

# Tenancy Application Form



**Raine&Horne®**

Sorell , Tasman & East Coast

This is a tenancy application form. It's 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).**

In addition to completing this application form, ALL APPLICANTS will need to supply the following documentation:

- Photo Identification ☐ Passport, Drivers License or Student ID  
And  
☐ Medicare Card, or Private Health Care Card
- Personal Information Report Local Personal Information Report from  
Tasmanian Collection (29 Argyle Street, Hobart,  
62135555)  
Interstate report from Equifax: [www.mycreditfile.com.au](http://www.mycreditfile.com.au)
- Proof of Income ☐ Payslips  
☐ Bank Statement (If Self Employed)  
☐ Centrelink Summary Statement

☐ Current Rental Ledger

Or

☐ Mortgage Repayment History

\*\* A separate application form is required from **ALL** persons over the age of 18 wishing to reside in the property.

\*\* Applications will be processed as soon as possible (maybe longer if information requested has not been received).

Address of Property: \_\_\_\_\_

Preferred Commencement date: \_\_\_\_\_ Rent (pw) \$ \_\_\_\_\_

Preferred Period of Lease eg. (6 or 12 months): \_\_\_\_\_

MyBond Tenant ID: \_\_\_\_\_

Will you be utilising Colony 47 Bond Assistance (Please Circle):    Yes        No

## 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, body corporate, other agents, clients of the Agent both existing and potential, third party operators of tenancy reference database, government, collection agencies, relevant Courts and Tribunals, and statutory bodies and other third parties as required by law.

Information already held on the tenancy reference database 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) 6223 4769. 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 \_\_\_\_\_

## General

Full Name (Inc title) : \_\_\_\_\_

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

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

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

Are you a student ? (Please Circle)    Yes    No

What are you studying? \_\_\_\_\_

Current rental address: \_\_\_\_\_

Current Property Owner/Agent: \_\_\_\_\_

Current Property Owner/Agent Phone: \_\_\_\_\_ Current rent Paid (pw): \$ \_\_\_\_\_

Reason for leaving current address: \_\_\_\_\_

### If you currently own your property

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

Reason for leaving: \_\_\_\_\_

If Selling- who with: \_\_\_\_\_

\*\* If you own your own home we ask that you please provide a copy of council rates as evidence as well as mortgage repayments proof\*\*

Was the property upon your inspection in a fair condition ? \_\_\_\_\_

How did you hear about the property? \_\_\_\_\_

Has your tenancy ever been terminated by a Landlord or Agent? \_\_\_\_\_

Are you in debt to another Landlord or Agent? \_\_\_\_\_

Have any deductions ever been made from your rental bond? If so, Please provide details \_\_\_\_\_

Is there any reason known to you that would effect your future rental payments? \_\_\_\_\_

Do you have any other applications pending on any other properties? \_\_\_\_\_

## General Continued

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

Current Employer: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Length of Employment: \_\_\_\_\_

Weekly Net Income: \$ \_\_\_\_\_ Employment Type (Full Time eg): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

If Current employer is one year or less, previous employer: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Centrelink payment/s: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Per Week/ Fortnight/ Month

Are any applicants smokers (Please circle): Yes No

### Cars

Number of Cars to be kept at the property: \_\_\_\_\_

Car rego number/s: \_\_\_\_\_ Model/Type: \_\_\_\_\_

### Pets

Please circle Yes No How Many: \_\_\_\_\_

What Type/Breed: \_\_\_\_\_

Are the pets registered with a local council? \_\_\_\_\_

Are the pets inside/outside? \_\_\_\_\_

## Occupancies Details

Total number of **Adults** to occupy the premises: \_\_\_\_\_

Names & Ages: \_\_\_\_\_

Total number of **Children** to occupy the premises: \_\_\_\_\_

Names & Ages: \_\_\_\_\_

Notes: \_\_\_\_\_

## References

**Current Landlord**

Name: \_\_\_\_\_ (P): \_\_\_\_\_

## Previous Landlord

Name: \_\_\_\_\_ (P): \_\_\_\_\_

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

What Dates did you live at the property: \_\_\_\_\_

### Employment Reference

Name: \_\_\_\_\_ (P): \_\_\_\_\_

Other– Non Family related personal reference

Name: \_\_\_\_\_ (P): \_\_\_\_\_

## Additional Information

[illegible]



## Next of Kin **\*\* ( someone not residing with you) \*\***

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

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

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

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

Relationship to you: \_\_\_\_\_

### By Signing Here I Acknowledge:

1. That I have read and understood the contents of the Privacy Collection Notice at the beginning of this form.
2. I, the Applicant do solemnly and sincerely declare that the above information is true, correct and that I have supplied the above information of our own free will.
3. I, hereby authorise you, as the letting agent, to conduct any inquiries and searches so as to verify the above information.
4. Attached to this application is a current (no older than 90 days) Personal Information Report from Tasmanian Collection Services or Equifax and suitable photographic ID.
5. That I hereby authorise Raine & Horne Sorell to check and lodge my personal details into the National Tenancy Database.
6. If this application is unsuccessful I acknowledge that Raine & Horne Sorell will only hold this application for no more than three (3) months.
7. I understand I am responsible for my own contents insurance.
8. I acknowledge that Raine & Horne Sorell put all applications to the property owner who makes the decision as to successful applicants.
9. I acknowledge that the next of kin details are not a person on the application or lease agreement.
10. I will pay upon signing a Residential Tenancy Agreement all rent and bond monies due (Please note bond is equivalent to 4 weeks rent).
11. **TAKE NOTE:** unless otherwise advised/negotiated the condition of the property upon viewing will not be altered prior to you moving in should you be successful in obtaining the property.

SIGNED BY APPLICANT: \_\_\_\_\_

Date: \_\_\_\_\_

## Our Offices / Contact Details

---

### Sorell

10 Gordon Street, Sorell TAS 7172

T: (03) 6265 1000

F: (03) 6265 2872

### Tasman Office

166-168 Arthur Highway, Dunalley TAS 7177

T: (03) 6253 5566

### East Coast Office

6 Charles Street, Orford TAS 7190

T: (03) 6265 1000

Web: [rh.com.au/sorell](http://rh.com.au/sorell)

Email: [sorell@sorell.rh.com.au](mailto:sorell@sorell.rh.com.au)

## Agents

---

Mirinda Donohoe (Property Portfolio Manager) (M): 0419 547 626 (E): [Mirinda.donohoe@sorell.rh.com.au](mailto:Mirinda.donohoe@sorell.rh.com.au)

Mel Moore (Senior Property Portfolio Manager) (M): 0417 588 033 (E): [Mel.moore@sorell.rh.com.au](mailto:Mel.moore@sorell.rh.com.au)

Hannah Stone (Property Portfolio Manager) (M): 0448 400 455 (E): [Hannah.stone@sorell.rh.com.au](mailto:Hannah.stone@sorell.rh.com.au)

Michelle Brown (Property Portfolio Manager) (M): 0457 701 060 (E): [Michelle.brown@sorell.rh.com.au](mailto:Michelle.brown@sorell.rh.com.au)