

## 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.

***Will you be using the Anglicare Assistance for your bond? Yes/No***

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

**Mandatory supporting documents:** Credit Check                      TAS collection or Veda  
Photo Id    Drivers License, passport, student Id or key pass  
Evidence of Employment  
Medicare card / or Concession card  
References not relatives or friends

**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.**

**Credit History Report:** If you have resided in Tasmania for a period exceeding 12 months then you are required to obtain a credit check from Tas Collections on 63321355, their office is located at 27 Brisbane Street, Launceston. If you have lived interstate within the last 12 months you will need to obtain a credit check from Veda Advantage on 1300762207 or go to [www.mycreditfile.com.au](http://www.mycreditfile.com.au). Your credit check is valid for 60 days from the date of print.

### **PROCESSING AN APPLICATION**

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

**Please note information relating to this application can only be discussed with the applicants. This is due to 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

DATE ..... TIME.....am/pm RECEIVED

4 Weeks Bond & 2 Weeks Rent

RENT \$ \_\_\_\_\_

BOND \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

**ADMINISTRATION USE ONLY:**

Viewed Property with Letting Consultant:  Yes  No

Application Signed & all details complete

Photocopy Tenants ID  100 point check

Previous Rental Ledger Received:  Yes  No

Credit History Report Received:  Yes  No Admin Initials: .....

## APPLICATION FOR RESIDENTIAL TENANCY

The 3 pages of this application must be completed in full & signed or your application can not be processed.

RENTAL PROPERTY: \_\_\_\_\_

### APPLICANTS DETAILS

Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Email Address: \_\_\_\_\_ (F) \_\_\_\_\_

Number of Persons to Reside in Property: \_\_\_\_\_ No & Age of Children: \_\_\_\_\_

Car Registration: \_\_\_\_\_ Licensed State: \_\_\_\_\_

Car Make/Model & Year: \_\_\_\_\_ No of Cars: \_\_\_\_\_

No of Pets: \_\_\_\_\_ Type & Breed: \_\_\_\_\_

Are you a smoker? \_\_\_\_\_ \*All rental properties are STRICTLY outside smoking only.

Name of Next of Kin to Contact in Case of Emergency: \_\_\_\_\_

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

Full name of all persons other than applicant wishing to occupy the premises:

\_\_\_\_\_

### CURRENT RESIDENCE

Address: \_\_\_\_\_  Owned  Rented

Name of Owner/Agent: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Dates of Occupancy: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Lease Expiry: \_\_\_\_\_ How much rent are you currently paying: \$ \_\_\_\_\_

Do you expect to receive a full bond refund:  Yes  No If no, why \_\_\_\_\_

Are you the only leaseholder:  Yes  No

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**PREVIOUS RESIDENCE**

Address: \_\_\_\_\_  Owned  Rented

Name of Owner/Agent: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Were you the sole leaseholder:  Yes  No

Did you receive a full bond refund:  Yes  No If no, why \_\_\_\_\_

**WORK REFERENCE - Do Not include Relatives or Friends**

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

(m) \_\_\_\_\_ Relationship: \_\_\_\_\_

**RENTAL REFERENCE - Do Not include Relatives or Friends**

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

(m) \_\_\_\_\_ Relationship: \_\_\_\_\_

**CHARACTER REFERENCE - Do Not include Relatives or Friends**

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

(m) \_\_\_\_\_ Relationship: \_\_\_\_\_

**INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME “PER WEEK”**

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

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

Period of Employment: \_\_\_\_\_ Weekly Wage \$ \_\_\_\_\_

Contact Name & Number: \_\_\_\_\_

Full Time  Part Time  Casual ( \_\_\_\_\_ hours per week)

**If less than 12 months**

Employer: \_\_\_\_\_ Mobile: \_\_\_\_\_

Period of Employment: \_\_\_\_\_ Weekly Wage \$ \_\_\_\_\_

Full Time  Part Time  Casual ( \_\_\_\_\_ hours per week)

**Self-Employed**

Name of Business: \_\_\_\_\_

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

Net Income \$ \_\_\_\_\_ ABN: \_\_\_\_\_

Accountant Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

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**Centrelink**

Payment Type: \_\_\_\_\_ (Newstart / Carers / Pension / Family Tax Benefit)

Income \$ \_\_\_\_\_ per fortnight (*Ensure your Proof of Income Statement is attached*)

**Student:** Payment Type: \_\_\_\_\_ (Austudy / Abstudy)

Income \$ \_\_\_\_\_ Name of School/College: \_\_\_\_\_

Full Time       Part Time

Are You at University?:  Yes  No

What are You Studying: \_\_\_\_\_ Expected Duration?: \_\_\_\_\_

**Other Income – please provide evidence**

Savings \$ \_\_\_\_\_

Child Support \$ \_\_\_\_\_

**HOW DID YOU FIND OUT ABOUT THE RENTAL PROPERTY?**

- |                                      |                                      |   |  |
|--------------------------------------|--------------------------------------|---|--|
| <input type="checkbox"/> To Let Sign | <input type="checkbox"/> Rental List | <input type="checkbox"/> Letting Consultant | <input type="checkbox"/> Facebook          |
| <input type="checkbox"/> Telephoned  | <input type="checkbox"/> Referral    | <input type="checkbox"/> peterlees.com.au   | <input type="checkbox"/> realestate.com.au |
|                                      |                                      |   | <input type="checkbox"/> Open 7 days       |

**QUESTIONS**

Have you ever been evicted or are you in debt to another Landlord or Agent  Yes  No

If yes, give 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 no, give details \_\_\_\_\_

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## AUTHORITY & PRIVACY DISCLAIMER (TERMS & CONDITIONS)

Applicant's 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 Principals 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 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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