



Residential Tenancy Application Form

Address: _____

Lease Term 6mths 12mths Other

We require a current credit check (no older than 30 days). You will find the details for both Tasmanian and Mainland credit checks on the last page of this application.

Applicant 1	Applicant 2
Given Names _____ Surname _____ Have you ever been known by any other names? _____	Given Names _____ Surname _____ Have you ever been known by any other names? _____
Personal Details	Personal Details
Date of Birth: ___/___/___ Marital Status: _____ Medicare Number: _____ Driver's License Number _____ <input type="checkbox"/> Car or <input type="checkbox"/> Motorbike Vehicle Registration Number _____ State Registered _____ Make _____ Model _____	Date of Birth: ___/___/___ Marital Status: _____ Medicare Number: _____ Driver's License Number _____ <input type="checkbox"/> Car or <input type="checkbox"/> Motorbike Vehicle Registration Number _____ State Registered _____ Make _____ Model _____
Contact Details	Contact Details
Home _____ Work _____ Mobile _____ Email _____	Home _____ Work _____ Mobile _____ Email _____
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

Contact 1

Given Names _____

Surname _____

Number _____ Street Name _____

Suburb/Town _____ State _____

Home Number _____

Work Number _____

Mobile Number _____

Please provide the details of 2 persons not living with you that can be contacted in case of an emergency

Contact 1

Given Names _____

Surname _____

Number _____ Street Name _____

Suburb/Town _____ State _____

Home Number _____

Work Number _____

Mobile Number _____

Contact 2

Given Names _____

Surname _____

Number _____ Street Name _____

Suburb/Town _____ State _____

Home Number _____

Work Number _____

Mobile Number _____

Email _____

Contact 2

Given Names _____

Surname _____

Number _____ Street Name _____

Suburb/Town _____ State _____

Home Number _____

Work Number _____

Mobile Number _____

Email _____

Address Details

Current - Commencement Date ___/___/20__

Owned or Rented

Rent per week _____

Street _____

Suburb _____ State _____ P/Code _____

Name of Agent / Property Manager _____

Name of Agency _____

Address _____

Contact number _____

Reason for leaving _____

Address Details

Current - Commencement Date ___/___/20__

Owned or Rented

Rent per week _____

Street _____

Suburb _____ State _____ P/Code _____

Name of Agent / Property Manager _____

Name of Agency _____

Address _____

Contact number _____

Reason for leaving _____

Previous Address 1 - ___/___/20___
to ___/___/20___

Owned or Rented
Rent per week _____
Street _____
Suburb _____ State _____ P/Code _____

Name of Agent / Property Manager _____
Agency _____
Address _____
Contact number _____
Reason for leaving _____

Previous Address 1 - ___/___/20___ to
___/___/20___

Owned or Rented
Rent per week _____
Street _____
Suburb _____ State _____ P/Code _____

Name of Agent / Property Manager _____
Agency _____
Address _____
Contact number _____
Reason for leaving _____

Previous Address 2 - ___/___/20___
to ___/___/20___

Owned or Rented
Rent per week _____
Street _____
Suburb _____ State _____ P/Code _____

Name of Agent / Property Manager _____
Agency _____
Address _____
Contact number _____
Reason for leaving _____

Previous Address 2 - ___/___/20___ to
___/___/20___

Owned or Rented
Rent per week _____
Street _____
Suburb _____ State _____ P/Code _____

Name of Agent / Property Manager _____
Agency _____
Address _____
Contact number _____
Reason for leaving _____

Employment History / Educational History References

Employment History / Educational History References

Currently: Employed Student
 Self employed Unemployed Pensioner

Current - Commencement Date
___/___/20___

Full time Part time Casual
 Contract Other _____
Employer/educational institution _____
Role _____
Years of employment/enrolment _____
Contact Name _____
Ph: _____ Mob: _____

Currently: Employed Student
 Self employed Unemployed Pensioner

Current - Commencement Date
___/___/20___

Full time Part time Casual
 Contract Other _____
Employer/educational institution _____
Role _____
Years of employment/enrolment _____
Contact Name _____
Ph: _____ Mob: _____

Previous Employment 1 ___/___/___ to ___/___/___

Full time Part time Casual
 Contract Other _____

Employer/educational institution _____

Role _____

Years of employment/enrolment _____

Contact Name _____

Phone Line _____
 Mobile _____

Previous Employment 1 ___/___/___ to ___/___/___

Full time Part time Casual
 Contract Other _____

Employer/educational institution _____

Role _____

Years of employment/enrolment _____

Contact Name _____

Phone Line _____
 Mobile _____

Work / Employment History continued...

Work / Employment History continued...

Self Employment Details

Date Commenced ___/___/___

Company Name _____

Business Name _____

Business Type _____

Business Address _____

Position Held _____

ABN _____

Accountant Name _____

Phone _____

Accountant Address _____

Self Employment Details

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

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.

Applicant 1

Applicant 2

Full Name _____

Full Name _____

Applicant's Signature _____

Applicant's Signature _____

Dated ___/___/20___

Dated ___/___/20___

100 Points of Id

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

8. During their tenancy were any "Notice To Vacate" issued?

Yes No

REASON _____

9. Did you carry out periodic inspections? Yes No

10. Did they care for the property Yes No

COMMENTS _____

11. Did you receive any complaints during the tenancy, from them or about them?

Yes No

COMMENTS _____

12. Did the tenant keep any pets on the property? Yes 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 Professionals 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 our suitability to rent a property through West Coast Real Estate Professionals.

Signed _____ Date _____



Tenant
to
Retain

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 your 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