

## RESIDENTIAL TENANCY APPLICATION

Once Your Application Is Approved  
Our Letting Consultant will arrange for you to inspect the property  
If the property is suitable for you the lease can be signed at the inspection

APPLICANTS NAME: \_\_\_\_\_

*(Each applicant must complete a separate Application)*

Property being applied for: \_\_\_\_\_

This application form can also be emailed the [service@peterlees.com.au](mailto:service@peterlees.com.au) (please ensure it has been fully completed and all mandatory documentation is attached as WE DO NOT ACCEPT INCOMPLETE APPLICATIONS).

**Mandatory supporting documents:**

- Personal Information Report** – Tas Collection or Equifax
- Photo Id** – License, Passport, Student ID
- Evidence of Income** – Payslips, Centrelink/Bank Statements
- Secondary Identification** – Card or Formal Letter with current address
- Australian VISA** – if applicable
- Completed Application Form**

**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.**

### PERSONAL INFORMATION REPORT

If you have resided in Tasmania for a period exceeding 12 months then you are required to obtain a personal information report from **Tas Collections** on 6332 1355. Their office is located at 61 Patterson Street, Launceston. If you have lived interstate or overseas within the last 12 months you will need to obtain a personal information report on **Equifax** 13 8332 or go to [equifax.com.au](http://equifax.com.au). Your personal information report is valid for 60 days from the date of issue.

### AFFORDABILITY CALCULATION

In determining affordability, the rental amount paid by the tenants must not be greater than 30% of the average weekly income of all lease holders combined. If you wish to calculate this yourself, the following formula is used.

**Average weekly income of all lease holders added together x 30% = \$XXX**

Please continue with you application if the affordability criteria is met and you are no less than \$20 short.

### PROCESSING AN APPLICATION

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

**Please note, information relating to this application will *only* be discussed with the applicants. This is in accordance with the Privacy Act.**

### ***Did you know?***

Our office is open Monday to Friday 8.30am – 6.00pm  
Saturdays – 9.00am – 2.00pm

## RESIDENTIAL TENANCY APPLICATION

The three pages of this application **must** be completed in full & signed in order for your application to be processed.

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

### APPLICANTS DETAILS

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

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

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

Number of People to Reside in Property Including Children: \_\_\_\_\_

Full Name & Age of all Persons (other than the applicant) that Will Occupy the Rental Property – include children

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Car 1 Registration: \_\_\_\_\_ Licensed State: \_\_\_\_\_ Car Make/Model & Year: \_\_\_\_\_

Car 2 Registration: \_\_\_\_\_ Licensed State: \_\_\_\_\_ Car Make/Model & Year: \_\_\_\_\_

Any Additional Vehicles: \_\_\_\_\_

No. of Pets: \_\_\_\_\_ *(please attach details of any pets not listed below)*

Type of Pet: \_\_\_\_\_ Breed: \_\_\_\_\_ Age: \_\_\_\_\_ Name: \_\_\_\_\_ Inside/Outside/Both

Type of Pet: \_\_\_\_\_ Breed: \_\_\_\_\_ Age: \_\_\_\_\_ Name: \_\_\_\_\_ Inside/Outside/Both

Do you Smoke? \_\_\_\_\_ (All PLRE rental properties are STRICTLY outside smoking ONLY)

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

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

### REFERENCES – Unless relevant, please do not include Relatives or Close Friends

#### WORK REFERENCE

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

Mobile: \_\_\_\_\_ Position Held: \_\_\_\_\_

#### RENTAL REFERENCE

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

Mobile: \_\_\_\_\_ Position Held: \_\_\_\_\_

#### CHARACTER REFERENCE

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

Mobile: \_\_\_\_\_ Relationship: \_\_\_\_\_

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**\* Please be advised that it is necessary to provide your previous Address History for the past 5 years. \***

**CURRENT RESIDENCE**

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

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

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

Date of Occupancy: \_\_\_\_\_ Lease Expiry: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Rent Paid (per week): \_\_\_\_\_ Are You the Only Leaseholder: Yes  No

Do You Expect to Receive a Full Bond Refund: Yes  No

If the Above Answer is 'No', Please Provide More Information: \_\_\_\_\_

**PREVIOUS RESIDENCE**

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

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

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

Date of Occupancy: \_\_\_\_\_ Lease Expiry: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Rent Paid (per week): \_\_\_\_\_ Are You the Only Leaseholder: Yes  No

Did You Receive a Full Bond Refund: Yes  No

If the Above Answer is 'No', Please Provide More Information: \_\_\_\_\_

**PREVIOUS RESIDENCE**

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

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

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

Date of Occupancy: \_\_\_\_\_ Lease Expiry: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Rent Paid (per week): \_\_\_\_\_ Are You the Only Leaseholder: Yes  No

Did You Receive a Full Bond Refund: Yes  No

If the Above Answer is 'No', Please Provide More Information: \_\_\_\_\_

**PREVIOUS RESIDENCE**

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

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

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

Date of Occupancy: \_\_\_\_\_ Lease Expiry: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Rent Paid (per week): \_\_\_\_\_ Are You the Only Leaseholder: Yes  No

Did You Receive a Full Bond Refund: Yes  No

If the Above Answer is 'No', Please Provide More Information: \_\_\_\_\_

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**CURRENT EMPLOYMENT DETAILS** (if applicable)

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

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

Period of Employment: \_\_\_\_\_ Weekly Wage (after tax): \$ \_\_\_\_\_

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

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

**If you have Secondary Employment or if you have been in your current employment for LESS THAN 12 months, please list further details below**

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

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

Period of Employment: \_\_\_\_\_ Weekly Wage (after tax): \$ \_\_\_\_\_

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

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

**SELF EMPLOYED** (if applicable)

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

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

Weekly Wage (after tax): \$ \_\_\_\_\_ ABN: \_\_\_\_\_

Accountant Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**\*Please provide a Letter of Confirmation from your accountant in relation to your Weekly Wage.**

**CENTRELINK PAYMENTS** (if applicable)

Payment Type: \_\_\_\_\_

Income per week: \_\_\_\_\_ (Ensure your Proof of Income Statement is Attached)

Will You be Using the Anglicare Assistance for Your Bond: Yes  No

**STUDENT** (if applicable)

Name of School/College/University: \_\_\_\_\_

Full Time  Part-Time  On Campus  Online Learning Only

What Are You Studying: \_\_\_\_\_

**OTHER INCOME – Please provide evidence**

Savings: \_\_\_\_\_ Child Support Received (per week): \_\_\_\_\_

Other: \_\_\_\_\_

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**QUESTIONS**

**How Did You Find Out About The Rental Property?**

For Rent Sign       Letting Consultant       Social Media       Rental List   
Peter Lees Website       realestate.com.au       Phone Enquiry       Referral

**Have You Ever Been Evicted, or Are You in Debt to Another Landlord or Agent:**      Yes       No

If 'Yes', please provide details: \_\_\_\_\_  
\_\_\_\_\_

**Do You Know of Any Factors That May Prevent You From Being an Excellent Tenant?**      Yes       No

If 'Yes', please provide details: \_\_\_\_\_  
\_\_\_\_\_

**Have You Ever Been Charged With a Criminal Offence Relating to Property Damage?**      Yes       No

If 'Yes', please provide details: \_\_\_\_\_  
\_\_\_\_\_

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**ADMINISTRATION USE ONLY**

**DATE RECEIVED:**      **TIME:**      AM/PM

4 Weeks Bond & 2 Weeks Rent

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

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

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

Application Signed & All Details Complete

Photocopy Tenants ID

ID Check

Previous Rental Ledger Received

Personal Information Report Received

Received By: \_\_\_\_\_

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## AUTHORITY & PRIVACY DISCLAIMER (TERMS & CONDITIONS)

APPLICANTS 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) prior to signing a lease agreement I will have inspected the rental property and 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 Principles 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 this application is successful an inspection of the property will be arranged for me. If, after inspection of the property, I choose to proceed I will sign a lease agreement and pay the first two week's rent within 24 hours. I accept the property in the condition it is in at the time of inspection. If, at the inspection, I decide the property is not suitable I am not under any obligation to proceed.

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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