

Residential Tenancy Application Form

Property Address: _____
Applicant Name/s: _____
Preferred Lease Term: 6 months / 12 months Available Move In Date from: _____

Credit History Check

A recent credit check (no more than 30 days old) is required to accompany this application form. A credit check is a printout from a collection agency which details your credit history. Please see below:

Tasmanian Residents

Tasmanian Collection Services
33a Wilmot Street, Burnie
www.tascol.com.au
Ph: 03 6430 3755

Mainland Residents

(and if you've spent more than 6 months on the mainland in the last 7 years)
Equifax (formerly Veda)
www.veda.com.au
Ph: 1300 921 621

Proof of Identification

You must achieve a minimum of 100 points for each applicant before any application will be considered

Source (circle the identification you are providing)	Points
Passport	70
Drivers Licence	50
Copy of Birth Certificate	40
Photo ID	30
Last 4 rent receipts or tenant ledger	20
Current Credit Check	20
Copy of Phone, Gas, Power Account	10
Current Vehicle Registration Papers	10
Bank Card, Medicare Card, Pension Card	10

Proof of Income

Please provide the following details for what best applies to you:

- Employed** copy of your last 2 payslips or bank statement for the last month showing income
- Centrelink** copy of your income statement from Centrelink
- Self Employed** details of your business, ABN, personal net income per week, your accountants contact details
- Retired** advise details of source of income, if you are self funded or receive a pension, approx. savings / copy of bank statement

Please lodge applications with supporting ID and documentation above to:

My Coast Realty
68 Best Street
Devonport TAS 7310
ABN: 17 160 624 840

Email: admin@mycoastrealty.com.au
Phone: 03 6423 4558
Website: www.mycoastrealty.com.au

Tenant Application Form

Application form to be completed for EACH tenant

Property address:

Rental amount: \$ _____ per week Bond (rent p/w x4): \$ _____

Preferred Commencement date:

How did you find out about the property?

Have you inspected the property? Y / N Date of Viewing _____

Will you be seeking Bond assistance? Y / N Amount \$ _____

Do you have any applications pending on other properties? Y / N

Tenant Details

Title (please circle): Mr Mrs Ms Dr

Surname:

Given name(s):

Date of birth:

Marital status:

Occupation:

Home Address:

Phone: Home Mobile Work

Email:

Supporting Documents

You must achieve a minimum of 100 points and obtain a credit report before any application will be considered. Please bring all copies of documents and identification with your application.

Source (please circle the points you are providing) Points

Passport 40

Birth certificate 40

Student card / other photo ID 30

Medicare card / private health insurance card 30

Recent payslips / income statement 30

Previous rent receipts (x4) / rental ledger 30

Current vehicle registration 10

Bank statement (last 30 days) 10

Utility bill (e.g. phone, electricity, gas) 10

Pension Card / Health Care Card 10

Tenant Application Form

Current Landlord / Agent

Name / Agent:

Phone:

Property address:

Rent per week: \$

Dates of lease:

Bond refunded in full?

Y / N

If "No", why?

Reason for leaving:

Previous Landlord / Agent

Name / Agent:

Phone:

Property address:

Rent per week: \$

Dates of lease:

Bond refunded in full?

Y / N

If "No", why?

Reason for leaving:

Are you a homeowner?

Y / N

Do you receive any rental income?

Y / N

If "Yes", rental income per week: \$

Personal Details

Car registration:

Licence number:

State:

Do you have any dependents living with you?

Y / N

If "Yes", how many?

Do you have any pets?

Y / N

If "Yes", what is the breed?

Age:

Do they live inside or outside?

Pet registration details:

Are you a smoker?

Y / N

What are your other regular financial commitments (e.g. personal loan, car loan etc.)?

Additional information (Optional)

Tenant Application Form

Employment Details

Occupation:

Name of company / employer:

Address:

Phone:

Length of employment:

Net (take home) weekly income: \$

Previous employment details (If current employment is less than 6 months)

Occupation:

Name of company / employer:

Address:

Phone:

Length of employment:

If self employed

Name of business:

ABN:

Industry:

Address:

Personal net income per week:

Name of accountant:

Accountant's phone number:

How long have you had this business?

If retired, source of income

Self funded?

Y / N

Approximate savings \$

Pension?

Y / N

Weekly income \$

Student Details

Name of institution:

Faculty/department:

Income source:

Net (take home) weekly income: \$

Centrelink Benefit, Parental or International Government Assistance or Dividends

Type of payment:

Customer reference number:

Fortnightly assistance:

Tenant Application Form

Personal / Business References (Referees must not be related to you)

Reference 1

Name:

Address:

Phone:

Home

Mobile

Work

Relationship:

Length of relationship:

Reference 2

Name:

Address:

Phone:

Home

Mobile

Work

Relationship:

Length of relationship:

Next of Kin (Not living with you in case of emergency)

Name:

Address:

Phone:

Home

Mobile

Work

Relationship:

All Persons to Reside at the Property (including children)

1. Name:

Age:

Tenant

Occupant

2. Name:

Age:

Tenant

Occupant

3. Name:

Age:

Tenant

Occupant

4. Name:

Age:

Tenant

Occupant

5. Name:

Age:

Tenant

Occupant

Credit Report

For ALL tenants, we require a current copy of your Credit History Report.

For Tasmanian residents, we require a report from Tasmanian Collection Service (TCS), located at 27 Brisbane Street, Launceston TAS.

For interstate tenants, we require a report from VEDA or any other Credit History provider.

Interstate tenants who have ever lived in Tasmania for a minimum of three (3) months are required to provide both a TCS report and a VEDA report.

Applications will not be accepted unless accompanied by these reports.

Disclaimer / Authority

I, the said tenant, do solemnly declare that:

1. The information contained in this application is true and correct and that all the information was given of my own free will. I further authorise the Property Manager to contact and/or conduct any enquiries and/or searches with regard to the information and references supplied in this application.
2. I am over 18 years of age and eligible to enter into this agreement.
3. I, or my representative, have inspected the property in full and accept the property in its current condition.
4. I have, of my own accord, decided that I wish to rent the subject property commencing at the date as in 'Commencement date', for the period as written in 'Preferred length of lease'.
5. I have been informed and understand and agree that:
 - a) The rental for the subject property is to be the amount as written in 'Rental amount per week' of this document.
 - b) The rental for the subject property is to be paid fortnightly/calendar monthly and in advance at all times.
 - c) The Bond (security deposit) for the subject property will be the amount as written in the 'Bond' section, and I further agree and undertake to pay the said Bond on or before the signing of the Residential Tenancy Agreement (RTA).
 - d) Should the full amount of the Bond not be paid at the signing of the RTA, I authorise the Property Manager to apply all or part of the subsequent rental payments to finalising of the Bond for the subject property.
 - e) The acceptance of my application is subject to a satisfactory report being obtained from information supplied on the Tenant Application Form submitted by me.
 - f) Should there be a requirement to commence proceedings for recovery of rent, repairs and/or damage to the subject property during the term or at the expiration of the RTA, all costs associated with these proceedings shall be recoverable from me.
 - g) Should this application not be accepted, the Property Manager is not required or obligated to disclose any reason for the rejection of this application.
 - h) The Bond and at least two (2) weeks rent in advance is to be paid prior to receiving the keys on the day the RTA commences.
 - i) If my application is approved, I will be required to pay at least one week of the nominated rent as a holding deposit for the subject property. The holding deposit guarantees the property will not be leased to anyone else.

Tenant name (please print):

Tenant signature:

Date:

Privacy Act Acknowledgment

In accordance with Section 18n (1)(b) of the Privacy Act, I authorise you to give information to and obtain from all credit providers and references named in the application. I understand this can include information about my credit worthiness, credit standing, credit history or credit capacity. I understand this information may be used to assess my application.

Privacy Act 1988 Collection Notice

The personal information the prospective tenant provides in this application that of which is collected from other sources is necessary for the agent to verify the Tenant's identity, to process and evaluate the application and to manage the tenancy.

The personal information collected about the Tenant in this application may be disclosed during the course of the tenancy for the purpose for which it was collected to other parties, third parties, including the landlord, referees, financial institutions, tradespeople, other agents, third party operators of tenancy reference databases 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. The Agent may also disclose information to other parties on the Internet.

If the application enters into a Residential Tenancy Agreement and if the Tenant fails to comply with their obligations under the Agreement, that fact and other relevant personal information collected about the Tenant during the course of the tenancy may also be disclosed to other parties, including those referred to above.

The agent will only disclose information in this way to other parties to achieve the purpose specified above or as otherwise allowed under the Privacy Act 1988.

If the Tenant would like to discuss his/her personal information held by the Agent, they can do so by contacting the Agent at the address and contact numbers contained in this application. The Tenant 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.

Tenant name (please print):

Tenant signature:

Date:
