



# Tenant Application Form

A: 147 Sandy Bay Road, Sandy Bay, TAS 7005 P: 03 6220 1900  
 F: 03 6223 3455 E: info@keymanagement.com.au

Property Address: .....(a)  
 Rental Amount: \$.....per week (b) Bond (rent p/w x 4): .....(c)  
 Tenancy to Commence:...../...../.....(d) Your preferred length of lease: .....(e)  
 How did you hear about the property?..... Have you viewed the property? Y /N

## Applicant 1

Surname: .....  
 Given Names: .....  
 Date of Birth: .....  
 Marital Status: .....  
 Occupation: .....  
 Address: .....  
 Home Ph:.....  
 Mobile Ph:.....  
 Work Ph:.....  
 Email:

## Applicant 2

Surname:.....  
 Given Names:.....  
 Date of Birth: .....  
 Marital Status.....  
 Occupation:.....  
 Address:.....  
 Home Ph:.....  
 Mobile Ph: .....  
 Work Ph: .....  
 Email:

Before any application will be considered, you must achieve a minimum of 100 points and obtain a credit report.

**Please note:** Our office will not be able to provide a photocopying service, please bring all copies of documents and identification with your application.

Source (circle the points you are providing)	Applicant # 1	Applicant # 2
Drivers Licence	40 points	40 points
Passport	40 points	40 points
Birth Certificate	40 points	40 points
Student Card / Other Photo ID	30 points	30 points
Medicare Card / Private Health Card	30 points	30 points
Recent Payslips	30 points	30 points
Previous Four Rent Receipts / Previous Rental Ledger	30 points	30 points
Current Vehicle Registration	10 points	10 points
Bank Statement	10 points	10 points
Phone / Electricity / Gas Bill	10 points	10 points
Pension / Health Care Card	10 points	10 points

*NB: Please note that it is a condition of leasing through Key Property Management, that all rental payments be made via RentPay, which offers Direct Debit and B/Pay via phone or the internet. RentPay charge a monthly membership fee of \$3 per month. There is an additional fee of 88 cents per transaction for BPAY, or a 1.32% surcharge for Credit Card payments. You are immediately enrolled into the RentPay Rewards Club once you start using RentPay. This entitles you to instant discounts at over 6000 outlets both state wide and nationally. Other options available in our office are either Personal Cheque, Bank Cheque or Money Order. It is also the responsibility of the tenant to terminate the Rentpay account at the end of the tenancy. By applying for this property you agree to these terms and conditions.*

## Applicant 1

### CURRENT LANDLORD / AGENT:

Name: .....  
Their Phone Number: .....  
Rent Per Week..... Period of lease:.....  
Property Address: .....  
Bond Refunded? .....  
Reason for leaving: .....

### PREVIOUS LANDLORD / AGENT :

Name: .....  
Their Phone Number: .....  
Rent Per Week..... Period of lease:.....  
Property Address: .....  
Bond Refunded? .....  
Reason for leaving: .....

Are you a home owner? Yes..... No.....

### PERSONAL DETAILS:

Your car registration: .....  
Licence No: .....  
Do you have children living with you? Yes / No  
Their ages: .....  
Do you have any pets? .....  
If so, what type of pet? .....  
Pet registration details: .....  
Do you smoke?.....

### EMPLOYMENT DETAILS:

Name of Employer: .....  
Occupation: .....  
Address: .....  
.....  
Phone: .....  
Length of Employment:.....  
Net (take home) Weekly Income:.....

## Applicant 2

### CURRENT LANDLORD / AGENT:

Name: .....  
Their Phone Number: .....  
Rent Per Week..... Period of lease: .....  
Property Address: .....  
Bond Refunded? .....  
Reason for leaving: .....

### PREVIOUS LANDLORD / AGENT:

Name: .....  
Their Phone Number: .....  
Rent Per Week..... Period of lease: .....  
Property Address: .....  
Bond Refunded? .....  
Reason for leaving: .....

Are you a home owner? Yes..... No.....

### PERSONAL DETAILS:

Your car registration: .....  
Licence No: .....  
Do you have children living with you? Yes / No  
Their ages: .....  
Do you have any pets? .....  
If so, what type of pet? .....  
Pet registration details: .....  
Do you smoke?.....

### EMPLOYMENT DETAILS:

Name of Employer: .....  
Occupation: .....  
Address: .....  
.....  
Phone: .....  
Length of Employment: .....  
Net (take home) Weekly Income: .....

## Applicant 1

If employed there for less than 6 months

Previous employers name: .....

Address: .....

.....

Phone: .....

Length of employment: .....

### IF SELF EMPLOYED:

Name of Business: .....

ABN: .....

Industry: .....

Address: .....

.....

Personal Net Income/Week: .....

Name of Accountant: .....

Accountant's phone number: .....

How long in this business: .....

### STUDENT DETAILS:

Name of Institution: .....

Faculty/Department: .....

Income Source: .....

Net Weekly Income: .....

### IF YOU RECEIVE A CENTRELINK BENEFIT, DIVIDENDS OR PARENTAL ASSISTANCE:

Type of Payment: .....

Weekly Assistance: .....

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## TCS CREDIT 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 the TCS office, which is located at 29 Argyle Street, Hobart. A fee of \$18.00 (\$14.00 for concession card holders) will apply.

**For interstate applicants, you will need to consult Veda Advantage to obtain a copy of you interstate credit record.**

You can obtain the Veda Advantage *My Credit File* by phone on 1300 762 207.

The cost of the credit file is \$36.00 and can be paid over the phone via credit card. The report will be faxed to a number nominated by you within 24 hours. Alternatively, you can access the credit report via their website [www.mycreditfile.com.au](http://www.mycreditfile.com.au)

**Applications will not be accepted unless accompanied by these reports.**

## Applicant 2

If employed there for less than 6 months

Previous employers name .....

Address: .....

.....

Phone: .....

Length of employment: .....

### IF SELF EMPLOYED:

Name of Business: .....

ABN: .....

Industry: .....

Address: .....

.....

Personal Net Income/Week: .....

Name of Accountant: .....

Accountant's phone number: .....

How long in this business: .....

### STUDENT DETAILS:

Name of Institution: .....

Faculty/Department: .....

Income Source: .....

Net Weekly Income: .....

# Applicant 1

# Applicant 2

## REFERENCES:

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### Personal / Business Reference:

### Personal / Business Reference:

Name:.....  
 Address: .....  
 .....  
 Home Phone Number:.....  
 Work Phone Number:.....  
 Mobile Phone Number:.....  
 Relationship:.....  
 Known for how long?.....

Name:.....  
 Address: .....  
 .....  
 Home Phone Number:.....  
 Work Phone Number:.....  
 Mobile Phone Number:.....  
 Relationship:.....  
 Known for how long?.....

### Personal / Business Reference:

### Personal / Business Reference:

Name:.....  
 Address: .....  
 .....  
 Home Phone Number:.....  
 Work Phone Number:.....  
 Mobile Phone Number:.....  
 Relationship:.....  
 Known for how long?.....

Name:.....  
 Address: .....  
 .....  
 Home Phone Number:.....  
 Work Phone Number:.....  
 Mobile Phone Number:.....  
 Relationship:.....  
 Known for how long?.....

### Next of Kin:

### Next of Kin:

Name:.....  
 Address: .....  
 .....  
 Home Phone Number:.....  
 Work Phone Number:.....  
 Mobile Phone Number:.....  
 Relationship:.....

Name:.....  
 Address: .....  
 .....  
 Home Phone Number:.....  
 Work Phone Number:.....  
 Mobile Phone Number:.....  
 Relationship:.....

### Please list all Persons to Reside at Property, including Children:

Please Circle

One

1. Name:.....	Age:.....	Occupant or Tenant
2. Name:.....	Age:.....	Occupant or Tenant
3. Name:.....	Age:.....	Occupant or Tenant
4. Name:.....	Age:.....	Occupant or Tenant
5. Name:.....	Age:.....	Occupant or Tenant

The applicant acknowledges 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.

**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. If further authorise the letting agent to contact 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 as written at section (a) of this document.
- 4. I have of my own accord decided that I wish to rent the aforementioned property commencing at the date as written at section (d), for a period as written at section (e)
- 5. **I have been informed, understand and agree that :**
  - a. The rental for the said property is to be the amount as written at section (b) of this document.
  - b. The rental for the said property is to be paid fortnightly/calendar monthly and in advance at all times.
  - c. The Security Deposit for the aforesaid property will be the amount as written at section (c) and I further agree and undertake to pay the said bond on or before the signing of the tenancy agreement.
  - d. The full amount of the Security Deposit not be paid by the signing of the Residential Tenancy Agreement, I authorise the letting agent to apply all or part of the subsequent rental payments to be apportioned to finalising of the rental bond for the aforesaid property.
  - 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. There be a requirement 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.
  - g. Should this application not be accepted, the agent is not required or obligated to disclose why or supply any reason for the rejection of this application.
  - h. To pay the Security Deposit and at least 2 weeks rent in advance by BPay or bank cheque prior to receiving the keys on the day of occupation.
  - i. If my Residential Tenancy Application is approved I will be required to pay at least one week of the nominated rent as a holding deposit for the aforementioned property. The holding deposit guarantees me against the property being leased to anyone else.
- 6. I agree that my rent will be paid by Rentpay on or prior to the dates that the rent is due. I understand I will incur a bank fee charged Rentpay.

**SIGN HERE:            Applicant #1 Signature: ..... Dated: ...../...../ 20.....**

**SIGN HERE:            Applicant #2 Signature: ..... Dated: ...../...../ 20.....**

**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.

**PRIVACY ACT 1988 COLLECTION NOTICE**

The personal information the prospective tenant provides in this application that of 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, tradespeople, other agents, third party operators of tenancy reference databases and other third parties as required by law. Information already held on 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 Application 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 information in this way to other parties to achieve the purpose specified above or 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 contacted 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.**

**SIGN HERE:            Applicant #1 Signature: ..... Dated: ...../...../ 20.....**

**SIGN HERE:            Applicant #2 Signature: ..... Dated: ...../...../ 20.....**

Note: Key Property Management cannot process your application unless all signature lines are signed.