



Residential Tenancy Application Form

Please complete all sections of the application form. You will also need to provide a personal credit report, not more than three months old, and 100 points of ID.

CREDIT REPORT

A credit report may be obtained from Tasmanian Collection Service, 29 Argyle Street, Hobart (Telephone 03 6213 5555).

If you have not been resident in Tasmania within the last six months, you will need to provide a national report, obtainable from Veda or Baycorp Advantage.

EACH RESIDENT MUST FILL OUT THIS FORM

Please note that a separate form, together with supporting documentation, is required for each person over the age of 18 who intends to reside in the property.

REFERENCES REQUIRED

A minimum of three references is required, and no application can be processed until you have supplied all the required documentation.

TURNAROUND TIME

We aim to assess all applications within 48 hours. However, if we are unable to contact your referees or the property owner, the process may be unavoidably delayed.

100 Points of ID

May be made up of any of the following:

Passport 50 Points

Driver's Licence 40 Points

Photo ID (e.g. Student card) 30 Points

Birth Certificate 30 Points

Medicare Card 30 Points

Health Care Card 30 Points

Proof of Income

Centrelink Income Statement

Pay slips

Other (private pension, etc)

ADDRESS OF PROPERTY YOU ARE APPLYING FOR:

Rent Per Week:.....Preferred Lease Term:..... Preferred Lease Start Date:

YOUR CONTACT DETAILS

Full name:

Current address:

Date of birth: Phone No: Mobile:

Email address:

Driver's Licence No.: Pension Card No: Passport No:

(03) 6261 4222

www.derwentrealestate.com.au

Email: reception@derwentrealestate.com.au

Fax: (03) 6261 5744

73 High Street, New Norfolk, Tasmania 7140

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EMPLOYMENT INFORMATION

Current Employer:

Employer address:

Phone No: Email:

Position: Hours Per Week: Weekly Income:

How long have you worked for this employer? full time part time casual

Previous Employer:

Employer address:

Phone No: Email:

Position: Hours Per Week: Weekly Income:

How long did you work for this employer? full time part time casual

IF YOU ARE A PENSIONER, STUDENT OR UNEMPLOYED

Please state the amount of income you receive per fortnight \$:

From: (e.g Centrelink or Pension Fund)

Type of Pension: (e.g Parenting or Disability)

*If you are receiving a regular payment from Centrelink,
please attach your income statement to this application.*

CURRENT LIVING ARRANGEMENTS

I am renting I own my own property Other (Please tick one)

Length of time at this address:

If you are renting, please provide details of your landlord or managing agent.

Name of Owner or Managing Agent:

Phone No: Email:

Do you have a current lease at this property? Yes No (Please tick one)

If so, when does your lease expire? Current Rent (per week).

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PREVIOUS TENANCY INFORMATION (If applicable)

Previous address:

Length of time at this address:

Name of Owner or Managing Agent:

Phone No: Email:

PETS

Do you have any pets? Yes No Are they inside or outside pet(s)? Inside Outside

Dog Cat Bird Other (please provide details)

Breed(s). How Many Pets (total) do you have?

Are they registered with the council? Yes No

GENERAL DETAILS

Do you smoke No Yes, outside only Yes, inside and outside

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

Do you have any outstanding debts at a collection agency? Yes No

NEXT OF KIN

Name (not living with you):

Address:

Work Ph: Home Ph: Mobile:

Relationship to you: (e.g. Mother, Father)

OCCUPANCY DETAILS

Number of Adults:

Number of Children:

Number of Vehicles:

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REFERENCES

(Please note, family members may not supply a reference).

Name: Phone:
Email:
Address:
Relationship to you: (e.g Work Colleague, Friend)

Name: Phone:
Email:
Address:
Relationship to you: (e.g Work Colleague, Friend)

Name: Phone:
Email:
Address:
Relationship to you: (e.g Work Colleague, Friend)

APPLICATION SUBMISSION

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

I confirm I have previously inspected the property prior to signing this application Yes No

Signature of Applicant Date:

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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, tradespeople, referees, solicitors, financial institutions, media organisations, 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.

Signature of Applicant Date