

# Tenancy Application Form



Applying For ..... Rent .....

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Preferred Lease Length ..... Preferred Start Date .....

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.

**An application must be submitted for each person 18 years and over.**

**If information below is not provided the Agency may be unable to process the application.**

1. **Identification Check** – required to confirm identity

100 points required, including photo ID. Suitable identification may include:

Drivers License / Passport	40 points
Birth Certificate / Other Photo ID	30 Points
Medicare Card / Credit Card	20 points
Previous Two Rent Receipts	20 Points
Telephone, Electricity, Gas Account	10 points
Motor Vehicle Registration Certificate	10 Points
Bank Statement	10 points
Council / Water Rates Notice	10 points

2. **Income Check** – required to confirm ability to afford rent

Provide (where applicable): current employment payslips (last two), bank statement (showing income credits), or Centrelink statement. If self-employed you may wish to provide recent tax return or accountant details / contact information.

3. **Current + Previous Rental History** – required to confirm suitability as tenant

Provide address of rented premises and full name / contact details of agents / owners. Current or previous home owners who have sold a property, may wish to provide contact details of agent who sold the home. Application can be strengthened by providing a copy of tenancy ledger.

4. **Employment Reference** – required to confirm accuracy of payslips / ability to pay rent

Provide employer contact details (where applicable).

5. **Personal Reference** – required to confirm suitability as tenant

Provide name and current telephone number of anyone who has known you in the past three years, but is not related to you. E.g. employer, work colleague, neighbour, previous real estate agent, family friend, etc. Application can be strengthened by providing us with references who can provide details on how you care for a property.

**Applicant One**



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**Personal Details**

Full Name .....

Current Address .....

Phone (h) ..... Phone (w) .....

Mobile ..... Email .....

Date of Birth .....

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**Rental History**

Are you currently renting? Yes / No

If yes - Agent Name and Phone No .....

Lease Length ..... Rent .....

If no – provide details .....

Vacate Reason .....

Have you rented previously? Yes / No

If yes - Agent Name and Phone No .....

Property Address .....

Lease Length ..... Rent .....

Vacate Reason .....

Was your bond refunded in full? Yes / No

If no – why .....

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**Employment History**

Current Employer .....

Contact Person ..... Phone No .....

Length of Employment .....

Full time / Part time / Casual .....

Hours per Week ..... Approx Salary .....

Are you self employed? Yes / No

If yes, name of company .....

Business Details .....

Previous Employment .....

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**Student**

College .....

Course Attending .....

Year ..... Full Time / Part Time .....

**Pets**

Dog / Cat / Bird / Other .....

Breed ..... How Many .....

Registered with Council? Yes / No Inside or Outside .....

**General Details**

Do you smoke? Yes / No Inside or Outside .....

Do you have outstanding debts at a Collection Agency? Yes / No

Are you, or have you been bankrupt? Yes / No

**Next of Kin**

Name (not living with you) ..... Relationship .....

Address .....

Phone (w) ..... (h) ..... (m) .....

**Occupancy Details**

Number of Adults .....

Number of Children ..... Ages ..... Full Time / Part Time

Number of Vehicles .....

**References**

1. Name ..... Relationship .....
- Address .....
- Phone (h) ..... (w) .....
  
2. Name ..... Relationship .....
- Address .....
- Phone (h) ..... (w) .....
  
3. Name ..... Relationship .....
- Address .....
- Phone (h) ..... (w) .....

**Additional Information**

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**Applicant Two**



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**Personal Details**

Full Name .....

Current Address .....

Phone (h) ..... Phone (w) .....

Mobile ..... Email .....

Date of Birth .....

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**Rental History**

Are you currently renting? Yes / No

If yes - Agent Name and Phone No .....

Lease Length ..... Rent .....

If no – provide details .....

Vacate Reason .....

Have you rented previously? Yes / No

If yes - Agent Name and Phone No .....

Property Address .....

Lease Length ..... Rent .....

Vacate Reason .....

Was your bond refunded in full? Yes / No

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**Employment History**

Current Employer .....

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**Next of Kin**

Name (not living with you) ..... Relationship .....

Address .....

Phone (w) ..... (h) ..... (m) .....

**Occupancy Details**

Number of Adults .....

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**References**

1. Name ..... Relationship .....
- Address .....
- Phone (h) ..... (w) .....
  
2. Name ..... Relationship .....
- Address .....
- Phone (h) ..... (w) .....
  
3. Name ..... Relationship .....
- Address .....
- Phone (h) ..... (w) .....

**Additional Information**

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**Declaration**

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

I/We confirm I/We have inspected the property prior to signing this application: Yes / No

**Names** .....  
**Signed** ..... **Date** .....  
**Signed** ..... **Date** .....

**Privacy Act (Commonwealth) 1988**

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**

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** .....  
**Signed** ..... **Date** .....