

Address:

West Coast Real Estate Professionals P/L

Shop 4, Tullah Village Shopping Centre Farrell Street, TULLAH, TASMANIA 7321 Ph: (03) 6473 4100 Fax: (03) 6473 4102

ABN: 34 161 491 238

email: adminhwc@harcourts.com.au

Residential Tenancy Application Form

Lease Term \square 6mths	\square 12mths \square Other		
details for both Tasmanian and Mainland	no older than 30 days). You will find the discredit checks on the last page of this		
Applicant 1	Applicant 2		
Given Names	Given Names		
Surname	Surname		
Have you ever been known by any other names?	Have you ever been known by any other names?		
Personal Details	Personal Details		
Date of Birth:// Marital Status:/	Date of Birth:/ Marital Status:		
Medicare Number:	Medicare Number:		
Driver's License Number Car or	Driver's License Number Car or		
State Registered Make Model	State Registered Make Model		
Contact Details	Contact Details		
Home Work Mobile Email	HomeWork		
Emergency Contact Details	Emergency Contact Details		

Please provide the details of 2 persons not living with you that can be contacted in case of an emergency	Please provide the details of 2 persons not living with you that can be contacted in case of an emergency		
□Contact 1	□Contact 1		
Given Names	Given Names		
Surname	Surname		
NumberStreet Name	NumberStreet Name		
Suburb/TownState	Suburb/TownState		
Home Number	Home Number		
Work Number	Work Number		
PRODUCT NUMBER	PRODUCT NUMBER		
Contact 2	Contact 2		
Given	Given		
Names	Names		
Surname	Surname		
NumberStreet Name	NumberStreet Name		
Suburb/TownState	Suburb/TownState		
Home Number	Home Number		
Work Number	Work Number		
Mobile Number	Mobile Number		
Email	Email		
Address Details	Address Details		
Commencement Date//20	Commencement Date//20		
□Owned or □Rented	□Owned or □Rented		
Rent per week	Rent per week		
Street	Street		
SuburbStateP/Code	SuburbStateP/Code		
Name of Agent / Property Manager	Name of Agent / Property Manager		
Name of	Name of		
Agency	Agency		
Address	Address		
Contact number	Contact number		
Reason for leaving	Reason for leaving		

□Owned or □Rented Rent per week Street □Owned or □Rented Rent per week Street		
StreetStreetSuburbStateP/CodeSuburbStateP/Code	e	
Name of Agent / Property Manager Name of Agent / Property Manager		
Agency Address Contact number Reason for leaving Reason for leaving Agency Address Contact number Reason for leaving		
□ Previous Address 2//20 □ Previous Address 2//20 to//20		
□Owned or □Rented Rent per week Street Suburb State P/Code Suburb State P/Code	 e	
Name of Agent / Property Manager Name of Agent / Property Manager		
AgencyAgencyAddressAddress		
Contact number Contact number Reason for Reason for	Reason for	
leavingleaving		
Employment History / Educational Employment History / Educational History References References	tory	
□Currently: □Employed □Student □Currently: □Employed □Student □Self employed □Unemployed □Pensioner □Self employed □Unemployed □Pensioner	Loner	
□Current - Commencement Date//20 □Current - Commencement Date//20		
□Full time □Part time □Casual □Contract □Other Employer/educational institution Role Years of employment/enrolment Contact Name □Casual □Contract □Other Employer/educational institution Role Years of employment/enrolment Contact Name □Casual □Contract □Other Employer/educational institution Role Years of employment/enrolment Contact Name		
Ph: Mob: Ph: Mob:		

DPrevious Employment 1 / to	□ Previous Employment 1/ to to		
□Full time □Part time □Casual □Contract □Other Employer/educational institution	□Full time □Part time □Casual □Contract □Other Employer/educational institution		
Role	RoleYears of employment/enrolmentContact NamePhone Line		
Work / Employment History continued	Work / Employment History continued		
Date Commenced //Company Name Business Name Business Type Business Address Position Held ABN Accountant Name Phone Accountant Address	Date Commenced// Company Name Business Name Business Type Business Address Position Held ABN Accountant Name Phone Accountant Address		
□Benefits Do you receive a Centrelink payment? □YES / □NO Type of Payment Customer Reference Number: Will you be requiring assistance from Anglicare? □YES/□NO In what way? □Bond □Rent in advance □Both	□Benefits Do you receive a Centrelink payment? □YES / □NO Type of Payment Customer Reference Number: Will you be requiring assistance from Anglicare? □YES/□NO In what way? □Bond □Rent in advance □Both		

Additional References	Additional References
At least one reference must not be related	At least one reference must not be related
□Reference 1	□Reference 1
Given NameSurname	Given NameSurname
NumberStreet Name	NumberStreet Name
Suburb/TownState	Suburb/TownState
Home Number Work Number Mobile Number Relationship Known for how long	Home Number Work Number Mobile Number Relationship Known for how long
□Reference 2	□Reference 2
Given Name Surname Number Street Name	Given Name Surname Number Street Name
Suburb/TownState	Suburb/TownState
Home Number Work Number Mobile Number Relationship Known for how long	Home Number Work Number Mobile Number Relationship Known for how long
Please Answer the Following Questions	Please Answer the Following Questions
Have you ever been evicted by a Landlord/Agent? □YES / □NO Have you been refused a property by a Landlord/Agent? □YES/ □NO Are you in debt to another Landlord/Agent? □YES / □NO Have you ever had money deducted from a rental bond at the end of a Tenancy? □YES / □NO Have you ever been in dispute with Landlord/Agent? □YES / □NO Have you ever been to a tribunal in relation to any previous tenancy? YES / □NO Are you an un discharged bankrupt? □YES / □NO If yes please give details	Have you ever been evicted by a Landlord/Agent? □YES / □NO Have you been refused a property by a Landlord/Agent? □YES/ □NO Are you in debt to another Landlord/Agent? □YES / □NO Have you ever had money deducted from a rental bond at the end of a Tenancy? □YES / □NO Have you ever been in dispute with Landlord/Agent? □YES / □NO Have you ever been to a tribunal in relation to any previous tenancy? □YES / □NO Are you an un discharged bankrupt? □YES / □NO If yes please give details

Questions Continued	Questions Continued
Do you have any Pets?	Do you have any Pets?
Do you have children living with you? YES /NO Name AgeM/F	Do you have children living with you? DYES / DNO Name Age M/F
NameM/F	NameM/F
NameM/F	NameM/F
If your child is living with you and over the age of 18 they will need to fill out a separate application form.	If your child is living with you and over the age of 18 they will need to fill out a separate application form.
Do you Smoke?	Do you Smoke?
Digalaiman	/ 7

Disclaimer / Authority

We, 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 our own free will. We further consent to the lessor/agent contacting and/or conducting any enquiries and/or searches with regard to the information and references supplied in this application. We, the said applicant, do solemnly and sincerely declare that we are over 18 years of age and have read and understand the contents of this agreement and have the competence and capacity to enter into this agreement.

We, the said applicants, do solemnly and sincerely declare that:

the

property

located

at:

inspected

1.

We

have

2.		our own accord decided that we wish to rent the aforementioned pro	
	<pre>commencing years.</pre>	/ for a period of \square 6mths \square 12mths \square other mor	iths /
3.	We have been be \$	informed, understand and agree that the rental for the said propertyper week and is within our means to afford the property.	is to

- 4 (i) We have been informed, understand and agree the rental for the said property is to be paid every fortnight and is to be 2 weeks in advance at all times and that rent is never to be in arrears for any reason at all.
 - (ii) We have been informed, understand and agree that the lessor/agent will carry out an inspection at the property on a quarterly basis and we further warrant that we will cooperate fully to allow this inspection to be carried out.
- 5. We have been informed, understand and agree that the bond for the aforementioned said property will be (x 4 weeks) this must be paid in cash along with two weeks rent prior to signing the Residential Tenancy Agreement.
- 6. We have been informed, understand and agree that the acceptance of our application is subject to a satisfactory report being obtained from references and information supplied on the fully completed Residential Tenancy Application submitted by us.
- 7. We have been informed, understand and agree should there be a requirement to commence proceedings for the recovery of rent, repairs and/or damage to the aforesaid property

- during the term or at the expiration of the Residential Tenancy Agreement, all costs associated with these proceedings shall be able to be recovered by us.
- 8. We have further consented to the agent disclosing all personal information that they may hold for the purpose of enforcing or commencing recovery action in relation to any debt owed as a result of unpaid rent, repairs and/or damage that occurred or occurs during our period of tenancy.
- 9. We have been informed, understand and agree that should this application not be accepted, the agent is not required or obliged to disclose why or supply any reason for the rejection of this application.
- 10. We have been informed, understand and consent to the agent supplying all necessary information, as may be required, to any tenant Data Base/s that they use, complying with the provisions of the Privacy Act.
- 11. We have been informed, understand and acknowledge that the agent has the contact details for the Tenancy Data Base/s they use and that the agent will supply these contacts should we request the contact details.
- 12. We hereby give permission for West Coast Real Estate Professionals to contact all of our referees to gather all information required relating to our previous rental history and our suitability to rent a property through Harcourts West Coast.
- 13. We have been advised that all West Coast Real Estate Professionals rental properties have a "No Smoking Inside" rule and we will be made liable for all costs involved in cleaning drapes, curtains and carpets to remove smoking odours should we or our friends and acquaintances smoke inside the rental property.

Full Name	Full Name
Applicant's Signature	Applicant'Signature

Applicant 2

Dated___/__/20____

100 Points of Id

Dated / /20

Applicant 1

Before any application will be considered, you must achieve a minimum of 100 points & provide a current credit check (No older than 30 days).

NB: should you not be able to meet the "100 Check Points", Please speak to the Property Manager.

	;	AP2
Source (Circle the points you are the providing)	PTS	PTS
Passport	70	70
Drivers Licence	50	50
Copy of Birth Certificates	40	40
Photo ID	30	30
Your last FOUR rent receipts or ledger	30	30
Current Credit Check	20	20
Minimum 2 Written References from previous Landlord / Agent	20	20
Copy of Phone, Gas, and or Power Accounts: each	10	10
Current Car/Motorbike Registration Papers	10	10
Bank card, Medicare Card, Pension Card, Membership Card	10	10
Total Number of Points		

Primary Purpose

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property.

In order to assess your application we disclose your personal information to

- The Lessor / Owners for approval or rejection of your application.
- Referees to validate information supplied in your application
- Other Real Estate Agents to assess the risk to our clients.

Secondary Purpose

During and after the tenancy we may disclose your personal information to

- Trades people to contact you for repairs and maintenance of the property.
- Tribunals or Courts having jurisdiction seeking orders or remedies.
- Debt Collection Agencies and related persons to permit them to contact or locate you.
- Lessors / Owners insurer in the event of an insurance claim.
- Future rental references to other asset managers / owners.

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently we cannot provide you with the property you requested to rent.

Signed By The Applicant	
Signature	Print Name
Signature	Print Name
Date	Witnessed



West Coast Real Estate Professionals P/L

Shop 4, Tullah Village Shopping Centre Farrell Street, TULLAH, TASMANIA, 7321 Ph: (03) 6473 4100 Fax: (03) 6473 4102

ABN: 34 161 491 238

Email: jenelle.carey@harcourts.com.au

Fax Verification of Applicants Details

To (0	Company):	
Atte	ention:	
Fax 1	No:	
From	1:	Date:
	is to advise that the below listed tenant/s have	
	ncy to our office. To enable our office to proce se complete the following information and return	_
ртеаз		
	Return Fax No. 03	64/34102
Tena:	e/s:	
Prope	ess:	
	Can you confirm that the above tenant/s were ccupants of at the above mentioned property? \Box Yes \Box No	/are leaseholders/approved
2.	When is their rent paid to / /	(if applicable)
3.	Date tenancy agreement commenced /	/
4.	Date tenancy agreement expires /	/
5.	Did your office terminate the tenancy?	□ Yes □ No
6.	Can you confirm the weekly rent paid?	\$
7.	Was rent paid on time? ☐ Yes ☐ No Max. period of arrears days/weeks	

8. During their tenancy were any "Notice To Vacate" issued?
□ Yes □ No
REASON
9. Did you carry out periodic inspections? \square Yes \square No
10. Did they care for the property
11. Did you receive any complaints during the tenancy, from them or about them?
12. Did the tenant keep any pets on the property? \Box Yes \Box No
13. Did they or do you expect they will, receive a full bond refund?
□ Yes □ No
List deductions
14. What was the condition of the property when they vacated? COMMENTS
15. Would you rent a property to the tenant again? ☐ Yes ☐ No
Additional Comments
Completed by: Date:
Thank you for taking the time to provide our office with a reference.
I / We authorise West Coast Real Estate
I / We authorise West Coast Real Estate Prfessionals P/L to contact all of our referees, passed and present landlords and or their
representatives to gather all information required relating to our previous rental history and ou
suitability to rent a property through West Coast Real Estate Professionals.
Signed Date



Credit Check and Additional Information

It is our policy that all our prospective tenants obtain a personal and current credit check.

A credit check is a printout from a collection agency which shows a persons credit history. It is usual for everyone to have a credit history. Contrary to popular belief, the existence of a credit file is a good thing although of course, any overdue debts you have may show on the printout. If you are Tasmanian and have spent more than six months on the mainland, in the last seven years, you will need to also get a Mainland (Veda) credit check.

Options to obtaining your credit check

- 1. For both Tasmanian and Mainland credit checks, you can write to the appropriate address listed below and a copy will be provided free of charge and will take approximately 10 days.
- 2. For both Tasmanian and Mainland credit checks, phone and pay by credit card and the credit check will be faxed through to you or it can be faxed directly to Harcourts West Coast.
- 3. For Tasmanian credit checks only, you can attend the offices of Tasmanian Collection Services, located at the below address.
- 4. For Mainland credit checks only, you can access the website at www.mycreditfile.com.au, and access your credit check from there.

For Tasmanian Residents

Tasmanian Collection Services 33a Wilmot Street, Burnie 7320

Phone: (03) 64 303755 Fax: (03) 64 317905

Mainland Residents

Veda

Box 964, North Sydney, 2059

Phone: 1300 921 621 Fax: (02) 9278 7303

The purpose of the credit check is to assist us in evaluating you ability and intention of meeting your rental payments. An unfavourable credit check will not necessarily mean that you cannot rent a property from us. However, the better your credit check, the better you chances are.

Please bring your printout to our office together with you completed application form.

Prior to your moving into your new home you will receive the following:

- One set of keys to the property (If you cut extra copies these must be returned when you vacate.
- Two condition reports to be checked against the property changed if needs be and one signed copy returned to the office within 2 business days of occupation.
- One signed copy of the lease.

If you are not moving in straight away you will need to do the following:

- Sign the lease.
- Pay the Bond and two weeks rent.

Our Payment Options are:

• Direct Deposit at bank or via internet banking Our bank details are:

Bank: ANZ BSB:017500 AcNo.:2888 77142 AcName: West Coast Real Estate Professionals P/L Trust Account

- Pay at office Shop 4, Tullah Village Shopping Centre, Farrell Street Tullah 7321
- Send money order or cheque Shop 4, Tullah Village Shopping Centre, Farrell Street Tullah 7321