

TENANCY APPLICATION



Tenancy Application Form

Please fully complete every page of this application in order for your application to be promptly processed.



1. Properties Applying for (in order of preference)

Preference 1

Preference 2

Preference 3

Lease Term _____ Years _____ Months

Date Property is to be occupied ____ / ____ / ____

Rent Payable for Property 1. _____ 2. _____ 3. _____

Name(s) of other Applicants to Occupy Property & Date of birth

Number of persons occupying property _____ Adults _____ Children

Do you have pets? Yes No

If YES, please complete pet application form

Will you be receiving Anglicare Bond assistance? Yes No

Will you be applying with EasyBondPay for Bond? Yes No

2. Personal Details

Title _____ First Name _____ Initial _____

Last Name _____

Date of Birth ____ / ____ / ____

Current Address

Suburb _____ Postcode _____

Drivers Licence Number _____ State of Issue _____

Car Registration Number _____

Alternate ID (eg passport) _____ No: _____

Pension type _____ No: _____

Home phone _____

Mobile phone _____

Email _____

Please provide a contact number you are available on all day

Contact Number _____

3. Next of Kin (not residing with you)

Emergency Contact _____

Relationship _____

Address _____

Email _____

Mobile _____

Phone _____

4. Current Situation

Are you? Renting An Owner Other

If OTHER provide details

Time at your current address? _____ Years _____ Months

Name of Landlord/Agent (if applicable)

Private Rental Agency (if applicable)

Phone _____

Email _____

Rent Paid _____ week fortnight monthly

Has your rent been in arrears _____ Yes No

Reason for leaving _____

5. Previous Rental History

Were you the _____ Tenant Owner

Previous Address

Suburb _____ Postcode _____

Time at your previous address? _____ Years _____ Months

Date vacated _____

Name of Landlord / Agent

Phone & Email

Rent Paid _____ week fortnight monthly

Reason for leaving _____

Was bond refunded in full Yes No (if No, please specify)

6. Current Employment Details

Occupation _____ Position _____

Employers Name _____

Contact Name _____

Contact Phone _____

Contact email _____

Length at current employment _____ Years _____ Months _____

Are you working Full time Part Time Casual

Net Income \$ _____ week fortnight month

Annual Gross Income \$ _____

7. Previous Employment Details

Occupation _____

Employers Name _____

Contact Name _____

Contact Phone _____

Contact email _____

Length at current employment _____ Years _____ Months _____

8. Self-employed – please complete the following

Company Name _____

Company Address _____

Suburb _____ Post Code _____

Business Type _____

Position Held _____

A.B.N. _____

Accountant Name _____

Accountant Phone _____

Solicitor Name _____

Solicitor Phone _____

Additional Income _____

IMPORTANT – Please supply copies of your financial year tax return/BAS Statement

9. If not employed – Centrelink Details

Customer Reference No _____

Type of Payment _____

Net income \$ _____ per fortnight

Will you be paying rent through Centrelink? Yes No

IMPORTANT – Please provide Centrelink Payment Summary (2 months)

10. Personal Referees (not next of kin & not related)

1. Reference Name _____

Occupation _____

Relationship _____

Phone & Email _____

Address _____

2. Reference Name _____

Occupation _____

Relationship _____

Phone & Email _____

Address _____

11. Where did you find out about this property?

Internet Office

Our rental list Social Media

Referred by FNB team Signboard

Other: _____

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12. Tenancy Disclosure Statement

The information on this form is being collected by First National Real Estate Burnie. It is a condition of application for a tenancy for any property managed by First National Burnie, or in conjunction with other agents, that you consent to us collecting and using your information. We require this information so we can consider your application to become a preferred tenant and/or rent a property. If you provide us with the personal information of other parties (such as joint tenant, emergency contact or of your referees), you must make them aware of the matters contained in this collection statement and let them know that their personal information had been provided to us.

We may provide this information and any or all information provided to us by any party to third parties including landlords, landlords' agents and solicitors and various government or statutory authorities in the interests of openness and transparency between all parties concerned. We may also contact personal and credit referees you nominate and exchange personal information according to normal commercial practice.

You authorise First National Real Estate Burnie to check with TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd. Your information will be listed on TICA and may be made available to other users or TICA in the future. You may contact TICA to verify the accuracy of the information on TICA and request any amendments. TICA can be contacted on **1300 720 164** or via www.tica.com.au

Your personal information will be collected, held and disclosed in accordance with the First National Burnie's privacy policy. To view our full privacy statement please visit our website www.burniefirstnational.com.au

13. Declaration

- a. The information I have provided is true & correct. The applicant must not give false or misleading information to the Property Manager and to do so in an offence.
- b. I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. No action will be taken against the Landlord or Agent if the application is unsuccessful or should the premises not be ready for occupation on the date for whatever reason.
- c. It is agreed and understood that in the event of this application being rejected there is no requirement at law for the agent to disclose to you any reason for such rejection.
- d. The tenant is responsible for the connection and payment of electricity, gas, telephone, internet and water consumption. I acknowledge that I am responsible to turn the main power switch off before power is connected.
- e. The tenant acknowledges that the premises are s 'Smoking Free Zone' and will ensure they and their invitees do not smoke inside the premises.

I acknowledge that I have read and understand the privacy statements on this page

Signed	
Name	
Date	
Witness	
Name	

Checklist:

Please make sure you have attached copies of the following documentation

- Photo ID (must contain date of birth)
- If owner, copy of rates notice
- If self-employed, copy of BAS Statement to Tax Return
- If not employed, Centrelink Payment Summary (2months)
- 4 x current payslips / Bank Statement
- Rent Ledger

A lease will NOT be offered until we have the following documents

- Personal Information Report from Tasmania Collection Service (Tas residents only & no older than 30 days)
33a Wilmot Street, Burnie
www.tascol.com.au
Phone 03 6430 3755
- Equifax Report
www.mycreditfile.com.au
Phone 13 8322
- National police check **www.police.tas.gov.au** OR Working with Vulnerable People Card

Please note, should your application be successful you will be required to sign a lease within 24 hours of approval and will pay the sum equal to one (1) weeks rent by EFT, bank transfer or credit card upon signing a Residential Tenancy Agreement