



Tenancy Application Form

Property Address:

Devine Property Property Management Contact Details

119 Harrington Street
Hobart TAS 7000

p 03 6238 4800

e info@devineproperty.com.au

devineproperty.com.au

Tenancy Application Checklist

All applicants over 18 years of age will need to submit an application form and sign each section of the application.

IDENTIFICATION

You will need to provide one of the following.

Drivers license

Passport

PERSONAL INFORMATION REPORT

For each applicant.

A Personal Information Report from Tasmanian Collection Service (TAS) or

EQUIFAX – www.equifax.com.au

REFERENCES

For each applicant we will require two professional references

Professional reference one

Professional reference two

PROOF OF INCOME

You will need to provide one of the following.

Three current pay slips

Bank statement

A letter from your employer stating income position and length of employment

A letter from your accountant if self employed

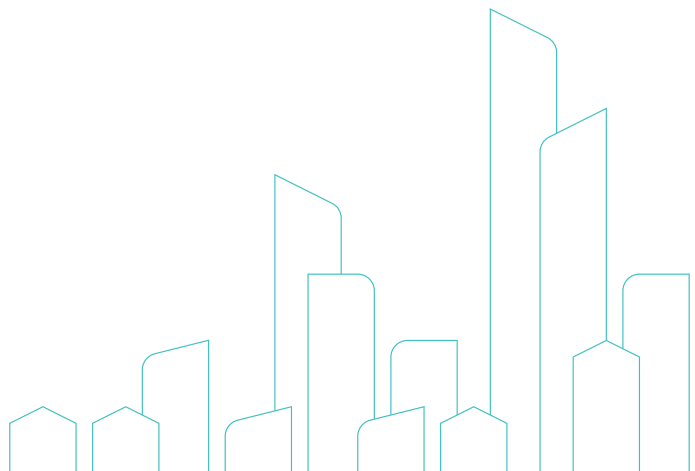
Centrelink statement

PROCESSING OF APPLICATIONS

Please keep in mind that the processing of applications involves checking numerous references. It is in your best interest to provide business hours contact details for all references. When we have completed checking your references the application will then be discussed with the Landlord. The Landlord may take time to deliberate the decision. We will contact you to advise if your application is successful. Your application is regarded as a confidential document. If your application has been unsuccessful it will be destroyed. Please advise our office if you wish to be considered for alternative properties.

BOND AND ONGOING RENTAL PAYMENTS

The security bond must be paid on or before the lease commencement date. On going rent is to be paid via EFT, cash or personal cheques.



A. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

Postcode

2. Lease start date

Date Month Year

3. Length of lease

4. Rent:

\$ per: Week Month Year

5. How many tenants will occupy the property?

Adults Children Ages (children)

B. PERSONAL DETAILS

6. Details:

Mr Mrs Ms Miss Other

Surname Given Names

Date of birth

Drivers license number State Expiry Date

Car registration

7. Please provide your contact details

Email Mobile number

Home Phone Number

Work Phone Number

Preferred contact method:

Email Phone Mobile Work SMS

Have you viewed the property? Yes No

Are you a smoker? Yes No

Do you have any pets? Yes No

If yes, please provide details of pet(s) Number/breed/type

C. APPLICANT HISTORY

8. Do you currently own property?

Yes, I live in Yes, Investment No

9. What is your current address?

Postcode

10. How long have you lived at your current address

11. Why are you leaving your current address?

12. What is the name of your landlord or agent?

Phone number Weekly rental amount

\$

13. What was your previous residential address?

Postcode

14. How long did you live at your previous address?

15. What was the name of your landlord or agent?

Contact Name

Phone number

Phone number

Weekly rental amount

Length of Employment

Net income

\$

Years

Months

\$

Was bond refunded?

Yes

No

If not, why?

E. CONTACTS/REFERENCES

18. Please provide one contact in case of emergency

Surname

Given names

Relationship to you

Contact number

Address

Email

D. EMPLOYMENT HISTORY

16. What is your occupation?

Are you employed?

Full-time

Part-time

Casual

Employer's Business Name (inc. accountant if self employed or institution if student)

Employer's Address

Postcode

Contact Name

Phone number

Length of Employment

Net income

Years

Months

\$

17. Please provide your previous employment details

What was your occupation?

Were you employed?

Full-time

Part-time

Casual

Employer's Business Name (inc. accountant if self employed or institution if student)

19. Please provide two professional references (not related to you)

Surname

Given names

Relationship to you

Contact number

Surname

Given names

Relationship to you

Contact number

F. IDENTIFICATION

100 Points of identification is required in order to process your application.

Must provide:

Drivers License/Passport 40 points

Evidence of income 20 points

Additional:

Other photo ID	40 points
Current utility bills	30 points
Bank Statement	20 points
Medicare/Bank card	20 points
Mobile phone bill	10 points
Concession/Pension card	10 points

Total points provided

G. DECLARATION

I hereby offer to rent the property from the owner under lease to be prepared by the Agent. Should this application be accepted by the Landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the Landlord/Owner. I declare that all information contained in this application (including the previous pages) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I also authorise the Agent to obtain personal information about me from:

- The owner or the Agent of my current or previous residence.
- My personal referees for this application and current and past employer/s
- Any person who maintains any record, listing or database for defaults by tenants and I authorise and consent to each of those persons providing requested personal information about me to the Agent.
- If I default under a rental agreement, I agree that the Agent may disclose details of any such default to the tenancy default database, and to agents /landlord of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information within the application in order to:

- Communicate with referees, employees, landlords, third party operators of tenancy reference database, other agents and select a tenant.
- Communicate with the owner and select a tenant.
- Prepare lease/tenancy documents.

- Allow tradespeople or equivalent organizations to contact me.
- Lodge / claim / transfer to/from a Bond Authority.
- Refer to tribunals / Courts and Statutory Authorities where applicable.
- Refer to collection agents / lawyers where applicable.
- Complete a Personal Information Report with TICA.
- Conduct a Colony 47 background check.
- Transfer water account details into my name.

I am aware that if the information is not provided or I do not consent to the uses to which personal information is put, the Agent can not provide me with the lease/tenancy of the premises.

Applicant's full name:

Applicant's signature:

Digital signature or typed name is acceptable for forms submitted digitally

Date:

H. AGENT DETAILS

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