

OFFICE USE ONLY
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Date: _____
Time: _____



## Residential Tenancy Application Form

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

Mobile no: \_\_\_\_\_

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

Other applicants: \_\_\_\_\_

Property address: \_\_\_\_\_

Lease term: \_\_\_\_\_ Start date: \_\_\_\_\_ Rent per week: \_\_\_\_\_

D.O.B.: \_\_\_\_\_ Driver's Licence no: \_\_\_\_\_ Children: Y/N ages: \_\_\_\_\_

No. occupants living at the property: \_\_\_\_\_ Pets: type/breed \_\_\_\_\_

Smoker: **Y** / **N** (please circle) Inside/Outside (please circle)

Please tick that you have provided the following items:

### Identification

- Driver's Licence, Passport or photo ID
- Medicare card or private health card
- Phone or electricity bill
- Proof of income - payslip, Centrelink statement, self employed - last year's tax statement

### Personal Information Report

If you have lived in Tasmania for the past 5 years this can be obtained from Tasmanian Collection Service. If you have lived outside Tasmania you will need to obtain a report from EQUIFAX.

### **Police history form - We will supply you with a copy to complete if this is required.**

Please note that if you are approved for the property, four week's rent is required for the bond. The bond is to be paid to the Rental Deposit Authority at any Service Tasmania outlet. You must take the original bond lodgement form to Service Tasmania; you will receive a receipt and must bring this to us.

You are responsible for connecting the power and telephone at the property. You must have your own contents insurance. If the property is metered you are responsible for water usage and you are responsible to have a meter reading before you move in.

Sandy Bay Office 531 Sandy Bay Road P 03 6225 4000 F 03 6225 0041

Moonah Office 21 Main Road P 03 6228 0325 F 03 6228 0440

Howrah Office 4 Howrah Road P 03 6247 3022 F 03 6247 3099

Lauderdale Office 456 South Arm Road P 03 6248 7666 F 03 6247 3099

North Hobart Office 370 Elizabeth Street P 03 6234 7033 F 03 6234 7133

Kingston Beach Office 31 Beach Road P 03 6229 2960 F 03 6229 2930

Lindisfarne Office 37 Lincoln Street P 03 6243 1353 F 03 6243 5400

Sorell Office 1/3 Fitzroy Street P 03 6265 2171 F 03 6234 7133

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**CURRENTLY RENTING:**

**OWN/SOLD PROPERTY** (please provide address, Agent's phone + email)

Agency/Landlord: \_\_\_\_\_ Contact number: \_\_\_\_\_

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

Address: \_\_\_\_\_ Rent per week: \_\_\_\_\_

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

Length of lease: \_\_\_\_\_ Bond refunded: \_\_\_\_\_

**PREVIOUS RENTAL:**

Agency/Landlord: \_\_\_\_\_ Contact number: \_\_\_\_\_

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

Address: \_\_\_\_\_ Bond refunded: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Length of lease: \_\_\_\_\_

**EMPLOYMENT: (previous employment if less than 2 months ago)**

Company: \_\_\_\_\_ Position: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone number: \_\_\_\_\_

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

Income (net per week): \_\_\_\_\_ Length employed: \_\_\_\_\_

**OTHER INCOME / STUDENT / UNEMPLOYMENT / SELF EMPLOYMENT:** (please circle)

CRN: \_\_\_\_\_ Type payment: \_\_\_\_\_

Income (per fortnight): \_\_\_\_\_ Eligible for rent assistance: \_\_\_\_\_

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**CHARACTER REFERENCES:** (must provide for application to be considered, they **must not** be family members)

Name: \_\_\_\_\_ Contact number: \_\_\_\_\_

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

Name: \_\_\_\_\_ Contact number: \_\_\_\_\_

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

Name: \_\_\_\_\_ Contact number: \_\_\_\_\_

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

**NEXT OF KIN (emergency contact):**

Name: \_\_\_\_\_ Contact number: \_\_\_\_\_

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

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

**Privacy act acknowledgement**

In accordance with section 18n (1) (b) of the Privacy Act, I authorise you to give information to and obtain information from all credit providers and references named in this application. I understand this can include information about my credit worthiness, credit standing, and credit history or credit capacity, I understand this information may be used to assess my application.

**Privacy act 1998 – 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 manage the tenancy. The personal information collected about the Applicant in this application may be disclosed during the course of the tenancy for the purpose for which it was collected, to other parties, third parties, including the landlord, referees, financial institutions, trades people, other agents, third party operators of tenancy reference databases and other third parties as required by law. Information already held on the tenancy reference databases may also be disclosed to the Agent and or / Landlord. The agent may also disclose information to other parties on the Internet. If the applicant entered into a Residential Tenancy Agreement and if the Applicant fails to comply with their obligations under the Agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to other parties, including those referred above.

The Agent will only disclose the information in this way to other parties to achieve the purpose specified above as otherwise allowed under the Privacy Act 1988.

If the Applicant would like to access his/her personal information held by the Agent, they can do so by contacting the Agent at the address and contact numbers contained in this application. The Applicant can also correct this information if it is inaccurate, incomplete or out of date.

If the information is not provided, the Agent may not be able process the application and manage the tenancy.

Applicant's name:.....

Applicant's signature:.....

Date:.....

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## Disclaimer Authority:

I the said applicant do solemnly and sincerely declare that the information contained in this application 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 conduct any enquires and/or search with regard to the information and references supplied in this application,

I the said applicant do solemnly and sincerely declare that I am over 18 years of age and eligible to enter into this agreement.

I the said applicant do solemnly and sincerely declare:

1. I have inspected the property at.....

I agree and accept the property in the current condition and will not request any changes other than routine maintenance according to the Residential Tenancy Act.

2. I have been informed, understand and agree that should the agent be required to commence proceedings for recovery of rent, repairs and/or damage to the aforesaid property during the term or at the expiration of the tenancy agreement all costs associated with these proceedings shall be recoverable from me. I also acknowledge and agree that the agent may lodge my rental history with them with the National Tenancy Database.

3. I have been informed, understand and agree that should this application not to be accepted, the agent is not required or obligated to disclose why or supply any reason for the rejection of this application.

4. In the event that the application is successful and acceptance is communicated and the first weeks rent is paid, but I decide not to proceed, I agree that this money will be forfeited to your office. Upon signing the Residential Tenancy Agreement I/we agree that this tenancy shall be binding and I am liable to continue paying rent until the property has been re-let.

5. I have been informed, understand and agree to pay the bond to the Residential Deposit Authority (Service Tasmania) and two weeks rent in advance prior to receiving the keys on the day of occupancy.

**Applicant's name:**.....

**Applicant's signature:**.....

**Date:**.....


## Applications can be submitted in any of our eight offices

### Direct Connect can help arrange for the connection or provision of the following utilities and other services:



Electricity	Gas	Water	Phone	Internet
Pay TV	Insurance	Removalist	Truck or Van hire	Cleaners

Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.



We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

### DECLARATION AND EXECUTION: By signing this application, you:

- Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
- Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
- Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
- Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
- Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
- Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature

Date

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