your referees this process may take longer.*

Please note, information relating to this application will *only* be discussed with the applicants. This is in accordance with the Privacy Act.

Did you know?

Our office is open Monday to Friday 8.30am – 6.00pm
Saturdays – 9.00am – 4.00pm
Sundays – 10.00am – 1.00pm

RESIDENTIAL TENANCY APPLICATION

The three pages of this application **must** be completed in full & signed in order for your application to be processed.

RENTAL PROPERTY: _____

APPLICANTS DETAILS

Name: _____ Date of Birth: _____

Phone: (M) _____ (W) _____ (H) _____

Email: _____

Number of People to Reside in Property Including Children: _____

Full Name & Age of all Persons (other than the applicant) that Will Occupy the Rental Property – include children

Car 1 Registration: _____ Licensed State: _____ Car Make/Model & Year: _____

Car 2 Registration: _____ Licensed State: _____ Car Make/Model & Year: _____

Any Additional Vehicles: _____

No. of Pets: _____ *(please attach details of any pets not listed below)*

Type of Pet: _____ Breed: _____ Age: _____ Name: _____ Inside/Outside/Both

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Do you Smoke? _____ (All PLRE rental properties are STRICTLY outside smoking ONLY)

Name of Next of Kin to Contact in Case of Emergency: _____

Address: _____ Phone: _____

REFERENCES – Unless relevant, please do not include Relatives or Close Friends

WORK REFERENCE

Name: _____

Mobile: _____ Position Held: _____

RENTAL REFERENCE

Name: _____

Mobile: _____ Position Held: _____

CHARACTER REFERENCE

Name: _____

Mobile: _____ Relationship: _____

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*** Please be advised that it is necessary to provide your previous Address History for the past 5 years. ***

CURRENT RESIDENCE

Address: _____ Owned Rented

Name of Owner/Agent: _____

Phone: _____ Email: _____

Date of Occupancy: _____ Lease Expiry: _____ Reason for Leaving: _____

Rent Paid (per week): _____ Are You the Only Leaseholder: Yes No

Do You Expect to Receive a Full Bond Refund: Yes No

If the Above Answer is 'No', Please Provide More Information: _____

PREVIOUS RESIDENCE

Address: _____ Owned Rented

Name of Owner/Agent: _____

Phone: _____ Email: _____

Date of Occupancy: _____ Lease Expiry: _____ Reason for Leaving: _____

Rent Paid (per week): _____ Are You the Only Leaseholder: Yes No

Did You Receive a Full Bond Refund: Yes No

If the Above Answer is 'No', Please Provide More Information: _____

PREVIOUS RESIDENCE

Address: _____ Owned Rented

Name of Owner/Agent: _____

Phone: _____ Email: _____

Date of Occupancy: _____ Lease Expiry: _____ Reason for Leaving: _____

Rent Paid (per week): _____ Are You the Only Leaseholder: Yes No

Did You Receive a Full Bond Refund: Yes No

If the Above Answer is 'No', Please Provide More Information: _____

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Address: _____ Owned Rented

Name of Owner/Agent: _____

Phone: _____ Email: _____

Date of Occupancy: _____ Lease Expiry: _____ Reason for Leaving: _____

Rent Paid (per week): _____ Are You the Only Leaseholder: Yes No

Did You Receive a Full Bond Refund: Yes No

If the Above Answer is 'No', Please Provide More Information: _____

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CURRENT EMPLOYMENT DETAILS (if applicable)

Occupation: _____ Employer: _____

Address: _____

Period of Employment: _____ Weekly Wage (after tax): \$ _____

Contact Name & Number: _____

Full Time Part Time Casual (____ hours per week)

**If you have Secondary Employment or if you have been in your current employment for
LESS THAN 12 months, please list further details below**

Occupation: _____ Employer: _____

Address: _____

Period of Employment: _____ Weekly Wage (after tax): \$ _____

Contact Name & Number: _____

Full Time Part Time Casual (____ hours per week)

SELF EMPLOYED (if applicable)

Name of Business: _____

Address: _____ Mobile: _____

Weekly Wage (after tax): \$ _____ ABN: _____

Accountant Name: _____ Contact Number: _____

***Please provide a Letter of Confirmation from your accountant in relation to your Weekly Wage.**

CENTRELINK PAYMENTS (if applicable)

Payment Type: _____

Income per week: _____ (Ensure your Proof of Income Statement is Attached)

Will You be Using the Anglicare Assistance for Your Bond: Yes No

STUDENT (if applicable)

Name of School/College/University: _____

Full Time Part-Time On Campus Online Learning Only

What Are You Studying: _____

OTHER INCOME – Please provide evidence

Savings: _____ Child Support Received (per week): _____

Other: _____

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QUESTIONS

How Did You Find Out About The Rental Property?

For Rent Sign Letting Consultant Social Media Rental List
 Peter Lees Website realestate.com.au Phone Enquiry Referral

Have You Ever Been Evicted, or Are You in Debt to Another Landlord or Agent: Yes No

If 'Yes', please provide details: _____

Do You Know of Any Factors That May Prevent You From Being an Excellent Tenant? Yes No

If 'Yes', please provide details: _____

Have You Ever Been Charged With a Criminal Offence Relating to Property Damage? Yes No

If 'Yes', please provide details: _____

I, the Applicant, Accept the Property in its Present Condition: Yes No

*A detailed condition report will be completed prior to you taking possession

If the Answer is 'No', Please Provide Details: _____

ADMINISTRATION USE ONLY

DATE RECEIVED: **TIME:** **AM/PM**

4 Weeks Bond & 2 Weeks Rent

RENT \$ _____

BOND \$ _____

TOTAL \$ _____

Viewed Property with Letting Consultant

Application Signed & All Details Complete

Photocopy Tenants ID

ID Check

Previous Rental Ledger Received

Personal Information Report Received

Received By: _____

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AUTHORITY & PRIVACY DISCLAIMER (TERMS & CONDITIONS)

APPLICANTS NAME: _____

The applicant makes this application and offer jointly and severally. Service of any notice to any one applicant shall be deemed to be service on them all.

The applicant agrees that they will not be entitled to occupation of the premises until:

- (i) vacant possession is provided by the current occupant of the premises
- (ii) the tenancy agreement is signed by all applicants; and
- (iii) the payment of all monies due to be paid by the applicants in cleared funds prior to occupation of the premises

I, the applicant, agree that I (or my nominated representative) have inspected the rental property and upon acceptance of the application the applicant accepts possession of the premises in the condition as at the date of inspection.

I, the applicant, do solemnly and sincerely declare that I am over the age of 18 years, am not bankrupt and the information provided is true and correct and has been supplied at my own free will.

I, the applicant understand that you as the agent for the lessor have collected this information for the specific purpose of checking identification, character, credit worthiness and determining if the applicant will be a suitable tenant for the property. It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness.

I understand that you as the agent are bound by the Privacy Act and the National Privacy Principles and authority is hereby given to the agent to check credit references, employment details, previous rental references, database agencies, personal references and any other searches which may verify the information provided by me. I also authorise the agent to give information to the lessor of the property, credit providers, insurance providers, other agents, solicitors, financial institutions, parties engaged to evaluate the property, salespeople, database agencies, references named in this application or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, credit worthiness, credit standing, credit history or credit capacity.

Once a tenancy agreement has been entered into the tenant **agrees** that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry agents and or other agents.

If the applicant would like to access the personal information the agent holds, they can do so by contacting our office at the address and contact numbers in this application. 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, the applicant, wish to take a tenancy of such premises for a period of _____ months/years from ____ / ____ / ____ at a rental of \$ _____ per week. The rent to be paid is within my means and I agree to pay a bond of \$ _____

In the event that the application is successful and acceptance is communicated and the first two week's rent is paid, but I decide not to proceed, I agree that this money will be forfeited to your office. Upon communication of acceptance of this application by the agent I agreed that this tenancy shall be binding.

I, the applicant, accept that if the application is rejected, the agent is not legally obliged to give a reason. If your application is declined, your details will be held on file for one month. Following this period all details held will be disposed of.

Signature of Applicant: _____ Dated: _____ Witnessed: _____

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CBOS
Consumer, Building &
Occupational Services
Promoting a fair marketplace



MyBond information for tenants

Are you thinking about applying for a rental property? MyBond is the new online system for viewing, paying and claiming your rental bond. Before you apply for rentals, it is a good idea to register with MyBond.

To register from 1 May 2019

- Go to www.cbos.tas.gov.au
- Follow the links which will take you to the MyBond registration page
- You will need to have your mobile and/or email handy so you can receive a verification token
- Your Property Agent can help you register with MyBond.

For more information about MyBond go to:
www.cbos.tas.gov.au



For help with MyBond, or if you do not have an email address or mobile number, please phone Rental Services on 1300 654 499.

Your local library may also be able to assist, visit the Libraries Tasmania website for opening hours.

For new tenants, you can ask your property agent to help you register.

 **we make
renting easy
for you** 

paying your bond by the month is easy

what is easyBondpay?

Moving home is expensive enough without the added financial stress of paying your rental bond upfront.

With easyBondpay you can ease the pain of moving home and pay your rental bond over 3 or 6 monthly instalments.

Applying is easy. Simply tell your property manager you would like to pay your bond by easyBondpay.

Paying your rental bond in smaller, monthly instalments lets you save your money for more important things, like enjoying your new home.

how does it work?



Apply for rental and advise your property manager that you wish to pay your bond monthly with easyBondpay.



You submit the easy and quick online application and receive fast approval.



We pay your full bond the very same business day directly to your property manager.



That's it! We deduct your monthly instalments until the bond has been repaid in full.

make bond payments easy with easyBondpay



FAST APPROVAL



NO MINIMUM OR MAXIMUM BOND VALUE



3 OR 6 MONTH EASY PAYMENT OPTIONS



SAME DAY, FULL BOND PAYMENT