



## 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 NOT be successful the agent is not required or obligated to give a reason. If not, all required information is provided we will not be able to process your application. An application is to be completed by all persons 18 years and over, including approved occupants. Please write clearly or print. Applications generally take 72 hours to process however this may vary.

**OUR OFFICE WILL CONTACT YOU WHEN WE HAVE COMPLETED YOUR APPLICATION**

**To lodge your application, you MUST provide us the following documents which are current:**

- Driver's License/Passport/Photo I.D.
- Bank Card or Health Care Card
- Bank Statement or an Account (e.g. phone)
- 2x Payslips or Centrelink Statement
- Personal Information Report
- Medicare Card

A Personal Information Report can be arranged through Tasmanian Collection Services. If you have not resided in Tasmania for the past 2 years a Veda Credit Report will be required. Please contact either Tasmanian Collection Services or Veda for further details. Payslips, bank statement and Centrelink statements must be no older than 30 days. Please refer to the Privacy Notice for further information.

**Property Address:** \_\_\_\_\_

**Lease Term:** \_\_\_\_\_ **Rent P/W: \$** \_\_\_\_\_ **Bond: \$** \_\_\_\_\_ **(paid to RDA)**

**Preferred start date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **Are you required to give notice at your current property? YES / NO**

**YOUR DETAILS:** Full Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Ph: \_\_\_\_\_ Mb: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Driver's License: # \_\_\_\_\_ Passport: # \_\_\_\_\_

**EMPLOYMENT:** Occupation/Student/Centrelink/Benefit/Other: \_\_\_\_\_

Employer: \_\_\_\_\_ Employment Period: \_\_\_\_\_

Supervisor Name & Phone: \_\_\_\_\_

Casual  Part Time  Full Time  Wages/Benefit gross per week: \$ \_\_\_\_\_

**LIVING ARRANGEMENTS / RENTAL HISTORY:**

**Current Address:** \_\_\_\_\_ Rent P/W: \$ \_\_\_\_\_

Agent/Owner/Other: \_\_\_\_\_ Ph: \_\_\_\_\_

Time Occupied: \_\_\_\_\_ Reason for Vacating: \_\_\_\_\_

**Previous Address:** \_\_\_\_\_ Rent P/W: \$ \_\_\_\_\_

Agent/Owner/Other: \_\_\_\_\_ Ph: \_\_\_\_\_

Time Occupied: \_\_\_\_\_ Reason for Vacating: \_\_\_\_\_

Was Bond Refunded in Full? **Yes / No** (please circle) If no, Why? \_\_\_\_\_

**CHARACTER REFERENCES** (Family members are not acceptable – Business references are preferred)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Ph: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Ph: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Ph: \_\_\_\_\_ Email: \_\_\_\_\_

**GENERAL:**

Number of adults to occupy the premises: \_\_\_\_\_ Number of Children: \_\_\_\_\_ Ages: \_\_\_\_\_

Please provide details of children with shared care arrangements who will stay at the property on casual/part time basis.

Number of Children: \_\_\_\_\_ Names & Ages: \_\_\_\_\_

Other Applicants: (Names) \_\_\_\_\_

Do you smoke: **YES / NO (No smoking inside the property!)**      o you have any criminal convictions: **YES / NO**

Do you have any debts with collection agency: **YES / NO** - If an arrangement is in place please provide evidence

**PETS:**

Will a pet be kept at the property: **Yes / No**      Will your pet be kept: **Inside / Outside / Both**

Type: Cat / Dog / Bird / Other: \_\_\_\_\_ How many \_\_\_\_\_ Breed: \_\_\_\_\_

AGE: \_\_\_\_\_ Other detail: \_\_\_\_\_

**EMERGENCY CONTACT:** (Not living with you)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Ph: \_\_\_\_\_ Email: \_\_\_\_\_

FIRST NATIONAL KINGSTON | 2/16 FREEMAN STREET, KINGSTON TAS 7050

P: 03 6229 4550 | M: 0490 673 461 | E: [RENTALS@FNKINGSTON.COM.AU](mailto:RENTALS@FNKINGSTON.COM.AU)

Please note: if you are unsuccessful your application will be kept on file for 6 weeks, after which time it will be destroyed.

**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 organisations, 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 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 services 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.

### DISCLAIMER AUTHORITY

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 consent to the lessor/agent to contact and/or conduct any enquiries and/or searches with regards 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 have read and understand the contents of this agreement and have the competence and capacity to enter into this agreement.

1. I have inspected the property located at ..... and wish to rent the property in its current condition.
2. I have of my own accord decided that I wish to rent the aforementioned property from ..... / ..... / ..... for a period of ..... months.
3. I have been informed, understand and agree that the rental for the aforesaid property is to be \$..... per week and is within my means of support.
  - (i) 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.
  - (ii) I have been informed, understand and agree that the lessor/agent will carry out an inspection on the property once every 3 months with the exception of the first inspection which will be carried out 6 weeks from the agreed lease start date and I further warrant that I will cooperate fully to allow these inspections to be carried out.
4. I have been informed, understand and agree that the bond for the aforesaid property will be \$..... I understand and agree that I shall be required to lodge the bond with the Residential Deposit Authority via Service Tasmania. Should I pay the bond to First National Real Estate Kingston, I further authorise the letting agent to attend to all details regarding the lodgement of the said rental bond with the Residential Deposit Authority (RDA).
5. I have been informed, understand and agree should the full amount of bond not be paid by the signing of the Residential Tenancy Agreement, I authorise the letting agent to apply all of part of the subsequent rental payments to be apportioned to finalising of the rental bond for the aforesaid property.
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 fully complete Tenancy Application form submitted by me.
7. I have been informed, understand and agree that should there be a requirement to commence proceedings for recover 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 recoverable from me.
8. I further consent to the agent disclosing all personal information that they may hold for the purpose of:
  - a) Listing my name with a data base as a result of a tribunal/court order or multiple breach notices.
  - b) Enforcing a tribunal/court order: and/or
  - c) Commencing recovery action in relation to any debt owed as a result of outstanding rent, repairs and damage that occurred or occurs during my period of tenancy.
9. 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 unless the application is declined as a result of my name being listed with a tenancy data base.
10. I have been informed, understand and consent to the agent supplying all necessary information, as may be required, to any Tenancy Data Base/s, that they use, subject to the Tenancy Data Base/s complying with the provision of the Privacy Act. Currently First National Real Estate Kingston use TICA. You can call them on 02 9743 1800 to check any tenant history present on the database.
11. I 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 I requested the contact details.

**I, to the best of my knowledge and belief, confirm that the details supplied in this document and the above statements are true and correct. I have not withheld any relevant information that would impact a decision being made in relation to my application.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_