

## TENANT APPLICATION FORM

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

PROPERTY ADDRESS: \_\_\_\_\_

RENT PER WEEK: \$ \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Length of Lease Requested: \_\_\_\_ Months

Proposed Move-In Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

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***To enable processing of this application, each applicant must provide:***

- Application Completed and Signed, Including Privacy Notice
- Applicant 1 Reference check completed
- Applicant 2 Reference check completed
- Photo Identification (Eg. Driver's Licence, Passport)
- Other Identification (Eg. Medicare card, Bank card, Pensioner card)
- Proof of current address (Eg. Telstra or Electricity account, rates notice)
- Proof of income (Eg. Pay Slip, Accountant / Employer's letter, Centrelink letter)
- "Self Inquiry" (Credit Check) from Tas Collection Service, or similar organisation

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### **PLEASE READ CAREFULLY BEFORE COMPLETING YOUR APPLICATION**

**Application Processing:** We endeavor to process all tenancy applications within 72 hours. This time may be extended due to difficulties contacting referees, confirming previous rental / home details, or contacting the property owner.

We are unable to process applications that have not been completed in full and signed by all applicants. We will contact you and inform you whether your application was successful or not. Please be aware that some properties attract more than one applicant, and that if you are unsuccessful it does not necessarily mean that you are unsuitable - so please apply for other properties.

**Payment of Rent / Bond:** Prior to taking possession of the property we require 4 Weeks Rent Amount as Bond and 2 Weeks Rent. Bond is to be paid at Service Tasmania Only.

**The personal information the prospective lessee/tenant provides in the application or collected from other sources is necessary for the Agent to verify the applicant's identity, to process and evaluate the application and to manage the tenancy. If all the requested information is not provided, the Agent may not be able to process the application and manage the tenancy.**

**APPLICANT 1 DETAILS:**

Full Name: \_\_\_\_\_ Date Of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

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

Drivers Licence Number: \_\_\_\_\_ Car Registration Number: \_\_\_\_\_

Number of Children: \_\_\_\_\_ Names / Ages: \_\_\_\_\_

Are you a smoker? YES / NO

Pets: YES / NO If Yes, Please List Type/Breed: \_\_\_\_\_

**CURRENT LIVING ARRANGEMENTS**

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

Owned / Rented / Living with Parents: \_\_\_\_\_ Amount Paid Per Week: \$ \_\_\_\_\_

Real Estate Agent / Private Landlord Name: \_\_\_\_\_

Agent / Landlord Contact Phone Number: \_\_\_\_\_

Date Lived Here: From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Reason For Leaving: \_\_\_\_\_

Full Bond Refund Expected: YES / NO

If No, Why? \_\_\_\_\_

**PREVIOUS LIVING ARRANGEMENTS**

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

Owned / Rented / Living with Parents: \_\_\_\_\_ Amount Paid Per Week: \$ \_\_\_\_\_

Real Estate Agent / Private Landlord Name: \_\_\_\_\_

Agent / Landlord Contact Phone Number: \_\_\_\_\_

Date Lived Here: From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Reason For Leaving: \_\_\_\_\_

Full Bond Refunded: YES / NO

If No, Why? \_\_\_\_\_

**APPLICANT 1 – INCOME DETAILS**

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

Period of Employment: \_\_\_\_\_ Weekly Net Pay: \_\_\_\_\_

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

Manager: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Full Time / Part-Time / Casual: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

Other (Pensioner / Student / Unemployed): \_\_\_\_\_

*NOTE: If Self Employed please provide extra details with your application.*

**NEXT OF KIN (Not living with you at the Property)**

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

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

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

**EXTRA INFORMATION**

Number of People to Live at the Property: \_\_\_\_\_

Have you ever been Evicted or are you in Debt to another Landlord / Agent: YES / NO

If Yes, Please provide details: \_\_\_\_\_

I do solemnly and sincerely declare that the information provided is true and correct. I wish to inspect the property and to take a tenancy of such premises for a period of \_\_\_\_\_ months at a rental of \$\_\_\_\_\_ per week commencing on Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

I acknowledge and accept that if this application is not successful, the Agent is not obliged to give reasons.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

**APPLICANT 2 DETAILS:**

Full Name: \_\_\_\_\_ Date Of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

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

Drivers Licence Number: \_\_\_\_\_ Car Registration Number: \_\_\_\_\_

Number of Children: \_\_\_\_\_ Names / Ages: \_\_\_\_\_

Are you a smoker? YES / NO

Pets: YES / NO If Yes, Please List Type/Breed: \_\_\_\_\_

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Owned / Rented / Living with Parents: \_\_\_\_\_ Amount Paid Per Week: \$ \_\_\_\_\_

Real Estate Agent / Private Landlord Name: \_\_\_\_\_

Agent / Landlord Contact Phone Number: \_\_\_\_\_

Date Lived Here: From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Reason For Leaving: \_\_\_\_\_

Full Bond Refund Expected: YES / NO

If No, Why? \_\_\_\_\_

**PREVIOUS LIVING ARRANGEMENTS**

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

Owned / Rented / Living with Parents: \_\_\_\_\_ Amount Paid Per Week: \$ \_\_\_\_\_

Real Estate Agent / Private Landlord Name: \_\_\_\_\_

Agent / Landlord Contact Phone Number: \_\_\_\_\_

Date Lived Here: From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Reason For Leaving: \_\_\_\_\_

Full Bond Refunded: YES / NO

If No, Why? \_\_\_\_\_

**APPLICANT 2 – INCOME DETAILS**

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

Period of Employment: \_\_\_\_\_ Weekly Net Pay: \_\_\_\_\_

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

Manager: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Full Time / Part-Time / Casual: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

Other (Pensioner / Student / Unemployed): \_\_\_\_\_

*NOTE: If Self Employed please provide extra details with your application.*

**NEXT OF KIN (Not living with you at the Property)**

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

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

**EXTRA INFORMATION**

Number of People to Live at the Property: \_\_\_\_\_

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I acknowledge and accept that if this application is not successful, the Agent is not obliged to give reasons.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

## PRIVACY ACT – COLLECTION NOTICE

The Agent will only use and disclose personal information provided by the Applicant as part of the tenancy application (whether verbal or written) to verify the Applicant's identity, and to process and evaluate the application.

As part of the verification process the Agent, without limitation, may:

- Disclose to, and obtain from, those people named in the application, information about the Applicant in order to check the accuracy of the information provided in the tenancy application and in order to determine whether the Applicant is an appropriate tenant for the property; and
- Disclose to, and obtain from, third party operators of tenancy reference databases, information about the Applicant for the purpose of searching those databases for details about the Applicant.

If the application is successful, personal information collected about the Applicant in the tenancy application, in the tenancy agreement, and during the course of the tenancy, may be used by the Agent, and disclosed to third parties, (including to the landlord, other agents, potential buyers of the tenanted property, and to tradespeople maintaining or repairing the tenanted property) as necessary to manage the tenancy relationship and tenanted property.

If the Applicant enters into a tenancy agreement, but fails to comply with its obligations under the agreement, that fact and other relevant personal information collected about the Applicant may be disclosed to the Landlord, third party operators of tenancy reference databases and / or other agents. If the applicant would like access to the personal information the Agent holds, they can do so by contacting Saunders Property Group Pty Ltd at 40 Steele Street, Devonport TAS 7310. The applicant can also correct this information if it is inaccurate, incomplete or out-of-date.

**I / We hereby authorise Saunders Property Group to use and disclose my / our personal information in accordance with the above Collection Notice.**

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

PRINT NAME: \_\_\_\_\_