

# Residential Tenancy Application

**EDWARDS WINDSOR**

Level 2, 89 Brisbane St.  
Hobart Tas 7000

Ph: 03 6234 5500 Fax: 03 6234 8467



Property Address: .....

Rent per week: \$..... Length of Tenancy: .....

Tenancy to Commence: ...../...../..... Have you viewed the property? Yes / No

How did you hear about the property?  Mercury  Rental List  RE.com/Internet  
 Sign  Rent Club  Other: .....

Total Number of Applicants Applying: .....

## Applicant 1

## Applicant 2

Family/Surname: ..... Family/Surname: .....  
Given Names: ..... Given Names: .....  
Date of Birth: ..... Date of Birth: .....  
Marital Status: ..... Marital Status: .....  
Current Address: ..... Current Address: .....  
.....Postcode..... Postcode.....  
Home Ph: ..... Home Ph: .....  
Work Ph: ..... Work Ph: .....  
Mobile Ph: ..... Mobile Ph: .....  
Email: ..... Email: .....

**Before any application will be considered, each Applicant must achieve a minimum of 100 points of ID. Incomplete applications will not be processed:**

ID Source	Points
Your Last FOUR (4) Rent Receipts	50
Drivers Licence	40
Photo ID (other than Drivers Licence)	30
Passport	30
2 References - previous Landlord/Agent	20

ID Source	Points
Rates/Water Notice (if property owner)	20
Medicare Card	10
Current Car/Motorbike Registration Paper	10
Phone, Gas and/or Power Accounts	10 ea
Birth Certificate	10

### FOR OFFICE USE ONLY:

Shown by: ..... Date: .....  
DATE/TIME OF SIGNING: .....  
BREAK LEASE: Yes / No  
LETTING FEE: .....; or split  
- Tenant: \$.....  
- Owner: \$.....

LANDLORD: .....  
START DATE: .....  
LENGTH OF LEASE: .....  
RENT PER WEEK: \$.....  
PETS .....  
EXTRA CLAUSES: Yes / No  
C & I: .....

**Applicant 1**

**Applicant 2**

**EMPLOYMENT DETAILS**

Occupation: ..... Occupation: .....

Business Name: ..... Business Name: .....

Address: ..... Address: .....

Contact Person: ..... Contact Person: .....

Phone: ..... Phone: .....

Length of Employment: ..... Length of Employment: .....

Take Home Weekly Income: \$..... Take Home Weekly Income: \$.....

**If employed there for less than 6 months:-**

**If employed there for less than 6 months:-**

Previous Business Name: ..... Previous Business Name: .....

Address: ..... Address: .....

Contact Person: ..... Contact Person: .....

Phone: ..... Phone: .....

Length of Employment: ..... Length of Employment: .....

**SELF EMPLOYED**

Name of Business: ..... Name of Business: .....

ABN: ..... ABN: .....

Industry: ..... Industry: .....

Address: ..... Address: .....

Personal Nett Income/Week:..... Personal Nett Income/Week:.....

Name of Accountant: ..... Name of Accountant: .....

Accountant's Phone No: ..... Accountant's Phone No: .....

How Long in this Business: ..... How Long in this Business: .....

**STUDENT DETAILS**

Name of Institution: ..... Name of Institution: .....

Faculty/Department: ..... Faculty/Department: .....

Course & Year: ..... Course & Year: .....

Nett Weekly Income: ..... Nett Weekly Income: .....

**IF YOU RECEIVE A CENTRELINK PAYMENT**

Type of Payment: ..... Type of Payment: .....

Weekly/Fortnightly Amount: ..... Weekly/Fortnightly Amount: .....

**Applicant 1**

**Applicant 2**

**RENTAL HISTORY**

**Current Landlord/Agent**

**Current Landlord/Agent**

Name: .....  
Phone Number: .....  
Property Address: .....  
Rent per Week: ..... Period of Lease:.....  
Reason for leaving: .....

Name: .....  
Phone Number: .....  
Property Address: .....  
Rent per Week: ..... Period of Lease:.....  
Reason for leaving: .....

**Previous Landlord/Agent**

**Previous Landlord/Agent**

Name: .....  
Phone Number: .....  
Property Address: .....  
Rent per Week: ..... Period of Lease:.....  
Bond Refunded?: .....  
Reason for leaving: .....

Name: .....  
Phone Number: .....  
Property Address: .....  
Rent per Week: ..... Period of Lease:.....  
Bond Refunded?: .....  
Reason for leaving: .....

**PERSONAL DETAILS**

Licence No: .....  
Car Registration: .....  
Make & Model: .....  
Do you have any pets? Cat / Dog / Other  
.....  
Do you smoke? Yes / No  
Will you have children living with you? Yes / No  
If yes, their ages: .....

Licence No: .....  
Car Registration: .....  
Make & Model: .....  
Do you have any pets? Cat / Dog / Other  
.....  
Do you smoke? Yes / No  
Will you have children living with you? Yes / No  
If yes, their ages: .....

**REFERENCES**

**Personal Reference:**

**Personal Reference:**

Name: .....  
Address: .....  
.....  
Home Phone No: .....  
Work Phone No: .....  
Mobile No: .....  
Relationship: .....  
Known for How Long?: .....

Name: .....  
Address: .....  
.....  
Home Phone No: .....  
Work Phone No: .....  
Mobile No: .....  
Relationship: .....  
Known for How Long?: .....

**REFERENCES continued**

**Business Reference:**

Name: .....

Address: .....

Home Phone No: .....

Work Phone No: .....

Mobile No: .....

Relationship: .....

Known for How Long?: .....

**2nd Personal or Business Reference:**

Name: .....

Address: .....

Home Phone No: .....

Work Phone No: .....

Mobile No: .....

Relationship: .....

Known for How Long?: .....

**Next Of Kin:**

Name: .....

Address: .....

Home Phone No: .....

Work Phone No: .....

Mobile No: .....

Relationship: .....

Known for How Long?: .....

**Next of Kin / Close Relative:**

Name: .....

Address: .....

Home Phone No: .....

Work Phone No: .....

Mobile No: .....

Relationship: .....

Known for How Long?: .....

**Business Reference:**

Name: .....

Address: .....

Home Phone No: .....

Work Phone No: .....

Mobile No: .....

Relationship: .....

Known for How Long?: .....

**2nd Personal or Business Reference:**

Name: .....

Address: .....

Home Phone No: .....

Work Phone No: .....

Mobile No: .....

Relationship: .....

Known for How Long?: .....

**Next Of Kin:**

Name: .....

Address: .....

Home Phone No: .....

Work Phone No: .....

Mobile No: .....

Relationship: .....

Known for How Long?: .....

**Next of Kin / Close Relative:**

Name: .....

Address: .....

Home Phone No: .....

Work Phone No: .....

Mobile No: .....

Relationship: .....

Known for How Long?: .....

# Credit Report

## Local - TCS Report

For all applicants, we require a current copy of your Tasmanian Collection Service credit report. This report can be obtained after presenting your photo identification at, and paying the nominated fee to, the TCS office, which is located at 29 Argyle Street, Hobart.

## Interstate Applicants

You can obtain your interstate credit record from Veda Advantage *My Credit File* by:

- q Telephone 1300 762 207, select option 1 and for a fee payable by credit card the report will be faxed to a number nominated by you within 24 hours.
- q Telephone 1300 762 207 and advise the operator that you wish to have the cost of the credit file debited to your telephone bill. The operator will give you a 1900 number to call and your telephone bill will be debited the cost of the credit report, and the report will be faxed to a number nominated by you within 24 hours.
- q Alternatively, you can access the credit report via the Veda Advantage website at [www.mycreditfile.com.au](http://www.mycreditfile.com.au)

**\*\* Applications will not be accepted unless accompanied by a credit report.**

## Direct Debit Rent Payments

**\*\* It is a condition of leasing through Edwards Windsor, that all rental payments be made by Direct Debit.**

**If your application is approved, you must bring your bank account details with you to your lease signing appointment, so that you are able to complete the necessary paperwork.**

# Disclaimer / Authority

I, the said applicant, do solemnly and sincerely declare that :

1. 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 conduct and/or conduct any enquiries and/or searches with regard to the information and references supplied in this application.
2. I am over 18 years of age and eligible to enter into this agreement.
3. I have inspected the property.
4. I acknowledge that the white goods which are currently in the property will not be repaired or replaced if they fail to operate during the term of the tenancy unless otherwise specified in this agreement.
5. I have, of my own accord, decided that I wish to rent the aforementioned property.
6. **I have been informed, understand and agree that:**
  - (a) The rental for the said property is within my means of support.
  - (b) The rental for the said property is to be paid fortnightly by Direct Debit, and is to be 2 weeks in advance at all times.
  - (c) The bond for the aforesaid property is the equivalent of four (4) weeks rent, and I agree and undertake to pay the said bond on/before signing the Tenancy Agreement by way of **Australia Post Money order or Bank Cheque**. I further authorise the letting agent to attend to all details regarding the lodgment of the said rental bond with the appropriate authority.
  - (d) Keys for the property will not be issued until the Lease Agreement has been signed and the full Bond has been paid to the agent.
  - (e) The acceptance of my application is subject to a satisfactory report being obtained from information supplied on the Tenancy Application submitted by me.
  - (f) Should there be a requirement to commence proceedings for the 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 recovered from me.
7. Should this application not be accepted, the agent is not required or obliged to disclose why or supply any reason for the rejection of this application.
8. **Finally, I agree that my rent will be paid by direct debit on the dates that the rent falls due (there is no cost for this service, however your bank may charge a fee if funds are unavailable). A copy of the signed direct debit form will be required before keys are collected.**

## 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 the application. I understand this can include information about my credit worthiness, credit standing, credit history or credit capacity. I understand this information may be used to assess my application.

Applicant #1 Signature: ..... Dated: ...../...../ .....

Applicant #2 Signature: ..... Dated: ...../...../ .....

- Notes -



- Notes -

