



Michael Burr & Associates
 47 Oldaker Street, Devonport
 (03) 6424 9444
 reception@mbre.com.au
 ABN 34 025 123 779

TENANCY APPLICATION FORM

This is a tenancy application form. Please write clearly or print. Its purpose is to identify potential tenants. This form is not, nor does it form any part of, a tenancy agreement. Should your application be successful, your rights and obligations and those of the property owner will be governed by the Residential Tenancy Act 1997. If any information is not provided, we may not be able to process your application.

All persons over the age of 18 who wish to reside at the property must submit a complete application, including the requested supporting documentation to become an approved applicant. You are required to provide an up to date credit check as part of your application. If you are completing the TCS Personal Information Application to be used as your credit check document, it is strongly advised to make payment for the immediate service, as your application will not be considered until this has been received. Only approved applicants will be contacted to inspect a property.

PROPERTY APPLYING FOR (IF APPLYING FOR MULTIPLE PROPERTIES PLEASE LIST BELOW)

PROPERTY 1

Address.....
 Suburb/Post Code..... Rent Per Week.....

PROPERTY 2

Address.....
 Suburb/Post Code..... Rent Per Week.....

Please Consider Application For Future Properties (Please Circle): Yes / No

PERSONAL DETAILS

Full Name

 Current Address.....
 Suburb State..... Post Code.....
 Phone (h)..... Phone (w).....
 Mobile Email.....
 Date Of Birth / Pension Card Number..... Tenant Bond ID Number
 Drivers License No..... State of Issue
 Passport No Country of Issue
 Lease Term Requested.....
 Proposed Lease Start Date.....
 Names Of Other Adults to Occupy Property.....
 Number Of Persons Occupying Property
 Please Specify the Ages of Any Children

RENTAL HISTORY

Are You Currently Renting?
If Yes – Agent Name & Phone No
Duration At This Address?
Are You Required to Give Notice at Your Current Rental Property?
If Yes – How Long?
Rent Paid Per Month.....
Reason For Leaving.....
.....
Have You Rented Previously?
If Yes – Agent Name & Phone No
Was Your Bond Refunded in Full?
If No – Please Explain Reason Why?.....
.....

CURRENT EMPLOYMENT DETAILS

Occupation.....
Current Employer.....
Employment Address.....
Contact Person Phone No
Length of Employment
Net Income
Full time / Part time / Casual
Hours Per Week.....
Are You Self Employed.....
If Yes, Name of Company
Company Address
Accountant Name
Accountant Phone Number
Business Details
Previous Employment.....

**If self employed please supply current copies of your financial year tax return / BAS Statement.*

PREVIOUS EMPLOYMENT DETAILS

Occupation.....
Employers Name
Employment Address.....
Suburb State..... Post Code.....
Contact Name & Phone Number
Length at Previous Employment

IF STUDENT, PLEASE COMPLETE THE FOLLOWING

Place of Study.....
ID Card Number.....
Course Attending.....
Course Length.....
Full time / Part time.....

PETS

Do You Have Any Pets?.....
If Yes, What Type?.....
Breed..... How Many?.....
Are They Registered with The Council?.....
Inside or Outside Pet?.....

GENERAL DETAILS

Do You Smoke?..... Inside or Outside?.....
Are You or Have You Been Bankrupt?.....
Do You Have Outstanding Debts at a Collection Agency?.....

** All applicants will be required to supply a current credit history check. Your application will not be considered until this information has been received.*

NEXT OF KIN

Emergency Contact (not living with you).....
Relationship.....
Address.....
Suburb..... State..... Post Code.....
Phone..... Mobile..... Other.....

REFEREES

1. Reference Name.....
Occupation.....
Relationship.....
Phone No.....

2. Reference Name.....
Occupation.....
Relationship.....
Phone No.....

DECLARATION

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date.

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997.

I acknowledge that I will be required to pay rent in advance and a rental bond. I declare that I am not bankrupt.

I declare that all of the information contained in this application is true and correct and given of my own free will.

I further authorise the letting agent to contact and / or conduct any inquiries and or searches in relation to the information and references supplied in this application.

PRIVACY ACT (COMMONWEALTH) 1988 – 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 effectively manage the tenancy. The personal information collected about the Applicant may be disclosed, by use of the internet or otherwise, to other parties, including the landlord, trades people, referees, solicitors, financial institutions, media organisations, parties engaged to evaluate the property, bodies corporate, other agents, clients of the Agent both existing and potential, third party operators of tenancy reference databases, government, collection agencies, relevant Courts and Tribunals, and statutory bodies and other third parties as required by law.

If the Applicant would like to access this information they can do so by contacting the Agent at the address and contact numbers contained in this application.

X

Applicant Name:
Date:

X

Witness Name:
Date:

PLEASE NOTE

1. This application is subject to the owner's approval and may take 2-7 days to process.
2. All applicants must complete an application form.
3. Initial bond payment must be paid in the form of a bank cheque or money order made payable to The Rental Deposit Authority (personal cheques or cash will NOT be accepted).
4. Initial rental payments must be paid in the form of a bank cheque or money order made payable to Michael Burr & Associates Pty Ltd (personal cheques or cash will not be accepted).
5. The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.
6. Until your current credit check has been received, your Tenancy Application will not be considered by Michael Burr & Associates.

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember that we may be processing many applications at the same time. To assist us please fill out ALL the required details on the application and ensure your completed form is returned to our office as quickly as possible.

Due to the large number of applications for each property, only approved applicants will be contacted. However, should you wish to apply for another property we will hold over your application for you and can add to additional properties for consideration.

Should your application be successful you will be notified by phone and offered an inspection of the property. Prior to your commencement date all tenants must sign the tenancy agreement, pay the bond (one month's rent) and the first fortnights rent. The property manager will supply you with these amounts at the confirmation of your tenancy. Keys will only be handed out when all parties have signed the Tenancy Agreement, Bond Lodgement form, all monies have been paid and the tenancy has commenced. No action will be taken against the landlord or the agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.

CHECKLIST

Please make sure you have attached copies of the following documentation:

1. **Copy of your drivers licence or passport**
2. **Confirmation of employment**
3. **Your two latest payslips**
4. **Copy of a current credit history report. (No older than 6 weeks) Tasmanian credit reports can be obtained from Tasmanian Collection Services. Interstate credit reports can be obtained from BayCorp Credit Advantage at www.mycreditreport.com.au.**
5. **If a student or unemployed – supporting documents and current income statement from Centrelink.**
6. **If self-employed – BAS Statement**