

TENANCY APPLICATION CHECKLIST

To assist with efficient processing of tenancy applications, please complete the application in full and provide supporting documents. Only **completed** and **signed** tenancy applications with **supporting documentation** will be processed.

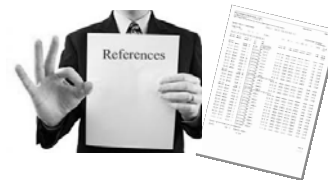
Tell us who you are

- Complete & sign the application form in full
- Provide sufficient identification



Tell us where you have lived

- Provide details for rental references
- Provide rental ledgers/payment history



Tell us how you will pay the rent

- Provide copies of documents outlining your source of income eg. Payslips, bank statement
Centrelink Statement



Tell us about your creditworthiness

- Provide a copy of your Tas Collection Person Information Report (Tasmanian residents only)
- Provide a copy of your Equifax Report



Tell us how you will make a great tenant

- Provide a copy of your National Police Check or Working with Vulnerable People Card



What Happens Next?

Whilst your application is being processed you will receive regular SMS updates to keep you informed of the status of your application. These SMS messages **DO NOT** require a response. They are a courtesy to keep you informed.

If you are successful, you will receive a phone call from the Property Management Team to advise you are pre-approved and will schedule an appointment to show you through the property/s.

If your application is unsuccessful, you will receive an email or SMS. Please understand not every applicant can be successful. Our hardworking Admin Team **DO NOT** know the reason why you were unsuccessful and there is **no requirement** for the Property Management Team to disclose the reason.

Application for Residential Tenancy

Please provide full details to ensure effective processing of this application. On receipt of your application we will endeavour to provide you with an answer within **2 working days**.

The applicant/s detailed herein apply for a property tenancy through the Property Manager and declare and covenant that the information herein is true and correct. The applicant must not give false or misleading information to the Property Manager and to do so is an offence.

PROPERTY/S OF INTEREST

RENTAL RANGE From \$_____ to \$_____ per week

This application is submitted on the basis that future rent is paid by direct debit / Centrepay

Will you be paying rent through Centrepay? YES NO

Will you be applying Anglicare assistance for Rent? YES NO

BOND \$_____ (Payable in full prior to start of Tenancy)

Will you be receiving Anglicare assistance for the Bond? YES NO

Will you be applying with EasyBondPay for the Bond? YES NO

TENANCY REQUIRED

6 months 12 months Other _____ Date able to occupy ___/___/___

Applicant 1

Business name & ABN (if applicable):

Family name _____

Given names _____

Other name/s known by: _____

Date of birth _____

Home phone: _____

Work phone: _____

Mobile: _____

Email: _____

IDENTITY INFORMATION

Applicant 1

Drivers licence / Passport #: _____

Other: _____

Car registration & State: _____

Applicant 2

Business name & ABN (if applicable):

Family name _____

Given names _____

Other name/s known by: _____

Date of birth _____

Home phone: _____

Work phone: _____

Mobile: _____

Email: _____

IDENTITY INFORMATION

Applicant 2

Drivers licence #: _____

Other: _____

Car registration & State: _____



EMPLOYMENT Applicant 1

Current employment

Occupation: _____

Business name: _____

Business address: _____

Supervisor's name: _____

Supervisor's phone: _____

Supervisor's email: _____

Length of employment: _____

Full time Part time Casual Other

Gross Income: _____ Week / Fortnight / Month

If self employed

Business name: _____

Business address: _____

Business phone: _____

Industry/nature of business: _____

Length of self-employment: _____

Total annual Income: _____
(as declared to Australian Taxation Office)

Accountant name: _____

Accountant phone: _____

Accountant email: _____

IF NOT EMPLOYED Centrelink Details

Customer Reference No: _____

Type of Payment: _____

Combined Income: \$ _____ per Fortnight

If a student

College/Tafe or University: _____

Student ID No: _____

Campus Contact / Phone: _____

Net Income: \$ _____ per Week / Fortnight

EMPLOYMENT Applicant 2

Current employment

Occupation: _____

Business name: _____

Business address: _____

Supervisor's name: _____

Supervisor's phone: _____

Supervisor's email: _____

Length of employment: _____

Full time Part time Casual Other

Gross Income: _____ Week / Fortnight / Month

If self employed

Business name: _____

Business address: _____

Business phone: _____

Industry/nature of business: _____

Length of self-employment: _____

Total annual Income: _____
(as declared to Australian Taxation Office)

Accountant name: _____

Accountant phone: _____

Accountant email: _____

IF NOT EMPLOYED Centrelink Details

Customer Reference No: _____

Type of Payment: _____

Combined Income: \$ _____ per Fortnight

If a student

College/Tafe or University: _____

Student ID No: _____

Campus Contact / Phone: _____

Net Income: \$ _____ per Week / Fortnight



RENTAL HISTORY
Applicant 1

Current Landlord/Agent:

Name: _____

Phone: _____

Email: _____

Address of property rented & rent per week: _____

_____ \$ _____

Time rented: From ___/___/___ to ___/___/___

Why are you leaving? _____

Previous Landlord/Agent:

Name: _____

Phone: _____

Email: _____

Address of property rented & rent per week: _____

_____ \$ _____

Time rented: From ___/___/___ to ___/___/___

Why did you leave? _____

Previous Landlord/Agent:

Name: _____

Phone: _____

Email: _____

Address of property rented and rent per week: _____

_____ \$ _____

Time rented: From ___/___/___ to ___/___/___

If you have not rented before, have you owned

Your own home? YES No **OR**

Investment Property YES NO

If yes, provide address & Sales Agent / Property Manager details (**supply copy of council rates**):

RENTAL HISTORY
Applicant 2

Current Landlord/Agent:

Name: _____

Phone: _____

Email: _____

Address of property rented & rent per week: _____

_____ \$ _____

Time rented: From ___/___/___ to ___/___/___

Why are you leaving? _____

Previous Landlord/Agent:

Name: _____

Phone: _____

Email: _____

Address of property rented & rent per week: _____

_____ \$ _____

Time rented: From ___/___/___ to ___/___/___

Why did you leave? _____

Previous Landlord/Agent:

Name: _____

Phone: _____

Email: _____

Address of property rented and rent per week: _____

_____ \$ _____

Time rented: From ___/___/___ to ___/___/___

If you have not rented before, have you owned

Your own home? YES NO **OR**

Investment Property YES NO

If yes, provide address & Sales Agent / Property Manager details (**supply copy of council rates**):



RENTAL HISTORY CONTINUED
Applicant 1

Personal Reference: (Not related to you)

Name: _____

Address: _____

Phone: _____

Relationship: _____

How long known: _____

Closest relative who will not be living with you

Name: _____

Address: _____

Phone: _____

Email: _____

Relationship: _____

Other Occupants

Full names, current addresses and date of birth of all people (including children) who will permanently reside at this property:

1. _____

2. _____

3. _____

RENTAL HISTORY CONTINUED
Applicant 2

Personal Reference: (Not related to you)

Name: _____

Address: _____

Phone: _____

Relationship: _____

How long known: _____

Closest relative who will not be living with you

Name: _____

Address: _____

Phone: _____

Email: _____

Relationship: _____

Other Occupants

Full names, current addresses and date of birth of all people (including children) who will permanently reside at this property:

1. _____

2. _____

3. _____



100 POINT CHECKS - NOTICE TO APPLICANT 1

Before any application will be processed, each applicant must achieve a minimum of 100 check points:

COMPULSORY REQUIREMENTS:

	Office Use
Drivers licence or Passport 50 points	<input type="checkbox"/>
<hr/>	
Pay Slips x 4 (current) or Copy of Bank Statements x 2 months 50 points or Centrelink Payment Summary (2 months)	<input type="checkbox"/>

If never rented before & owned a home only: Have the council rates been provided?	<input type="checkbox"/>
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PERSONAL INFORMATION REPORT

A lease will not be offered until we have the supplied personal information reports. Tasmanian Collection Service and Equifax offer immediate reports collected or emailed to you for a fee and a free option which takes around 10 business days to arrive. We will only accept personal information reports no older than 30 days.

COMPULSORY REQUIREMENTS:

	Office Use
Tasmanian Collection Service	<input type="checkbox"/>
Tasmanian Residents only	
<hr/>	
Tasmanian Collection Service 33a Wilmot Street, Burnie www.tascol.com.au Phone 03 6430 3755	<input type="checkbox"/>

Equifax	<input type="checkbox"/>
All applicants	

Please organise on my behalf (Please note: copy of Medicare card will need to be supplied)

I will organise and supply a copy

Equifax
www.mycreditfile.com.au/
Phone: 13 8332

CRIMINAL HISTORY REPORT

Working with Vulnerable People Card
or

National Police Check

It is our policy to ask all our prospective tenants to obtain a personal criminal history report as part of our application process. The charge for a National Police check is approximately \$45.00. This check is valid for 3 years, a Police History Record Check Form can be obtained from your local Police Station, Service Tasmania shop or downloaded from www.police.tas.gov.au

100 POINT CHECKS - NOTICE TO APPLICANT 2

Before any application will be processed, each applicant must achieve a minimum of 100 check points:

COMPULSORY REQUIREMENTS:

	Office Use
Drivers licence or Passport 50 points	<input type="checkbox"/>
<hr/>	
Pay Slips x 4 (current) or Copy of Bank Statements x 2 months 50 points or Centrelink Payment Summary (2 months)	<input type="checkbox"/>

If never rented before & owned a home only: Have the council rates been provided?	<input type="checkbox"/>
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COMPULSORY REQUIREMENTS:

	Office Use
Tasmanian Collection Service	<input type="checkbox"/>
Tasmanian Residents only	
<hr/>	
Tasmanian Collection Service 33a Wilmot Street, Burnie www.tascol.com.au Phone 03 6430 3755	<input type="checkbox"/>

Equifax	<input type="checkbox"/>
All applicants	

Please organise on my behalf (Please note: copy of Medicare card will need to be supplied)

I will organise and supply a copy

Equifax
www.mycreditfile.com.au/
Phone: 13 8332

CRIMINAL HISTORY REPORT

Working with Vulnerable People Card
or

National Police Check

It is our policy to ask all our prospective tenants to obtain a personal criminal history report as part of our application process. The charge for a National Police check is approximately \$45.00. This check is valid for 3 years, a Police History Record Check Form can be obtained from your local Police Station, Service Tasmania shop or downloaded from www.police.tas.gov.au

Warranties by Applicant/s

The Applicant/s warrant that:

- the information herein given by them is true and correct and that all information was given of their own free will.
 - the applicant/s are over 18 years of age.
 - the applicant/s have not been bankrupt, but if so, give details _____
-
- 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. It is also agreed that no objection for not being provided a reason for any rejection of this application will be raised.
 - that only those persons named in this Application will permanently reside at the property.
 - that the applicant/s will not permit pets on the premises unless authorised by the owner/Agent to do so.
 - that the applicant/s will pay the sum equal to one (1) weeks rent (by EFT, bank transfer or cash) upon signing a Residential Tenancy Agreement.

Authority and Privacy Act

- The Applicant/s acknowledge that they have been informed, understand and agree that the acceptance of this Application is subject to the information supplied on this form and the reports obtained by the Landlord in accordance with these terms and the provisions of the Privacy Act 1988, being acceptable to the Landlord. The Applicant/s authorise **First National Real Estate Burnie** to contact the Applicant/s' nominated work supervisor or accountant, current or previous landlord or agent, and business or personal referees (together referred to as **Contacts**), and to make enquiries about the Applicant/s to determine their suitability as tenants. The Applicant/s authorise the Contacts to provide information about the Applicant/s to **First National Real Estate Burnie** for the purpose of assisting the **First National Real Estate Burnie** to determine the suitability of the Applicant/s as tenants. By signing this form, the Applicant/s also authorise **First National Real Estate Burnie** to obtain information about the Applicant/s from a residential tenancy database and, if the Applicant is accepted as a tenant, to disclose any rental defaults to the residential tenancy database operator.
- **First National Real Estate Burnie** uses personal information collected from the Applicant/s to act as agent and to assess the Applicant/s suitability to rent the property. Real estate and tax laws require some of this information to be collected. **First National Real Estate Burnie** may disclose information to other parties such as the Landlord, to potential purchasers of the property, or to clients of **First National Real Estate Burnie** both existing and potential, as well as to tradespeople, strata corporations, government and statutory bodies and to other parties as required by law. **First National Real Estate Burnie** will only disclose information in this way to other parties as required to perform its duties as agent of the property, or as otherwise allowed under the Privacy Act 1988. Applicant/s may request access to the personal information held about them by **First National Real Estate Burnie** by contacting the Agent at the address and contact numbers set out in this form (although access may be refused in certain circumstances). **First National Real Estate Burnie** will correct any information it considers is inaccurate, incomplete or out-of-date. Applicant/s are required to provide the Agent with all the information it requires, failing which the Agent will not be able to assess (and therefore may reject) the Applicant/s' application for tenancy. Further information about the **First National Real Estate Burnie/s** privacy practices is set out in its privacy policy, which can be obtained by contacting the Agent.

Binding Agreement on Acceptance by Landlord

- The Applicant/s acknowledge and agree that immediately upon notice from First National Real Estate Burnie that the Landlord has accepted this Application, the Applicant/s must then proceed to agree to a Residential Tenancy Agreement with the terms and other conditions set out herein. The Applicant/s undertake and agree to sign a written Residential Tenancy Agreement before possession of the Property will be given.
- If accepted for this property, the Applicant/s agree NOT to use the property for any business or commercial use and that future rental payments will be paid by direct debit or Centrepay.

Applicant 1

Name: _____

Signature _____

Date _____

Applicant 2

Name _____

Signature _____

Date _____

Acknowledgement Form for Tenant Applicants & Approved Occupants

Personal information is collected from tenants or potential Tenants in the course of a Tenancy Application and any subsequent Tenancy as is necessary for First National Real Estate Burnie to verify the potential Tenant's identity, to process and evaluate the Application and to manage the Tenancy.

I/we acknowledge and understand that should my/our Tenancy Application be unsuccessful that it is policy of First National Burnie that all Tenancy Applications and other supporting documents shall be shredded within 7 days.

As a property manager/owner, we are required by law to let you know which databases we use to check your rental history.

First National Burnie uses the following tenancy database:

Tenancy Information Centre of Australia

What if I am Listed?

If you are listed on a tenancy database that we use, we are required by law to let you know that you are listed, and provide you with the contract details of the database operator so you can find out information about your listing.

Where can I get further information?

If you would like more information about tenancy database laws you can visit the CBOS website at <https://www.cbos.tas.gov.au/topics/housing/renting/beginning-tenancy/databases> or call 1300 654 499.

TICA Privacy Disclosure Form

This form provides information about how your personal information is handled, as required by the Australian Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosure to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we cannot process your application. As a professional property manager we collect personal information about you. The information we collect can be accessed by you by contracting our office.

Primary Purpose

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property. In order to assess your application we disclose your personal information to: the Landlord/ Owners for approval or rejection of your application, TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application, Referees to validate information supplied in your application and Other Real Estate Agents to assess the risk to our clients. The Agent may also take into account any information this is disclosed to us by TICA relation to attempts by Debit Collections Agencies, Credit Providers and related person to contact or locate you.

Secondary Purpose

During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Residential Tenancy Commissioner or Courts having jurisdictions seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control. Pty Ltd to record details of your tenancy history, Landlords/Owners insurer in the event of an insurance claim and Future rental references to other Property managers / owners. In the event of a successful tenancy application the applicant's personal information may be recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications you make. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information if information that would be available to the Agent on a truthfully completed tenancy application form.

TICA Statement

AS the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the Australian Privacy Principles in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history, TICA Assist Pty Ltd (ABN 28 137 488 503) is a database company that records information from mercantile agents and associated industries, In accordance with the Australian Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by mail to: TICA Public Inquiries PO BOX 120, CONCORND NSW 2317 a fee of \$19.80.

TICA Primary Purpose

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows: Name, date of birth, driver's license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Applicant 1

Name: _____

Signature _____

Date _____

Applicant 2

Name: _____

Signature _____

Date: _____