

**60 Reibey Street, Ulverstone 7315**

(ABN: 95 054 513 165)

Phone: 03 6425 2722 Fax: 03 6425 2244 Email: ulverstone@eldersrealestate.com.au

 **TENANT APPLICATION INFORMATION**

***Applications Will Not Be Processed Unless All Information Is Supplied.***

***Each applicant must complete a separate Application.***

**PLEASE ENSURE YOU READ AND UNDERSTAND ALL INFORMATION ON THIS FORM PRIOR TO APPLYING FOR A PROPERTY.**

**OFFICE HOURS**

Our office is open Monday to Friday 9.00am -5:00pm

**REQUIRED SUPPORTING DOCUMENTS**

When returning your application, you **must submit :**

**A form of photo identification;**

**Proof of Income;**

**Current credit check** from

**Tasmanian Collections Service,**

 33a Wilmot Street, Burnie
Ph (03) 6430 3755
Fax (03) 6431 7905
or

Interstate 1300 921 621

**At least two character references** (not related to you)

**100 point check** – Should you be unable to meet the 100 point check criteria, please speak with the Property Manager.

**50 points** Passport

**50 points** Drivers Licence/Keypass ID

**50 points** Birth Certificate

**30 points** Other form of photographic identification

**20 points** 2 References from previous Landlord/Agent

**20 points** Last 4 rent receipts from current Landlord/Agent

**10 points** Current motor vehicle registration papers

**10 points** Copy of Telsta/Aurora/Gas accounts

**10 points** Other forms of identification

**We will not begin processing your application until all documents are received.**

**APPLICATION PROCESSING**

In most instances we are able to process your application on the same day and advise you by telephone. If we are unable to contact all of your referees this process may take longer. Delays may occur which are out of our control however we will use our best endeavours to keep you informed of progress with your application.

GENERAL INFORMATION

**COLLECTION OF KEYS**

Our office is open Monday to Friday 9.00am -5:00pm. You will need to collect the keys, finalise payment of monies and sign all documents in these hours ONLY.

**PAYMENT OF RENT & BOND**

**Prior to taking possession of the property we require 2 weeks rent and 4 weeks bond which must be paid by money order or cheque. All monies must be paid in cleared funds prior to collecting the keys. If you are relying on a bond transfer or Anglicare assistance please advise this with our office when you lodge this application.**

**PAYMENT OF RENT**

There are various methods of payment of rent available. These will be discussed with you in further detail when signing your tenancy agreement.

**SIGNING OF THE TENANCY AGREEMENT**

All occupants must be present to sign the lease prior to collecting the keys. The keys will not be released unless all occupants have signed the lease, shown photo identification and paid all monies in cash and in full.

**ELECTRICITY CONNECTION / TELEPHONE CONNECTION**

It is the tenant's responsibility to connect the electricity and to ensure that it is disconnected at the end of the tenancy. All connection costs and deposits are the tenant's responsibility. AURORA (Electricity) 1300 13 2003 TELSTRA (Telephone) 13 22 00

**CONDITION REPORTS**

When you move into the property, be very particular with the condition report and make sure you mark down anything not already outlined on the report. If you do not mark it down you will be liable for discrepancies when you vacate. You must return the condition report to our office within **two (2) working days** of moving into the property. Keep the report in a safe place during your tenancy, as you will need to refer to the report when vacating the property.

**CONTACT PHONE NO.**

It is the tenant's responsibility to notify our office of their new home phone number. We require your telephone number in the event that repairs need to be carried out or in the case of an emergency. Should your work telephone number change we must also be notified.

If you require further assistance or information prior to moving into your property, please feel free to contact our office.

***INSURANCE:*** *It is the tenant's responsibility to insure their contents in the property. The property owner is not responsible or liable for any damages to property owned by the occupants.*

**APPLICATION FOR RESIDENTIAL TENANCY**

**PREFERRED PROPERTY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DO you need any specific requirements with a property? Ie Handrails & supports, walk in shower?**

**APPLICANTS DETAILS**

|  |
| --- |
| Name DOB |
| Contact Phone H. No. Mobile Length of Tenancy required |
| Email Address  |
| Number of Persons to Reside in Property *(\* See Below)* |
| Car Registration Drivers Licence No. Licenced State  |
| Passport No. 18+ Card No. Other ID  |
| Car Make/Model & Year No of Cars to be kept on premises (Note: All vehicles must be registered) |
| Pets (Check with Agent) �Yes �No Number Type & Breed  |
| Are the pets registered with the Council �Yes �No Are you a smoker �Yes �No  |

**Full name of all persons (*and ages if under 18 years*) other than applicant wishing to occupy the premises**:

**CURRENT ACCOMMODATION DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Address  | � Rented $  | per week  | � Owned  |
| Name of Real Estate and / or Landlord  |  |  |  |
| Address  | Phone  |  |  |
| Email |  |  |  |
| Period of occupancy  |  Reason for leaving  |  |  |
| Do you expect the bond to be refunded in full  | �Yes �No If no, Why  |  |  |

**PREVIOUS ACCOMMODATION DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Address  | � Rented $  | per week  | � Owned  |
| Name of Real Estate and / or Landlord  |  |  |  |
| Address  | Phone  |  |  |
| Email |  |  |  |
| Period of occupancy to  | l Reason for leaving  |  |  |
| Did you have the bond refunded in full  | �Yes �No If no, Why  |  |  |

**PERSONAL REFERENCES -Does not include relatives (*This must be completed in full***)

|  |  |
| --- | --- |
| 1.Name  | Phone |
| Address  | Relationship  |
|  2.Name |  Phone |
| Address  | Relationship |

**Name of Relative or Other Person to Contact in Case of Emergency** Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email…………………………………………Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***(Must Not be living with you)***

**INCOME DETAILS -ALL INCOME IS NET OR TAKE HOME “PER WEEK"**

|  |
| --- |
| Occupation Period of employment  |
| Employer & Best person to speak to Weekly wage $  |
| Address Phone  |
| �Full -time �Part -time �Casual hours per week  |
|  |
| **If employed less than 6 months**: Previous Employer  |
| Occupation Period of employment  |
| Address Phone Weekly wage $  |
| �Full -time �Part -time �Casual hours per week  |
|  |
| Other �Student Name of College, TAFE UNI Austud $  |
|  |
| �Pensioner Type Allowance $  |
| �Unemployment benefit Allowance $  |
|  |
| �Self Employed (Name of Business)  |
| Address Phone  |
| How long established ABN No.  |
| Accountant Name Phone  |
|  |
| �Other type of Income (ie. Savings or Investments) Other Income $  |

How did you find out about the rental property?: �Sign �Rental List �Newspaper �Internet �Referral �Phone

Have you ever been evicted or are you in debt to another Landlord or Agent? If yes, give details �Yes �No

Have you ever been or are you currently bankrupt? If yes, give details �Yes �No

Will you be seeking assistance with Anglicare or similar agency for Security Bond? �Yes �No

If so, have you been pre-approved? �Yes �No

**I the applicant accept the** **property in its present condition** �Yes �No

(A detailed condition report will be completed prior to you taking possession) If no, give details

TERMS & CONDITIONS

AUTHORITY & PRIVACY DISCLAIMER

**Applicant's Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I, the applicant, do solemnly and sincerely declare that the information provided is true and correct. It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness and authority is hereby given to the agent to check credit references, employment details, previous rental references, tenant default registry database checks, personal references and any other searches which may verify the information provided by me. I authorise the agent to give information to the lessor of the property, credit providers, current and previous owners and agents of properties rented by myself, tenant default agencies, tenancy references databases and references named in this application and understand this can include information about my credit worthiness, credit standing, credit history or credit capacity. Once a Tenancy Agreement has been entered into the tenant agrees that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry agents and or other owners and or agents.

**I the applicant accept that if the application is rejected, the agent is not legally obliged to give a reason. If my application is declined, my details will be held on file for one month. Following this period all details held will be disposed of.**

I the applicant understand that should I wish to view the personal information held by the Agent I may do so by contacting Elders Real estate 60 Reibey Street Ulverstone. I understand that I can correct such information should it be incorrect or out of date.

**IMPORTANT PRIVACY NOTE**: The information provided in this application is used for the purpose of determining if the applicant will be a suitable tenant. If you have any concerns regarding your privacy please refer to the Property Manager.

**APPLICANTS SIGNATURE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE:** \_\_\_\_\_\_\_\_\_\_ \_

**WITNESS SIGNATURE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **DATE:** \_\_\_\_\_\_\_\_\_\_\_ \_

**Witness name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone:** \_\_\_\_\_\_\_\_ \_\_\_ \_\_

Upon Signing a Residential Tenancy Agreement you will be required to pay one week’s rent as a holding deposit and a Bond Form will be given to you to pay the bond at Service Tasmania. A receipt will be required prior to the keys given out at the start date of tenancy and the 2nd weeks rent is payable on this day.

The Property Manager will inform you of the power supplier to connect

And if Gas is required through Origin.