

charlotte peterswald property management

Tenancy Application Form

PROPERTY APPLYING FOR: _____

APPLICANTS FULL NAME: _____

Please read all information carefully, as failure to complete correctly may result in delays in processing your application.

1. In addition to completing this application form, **ALL APPLICANTS** will need to supply the following documents:
 - a. **Photo Identification.** – *Passport, drivers licence or student ID*
 - b. **Current Credit Report.** *local reports can be obtained from TCS (Tasmanian Collection Service) 29 Argyle St, Hobart, phone (03)6213 5555. Interstate reports can be sourced from Baycorp by phone 1300 762 207 or at www.mycreditfile.com.au*

If you are a student or unemployed please also provide:

- c. **A copy of current bank statement.**
 - d. **Proof of income.** – *Centrelink summary sheet*
2. A separate application is required from **all adults** wishing to occupy the premises.
3. If you are under 18 years of age, an adult will be required to submit an application on your behalf. Should the application be successful, the adult will be the nominated tenant and will therefore be responsible for the tenancy and associated conditions.
4. In most instances we are able to process your application within 48 hours, however, if we are unable to contact your referees this process may take longer. **We will contact you to confirm if your application is successful or not.**
5. If your application is successful you will be required to sign a lease **within 24 hours of approval.** A holding deposit of 1 weeks rent is required at this time to secure the property - this will be incorporated into the bond, once the full amount is paid. We will also require you to complete a direct debit form for the on-going payment of rent **before** you can collect keys.
6. Prior to collection of keys you are required to pay the balance of the bond, (4 weeks rent) as well as 2 weeks rent in advance. This is payable by cash or cheque, however please note that cheques are required **3 days prior** to the lease start date to allow for bank clearance.
7. If your application is unsuccessful, charlotte peterswald for property are under no obligation to disclose the reasons.

This application form must be completed in full before we will process, if anything does not apply to you please cross out

Application date: _____ / _____ / 2007
Rental amount per week: _____
Proposed lease start date: _____
Length of lease desired: 3mths / 6mths / 12mths / other: _____
of people to occupy: Adults: _____ Children: _____
Have you inspected it?: _____ When? _____

Is this application to be included with someone else's?

Please supply names: _____

Personal Details:

Title: Mr / Mrs / Ms / Miss / Dr
Full Name: _____
Sex: Male / Female
D.O.B. _____
Nationality: _____
Passport/Drivers Licence #: _____

Contact Details:

Preferred method of contact: _____

Telephone: Hm _____ Fax _____
Wk _____ Mbl _____
E – Mail address: _____

Current Address:

Length at this address: _____
Do you own this property? _____

IF YES:

Selling agent: _____

IF NO:

Name of Owner / Agent: _____
Their telephone number: _____
Rental amount (weekly): _____

Previous Address:

Length at this address: _____
Did you own this property? _____

IF YES:

Selling agent: _____

IF NO:

Name of Owner / Agent: _____
Their telephone number: _____
Rental amount (weekly): _____

Employment Details:

Current Employers Name:

Address: _____
Telephone No: _____
Length of employment: _____
Your job title: _____
Weekly Income: _____
Type of employment: Full time / Part time / Casual / Other _____
Employer contact: Name: _____ Position: _____

If at current employment for less than 3 months please supply previous employment details:

Previous Employer or Second Employer (please delete one):

Address: _____
Telephone No: _____
Time of employment: _____
Your job title: _____
Type of employment: Full time / Part time / Casual / Other _____
Employer contact: Position: _____ Name _____

If Self Employed:

Name of Business: _____
Type of Business: _____
Length of Operation: _____
Total Weekly Income: _____
Business References: Name: _____ Phone: _____
Name: _____ Phone: _____

Student Details:

Name of College / University: _____
Course / Faculty: _____
Student ID No: _____
Source of Income: _____
Total Weekly Income: _____

Unemployment details:

Source of Income: _____
Total Weekly Income: _____

If unemployed or self employed you will be required to supply supporting documentation as proof of income

Details of dependent children to reside at property:

Number of Children: _____
Name, Age & Sex: _____

Personal References – Not Family Members:

Please supply 3 names with daytime contact numbers.

Name: _____ Phone: _____
Relationship to you: _____

Name: _____ Phone: _____
Relationship to you: _____

Name: _____ Phone: _____
Relationship to you: _____

Next of Kin/Closest Relative:

Name: _____
Address: _____
Contact No: _____

Additional Information:

Pet Details:

Type (ie: Cat, Dog): _____
What Breed? _____
How many? _____ Age: _____
Inside or outside? _____

Please answer Yes or No to the following:

Are you or have you ever declared bankruptcy? _____
Do you have any outstanding debts with a collection agency? _____
Do you or any of your co-occupants smoke? _____
Have you ever been evicted from a rental property? _____
If yes to any of the above, please supply details below:

Comments / Additional information:

I hereby state that all details contained herein are true and accurate to the best of my knowledge. I also acknowledge and give authority that credit and my past tenant information may be obtained from a credit reporting agency and supplied references.

I finally agree that my rent will be paid by Direct Debit on the dates I nominate. (There is no cost for this service, however your bank may charge a fee if funds are unavailable)

Signed: _____ **Date:** _____

Privacy Act Acknowledgement

In accordance with section 18n (1) (b) of the Privacy Act 1998 I authorise you to give information 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, 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 to 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 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 enters 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 to above.

The agent will only disclose the information in this way to other parties to achieve the purposes specified above or as otherwise allowed under the Privacy Act 1998.

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 to process the application and manage the tenancy.

Applicant name: _____

Applicant Signature: _____ **Date:** _____

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Leasing Office

14 Magnet Court, Sandy Bay Tasmania 7005
Ph: (03) 6224 0823
Fax: (03) 6224 4712

Sales Office

93 Salamanca Place, Hobart Tasmania 7000
Ph: (03) 6224 7090

Or try our website, with full colour pictures and information on all our available properties, for sale and lease.

www.charlottepeterswald.com.au