

## 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 be successful, your rights and obligations and those of the property owner will be governed by the Residential Tenancy Act 1997. If the information is not provided, the Agent may not be able to process the application. (To be completed by all persons 18 years and over. Please write clearly or Print)

### Property Required

Address ..... Rent Per Week \$.....

Proposed Start Date ..... Preferred Lease Term .....

### Personal Details

Full Name .....

Current Address .....

Phone (H) .....Phone (W) .....Mobile .....

Email .....

D.O.B .....Drivers License No .....Passport No .....

### Rental History

1. Are you currently renting? (please circle)    **YES**    **NO**

If yes – Agent’s Name & Phone Number.....

Rent Paid per week \$.....Length of tenancy.....

If no – Do you own your own home (please circle)    **YES**    **NO**

Previous Address.....

2. At the previous address did you (please circle)                      **RENT**        **OWN**        **BOARD**

Agent’s Name & Phone Number.....

Length of tenancy.....Was your Bond refunded in full (please circle)    **YES**    **NO**    **N/A**

If not – please explain why.....

### Employment History

Current Employer .....

Position Held .....Approximate Income per week \$.....

Contact Person .....Phone .....

Length of Employment.....Hours per week.....

**FULL TIME / PART TIME /CASUAL** (please circle)

Are you self employed (*please circle*) **YES** **NO**

If yes – name of company.....

Business Details.....

Previous Employment.....

If unemployed or receiving allowances please provide copies of the Income Statement & give details below:

Benefit Received .....Amount per week \$.....

**Student Information**

Uni/College Attending .....Student ID Number.....

Course Attending .....

**Pets**

Pet 1 – Type /Age.....

Pet 2 – Type/Age.....

**Credit History**

Are you or have you ever been Bankrupt? (*please circle*) **YES** **NO**

Do you have any outstanding debts at a Collection Agency? **YES** **NO**

**Next of Kin (not living with you)**

Name .....

Address .....

Phone..... Relationship .....

**Occupancy Details**

Number of Adults (anybody over the age of 18).....

Number of children.....Ages of Children.....

**Character References (No relatives)**

Name .....

Address .....

Phone .....

Relationship .....

**Additional Information**

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**I confirm that I have inspected the property prior to signing this application**      YES      NO

**Please note that:**

- This application cannot be processed unless accompanied by a current 'self inquiry' Credit Check provided by Tas Collection Services. Interstate applicants need to contact VEDA Corporation on 1300 921 621 to obtain their Credit Check.
- Bond and the first two weeks rent must be paid in full before the commencement of tenancy.
- Rent must ALWAYS be paid a fortnight in advance.
- Two forms of Identification must be presented for photo copying with this application.
- Should this application not be accepted, Woolcock Partners is not required or obligated to disclose why or supply any reason for the rejection of the application.

I acknowledge that all information contained within is true and correct and that all of the Information was given of my own free will. I further authorise the letting agent to contact and/or conduct and inquiries and/or searches in relation to the information and references supplied in this application.

**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 organizations, 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 also 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 service 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.

I/We acknowledge that I/We have read and understood the contents of the Privacy Collection Notice.

Signed.....Date .....

