

# TENANCY APPLICATION CHECKLIST

Please complete the Tenancy Application Checklist and submit it together with your Tenancy Application.

Before I submit this Application, I confirm I have...

- Completed all details in full on the Tenancy Application.
- Provided all contact details for confirmation of income source.
- Provided all contact details for Personal Referee and closest relative not living with you
- Attached photocopies of documents to meet 100 or more points of ID as listed on the Tenancy Application.
- Attached a photocopy of proof of income (either 4 payslips or 2 months of bank statements)
- Attached your Tas Collection Service Personal Information Report (*must be no more than 30 days old*)
- Attached your Equifax Credit File (*must be no more than 30 days old*)
- Attached your National Police Check
- Driven past the property.

PROPERTY ADDRESS/ES

---

APPLICANT NAME

---

Signature

Date

---

**OFFICE USE ONLY – AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT**

CHECKLIST	STAFF MEMBER	DATE	TIME
Tenancy Application Checklist completed by Tenant			
Application received			am/pm
Checked original ID / Original Documents			am/pm
Compared signatures to original ID			am/pm
Checked ALL Consents signed			am/pm
Checked Application is completed in full			am/pm
Nominated Applicant to contact if shared Tenancy	Name		Phone

## Application for Residential Tenancy

Please provide full details to ensure effective processing of this application. On receipt of your application we will endeavour to provide you with an answer within 2 working days.

The applicant/s detailed herein apply for a property tenancy through the Property Manager and declare and covenant that the information herein is true and correct. The applicant must not give false or misleading information to the Property Manager and to do so is an offence.

### PROPERTY/S OF INTEREST

RENTAL RANGE From \$\_\_\_\_\_ to \$\_\_\_\_\_ per week

This application is submitted on the basis that future rent is paid by direct debit / Centrepay

Will you be paying rent through Centrepay?  YES  NO

Will you be applying Anglicare assistance for Rent?  YES  NO

BOND \$\_\_\_\_\_ (Payable in full prior to start of Tenancy)

Will you be receiving Anglicare assistance for the Bond?  YES  NO

### TENANCY REQUIRED

6 months  12 months  Other \_\_\_\_\_ Date able to occupy \_\_\_/\_\_\_/\_\_\_

#### Applicant 1

Business name & ABN (if applicable):

\_\_\_\_\_

Family name \_\_\_\_\_

Given names \_\_\_\_\_

Other name/s known by: \_\_\_\_\_

Date of birth \_\_\_\_\_

Occupation \_\_\_\_\_

Current address: \_\_\_\_\_

Length of time at current address: \_\_\_\_\_

Reason for moving: \_\_\_\_\_

Previous address (if less than 3 years at current address) \_\_\_\_\_

\_\_\_\_\_

Home phone: \_\_\_\_\_

Work phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

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

#### Applicant 2

Business name & ABN (if applicable):

\_\_\_\_\_

Family name \_\_\_\_\_

Given names \_\_\_\_\_

Other name/s known by: \_\_\_\_\_

Date of birth \_\_\_\_\_

Occupation \_\_\_\_\_

Current address: \_\_\_\_\_

Length of time at current address: \_\_\_\_\_

Reason for moving: \_\_\_\_\_

Previous address (if less than 3 years at current address) \_\_\_\_\_

\_\_\_\_\_

Home phone: \_\_\_\_\_

Work phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

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



## IDENTITY INFORMATION

### Applicant 1

Drivers licence #: \_\_\_\_\_

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

Car registration & State: \_\_\_\_\_

## EMPLOYMENT

### Applicant 1

#### Current employment

Business name: \_\_\_\_\_

Business address: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_

Supervisor's phone: \_\_\_\_\_

Supervisor's email: \_\_\_\_\_

Length of employment: \_\_\_\_\_

Full time  Part time  Casual  Other

Gross Income: \_\_\_\_\_ Week / Fortnight / Month

#### If self employed

Business name: \_\_\_\_\_

Business address: \_\_\_\_\_

Business phone: \_\_\_\_\_

Industry/nature of business: \_\_\_\_\_

Length of self-employment: \_\_\_\_\_

Total annual Income: \_\_\_\_\_  
(as declared to Australian Taxation Office)

Accountant name: \_\_\_\_\_

Accountant phone: \_\_\_\_\_

Accountant email: \_\_\_\_\_

## IF NOT EMPLOYED

### Applicant 1

#### If on benefits

Customer Reference No: \_\_\_\_\_

Type of Payment: \_\_\_\_\_

Combined Income: \$ \_\_\_\_\_ per Fortnight

## IDENTITY INFORMATION

### Applicant 2

Drivers licence #: \_\_\_\_\_

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

Car registration & State: \_\_\_\_\_

## EMPLOYMENT

### Applicant 2

#### Current employment

Business name: \_\_\_\_\_

Business address: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_

Supervisor's phone: \_\_\_\_\_

Supervisor's email: \_\_\_\_\_

Length of employment: \_\_\_\_\_

Full time  Part time  Casual  Other

Gross Income: \_\_\_\_\_ Week / Fortnight / Month

#### If self employed

Business name: \_\_\_\_\_

Business address: \_\_\_\_\_

Business phone: \_\_\_\_\_

Industry/nature of business: \_\_\_\_\_

Length of self-employment: \_\_\_\_\_

Total annual Income: \_\_\_\_\_  
(as declared to Australian Taxation Office)

Accountant name: \_\_\_\_\_

Accountant phone: \_\_\_\_\_

Accountant email: \_\_\_\_\_

## IF NOT EMPLOYED

### Applicant 2

#### If on benefits

Customer Reference No: \_\_\_\_\_

Type of Payment: \_\_\_\_\_

Combined Income: \$ \_\_\_\_\_ per Fortnight



**IF NOT EMPLOYED CONTINUED**

**Applicant 1**

**If a student**

College/Tafe or University: \_\_\_\_\_

Student ID No: \_\_\_\_\_

Campus Contact / Phone: \_\_\_\_\_

Net Income: \$ \_\_\_\_\_ per Week / Fortnight

**RENTAL HISTORY (we require 3 years in total)**

**Applicant 1**

**Current Landlord/Agent:**

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

Phone: \_\_\_\_\_

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

Address of property rented & rent per week: \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Time rented: From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Why are you leaving? \_\_\_\_\_

\_\_\_\_\_

**Previous Landlord/Agent:**

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

Phone: \_\_\_\_\_

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

Address of property rented & rent per week: \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Time rented: From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Why did you leave? \_\_\_\_\_

\_\_\_\_\_

**IF NOT EMPLOYED CONTINUED**

**Applicant 2**

**If a student**

College/Tafe or University: \_\_\_\_\_

Student ID No: \_\_\_\_\_

Campus Contact / Phone: \_\_\_\_\_

Net Income: \$ \_\_\_\_\_ per Week / Fortnight

**RENTAL HISTORY (we require 3 years in total)**

**Applicant 2**

**Current Landlord/Agent:**

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

Phone: \_\_\_\_\_

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

Address of property rented & rent per week: \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Time rented: From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Why are you leaving? \_\_\_\_\_

\_\_\_\_\_

**Previous Landlord/Agent:**

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

Phone: \_\_\_\_\_

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

Address of property rented & rent per week: \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Time rented: From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Why did you leave? \_\_\_\_\_

\_\_\_\_\_



**RENTAL HISTORY CONTINUED**  
**Applicant 1**

**Previous Landlord/Agent:** (if you have been at the previous address for less than 3 years)

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

Phone: \_\_\_\_\_

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

Address of property rented and rent per week: \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Time rented: From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

If you have not rented before, have you owned  
Your own home?  YES  No or  
Investment Property  YES  NO

If yes, provide address & Sales Agent / Property  
Manager details (note copy of council rates will be  
required):

\_\_\_\_\_  
\_\_\_\_\_

**Personal Reference:**

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

How long known: \_\_\_\_\_

**Closest relative who will not be living with you**

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Pets**

Do you have any pets?  YES  NO

If yes provide full details, including references: \_\_\_\_\_

\_\_\_\_\_

**RENTAL HISTORY CONTINUED**  
**Applicant 2**

**Previous Landlord/Agent:** (if you have been at the previous address for less than 3 years)

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

Phone: \_\_\_\_\_

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

Address of property rented and rent per week: \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Time rented: From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

If you have not rented before, have you owned  
Your own home?  YES  NO or  
Investment Property  YES  NO

If yes, provide address & Sales Agent / Property  
Manager details (note copy of council rates will be  
required):

\_\_\_\_\_  
\_\_\_\_\_

**Personal Reference:**

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

How long known: \_\_\_\_\_

**Closest relative who will not be living with you**

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Pets**

Do you have any pets?  YES  NO

If yes provide full details, including references: \_\_\_\_\_

\_\_\_\_\_



# RENTAL HISTORY CONTINUED Applicant 1

## Other Occupants

Full names, current addresses and date of birth of all people (including children) who will permanently reside at this property:

1. \_\_\_\_\_  
 \_\_\_\_\_

2. \_\_\_\_\_  
 \_\_\_\_\_

3. \_\_\_\_\_  
 \_\_\_\_\_

## 100 POINT CHECKS - NOTICE TO APPLICANT 1

Before any application will be processed, each applicant must achieve a minimum of 100 check points:

### COMPULSORY REQUIREMENTS:

	Office Use
Drivers licence or Passport 50 points	<input type="checkbox"/>
Pay Slips x 4 (current) or Copy of Bank Statements x 2 months 50 points	<input type="checkbox"/>

If never rented before & owned a home only: Has the council rates been provided?	<input type="checkbox"/>
---	--------------------------

**100 point check information must be attached to this application form when submitted.** NOTE: There is a charge of \$2.00 per copy should you not provide your own copies.

## PERSONAL INFORMATION REPORT

An application will not be pre-approved until we have the supplied personal information report. Tasmanian Collection Service and Equifax offer immediate reports collected or emailed to you for a fee and a free option which takes around 10 business days to arrive. We will only accept personal information reports no older than 30 days.

### COMPULSORY REQUIREMENTS:

	Office Use
Tasmanian Collection Service Tasmanian Residents only	<input type="checkbox"/>

Tasmanian Collection Service  
33a Wilmot Street, Burnie  
[www.tascol.com.au](http://www.tascol.com.au)  
Phone 03 6430 3755  
6 of 10

# RENTAL HISTORY CONTINUED Applicant 2

## Other Occupants

Full names, current addresses and date of birth of all people (including children) who will permanently reside at this property:

1. \_\_\_\_\_  
 \_\_\_\_\_

2. \_\_\_\_\_  
 \_\_\_\_\_

3. \_\_\_\_\_  
 \_\_\_\_\_

## 100 POINT CHECKS - NOTICE TO APPLICANT 2

Before any application will be processed, each applicant must achieve a minimum of 100 check points:

### COMPULSORY REQUIREMENTS:

	Office Use
Drivers licence or Passport 50 points	<input type="checkbox"/>
Pay Slips x 4 (current) or Copy of Bank Statements x 2 months 50 points	<input type="checkbox"/>

If never rented before & owned a home only: Has the council rates been provided?	<input type="checkbox"/>
---	--------------------------

**100 point check information must be attached to this application form when submitted.** NOTE: There is a charge of \$2.00 per copy should you not provide your own copies.

## PERSONAL INFORMATION REPORT

An application will not be pre-approved until we have the supplied personal information report. Tasmanian Collection Service and Equifax offer immediate reports collected or emailed to you for a fee and a free option which takes around 10 business days to arrive. We will only accept personal information reports no older than 30 days.

### COMPULSORY REQUIREMENTS:

	Office Use
Tasmanian Collection Service Tasmanian Residents only	<input type="checkbox"/>

Tasmanian Collection Service  
33a Wilmot Street, Burnie  
[www.tascol.com.au](http://www.tascol.com.au)  
Phone 03 6430 3755



**PERSONAL INFORMATION REPORT  
CONTINUED  
Applicant 1**

Office  
Use

**Equifax**  
All applicants

- Please organise on my behalf
- I will organise and supply a copy

**Equifax**  
www.mycreditfile.com.au/  
Phone: 13 8332

**CRIMINAL HISTORY REPORT  
Applicant 1**

**National Police Check**

It is our policy to ask all our prospective tenants to obtain a personal criminal history report as part of our application process. The charge for a National Police check is approximately \$45.00. This check is valid for 3 years, a Police History Record Check Form can be obtained from your local Police Station, Service Tasmania shop or downloaded from [www.police.tas.gov.au](http://www.police.tas.gov.au)

**PERSONAL INFORMATION REPORT  
CONTINUED  
Applicant 2**

Office  
Use

**Equifax**  
All applicants

- Please organise on my behalf
- I will organise and supply a copy

**Equifax**  
www.mycreditfile.com.au/  
Phone: 13 8332

**CRIMINAL HISTORY REPORT  
Applicant 2**

**National Police Check**

It is our policy to ask all our prospective tenants to obtain a personal criminal history report as part of our application process. The charge for a National Police check is approximately \$45.00. This check is valid for 3 years, a Police History Record Check Form can be obtained from your local Police Station, Service Tasmania shop or downloaded from [www.police.tas.gov.au](http://www.police.tas.gov.au)



**UTILITY CONNECTIONS: This is a free service that connects all your utilities**

Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of your application to confirm your request/s and explain the details of the services offered.

- I would like to use Direct Connect to arrange the following, I agree to their terms & conditions as per their website page <http://www.directconnect.com.au/terms-and-conditions>

Please circle the utilities you would like connected: **Electricity / Gas / Phone / Pay Television**

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

**Applicant 1**

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Applicant 2**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Warranties by Applicant/s

The Applicant/s warrant that:

- the information herein given by them is true and correct and that all information was given of their own free will.
- the applicant/s are over 18 years of age.
- the applicant/s have not been bankrupt, but if so, give details \_\_\_\_\_

- It is agreed and understood that in the event of this application being rejected there is no requirement at law for the agent to disclose to you any reason for such rejection. It is also agreed that no objection for not being provided a reason for any rejection of this application will be raised.
- that only those persons named in this Application will permanently reside at the property.
- that the applicant/s will not permit pets on the premises unless authorised by the owner/Agent to do so.
- that the applicant/s will pay the sum equal to one (1) weeks rent (by EFT, bank transfer or cash) upon signing a Residential Tenancy Agreement.

### Authority and Privacy Act

- The Applicant/s acknowledge that they have been informed, understand and agree that the acceptance of this Application is subject to the information supplied on this form and the reports obtained by the Landlord in accordance with these terms and the provisions of the Privacy Act 1988, being acceptable to the Landlord. The Applicant/s authorise **First National Real Estate Burnie** to contact the Applicant/s' nominated work supervisor or accountant, current or previous landlord or agent, and business or personal referees (together referred to as **Contacts**), and to make enquiries about the Applicant/s to determine their suitability as tenants. The Applicant/s authorise the Contacts to provide information about the Applicant/s to **First National Real Estate Burnie** for the purpose of assisting the **First National Real Estate Burnie** to determine the suitability of the Applicant/s as tenants. By signing this form, the Applicant/s also authorise **First National Real Estate Burnie** to obtain information about the Applicant/s from a residential tenancy database and, if the Applicant is accepted as a tenant, to disclose any rental defaults to the residential tenancy database operator.
- **First National Real Estate Burnie** uses personal information collected from the Applicant/s to act as agent and to assess the Applicant/s suitability to rent the property. Real estate and tax laws require some of this information to be collected. **First National Real Estate Burnie** may disclose information to other parties such as the Landlord, to potential purchasers of the property, or to clients of **First National Real Estate Burnie** both existing and potential, as well as to tradespeople, strata corporations, government and statutory bodies and to other parties as required by law. **First National Real Estate Burnie** will only disclose information in this way to other parties as required to perform its duties as agent of the property, or as otherwise allowed under the Privacy Act 1988. Applicant/s may request access to the personal information held about them by **First National Real Estate Burnie** by contacting the Agent at the address and contact numbers set out in this form (although access may be refused in certain circumstances). **First National Real Estate Burnie** will correct any information it considers is inaccurate, incomplete or out-of-date. Applicant/s are required to provide the Agent with all the information it requires, failing which the Agent will not be able to assess (and therefore may reject) the Applicant/s' application for tenancy. Further information about the **First National Real Estate Burnie/s** privacy practices is set out in its privacy policy, which can be obtained by contacting the Agent.

### Binding Agreement on Acceptance by Landlord

- The Applicant/s acknowledge and agree that immediately upon notice from First National Real Estate Burnie that the Landlord has accepted this Application, the Applicant/s must then proceed to agree to a Residential Tenancy Agreement with the terms and other conditions set out herein. The Applicant/s undertake and agree to sign a written Residential Tenancy Agreement before possession of the Property will be given.
- If accepted for this property, the Applicant/s agree NOT to use the property for any business or commercial use and that future rental payments will be paid by direct debit or Centrepay.

#### Applicant 1

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

#### Applicant 2

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_





## Privacy Act

### Acknowledgement Form for Tenant Applicants & Approved Occupants

This form provides information about how we the below named agent handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we cannot process your application.

Member Name           **First National Real Estate Burnie**  
Address                 **2/203 Mount Street, Upper Burnie TAS 7320**  
Ph                       **03 6432 7800**                 Fax       **03 64327899**  
Email                   **rentals@burniefirstnational.com.au**

As a professional portfolio manager we collect personal information about you. The information we collect can be accessed by you by contacting our office on the above numbers or addresses.

#### Primary Purpose

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property.

In order to assess your application we disclose your personal information to

- The Lessor / Owners for approval or rejection of your application.
- TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application.
- Referees to validate information supplied in your application
- Other Real Estate Agents to assess the risk to our clients.

We may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

#### Secondary Purpose

During and after the tenancy we may disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property.
- Tribunals or Courts having jurisdiction seeking orders or remedies.
- Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you.
- TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Lessors / Owners insurer in the event of an insurance claim.
- Future rental references to other asset managers / owners.

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently, we cannot provide you with the property you requested to rent.

**TICA Statement**

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the National Privacy Principles in the Privacy Act 1988.

TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history.

TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries.

In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by any of the following ways

Phone: 190 222 0346 calls are charged at \$5.45 per minute including GST (higher from mobile or pay phone) Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30

**Primary Purpose**

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows

Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

**Further Information About TICA**

Full details about TICA can be found on TICA’s website at [www.tica.com.au](http://www.tica.com.au) under Tenant Information and Privacy Policies or by contacting The TICA Group on our Helpline 190 222 0346 calls charged at \$ 5.45 per minute including GST (higher from mobile and pay phones)

If you’re personal information is not provided to The TICA Group the member may not proceed with assessing your application and you may not be provided with the rental property.

**Applicant 1**

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Applicant 2**

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

Signature \_\_\_\_\_

Date \_\_\_\_\_