

**Zoom Property Agents Residential Tenancy Application Form (Nov 2016)****GENERAL INFORMATION  
PRIOR TO TAKING UP YOUR TENANCY****PRIOR TO KEYS BEING RELEASED ALL APPLICANTS MUST:**

- Sign the Tenancy Agreement
- Provide photo identification
- Pay all required monies for rent and bond in cash

**PAYMENT OF RENT AND BOND:**

Tenants are required to make a payment of the equivalent of six (6) weeks rental in cash, being;

- Two (2) weeks rent as your first two (2) weeks rent in advance, and;
- Four (4) weeks rent as payment of your Bond / Security Deposit

**NOTE:**

If you are receiving assistance from Anglicare we require confirmation in writing from Anglicare detailing the amount to be supplied on your behalf.

**CONDITION REPORT:**

A thorough Condition and Inventory Report will be completed by your Property Manager prior to the commencement of your Tenancy. You will be asked to sign the original Report in our office. One (1) copy of this Report will be provided to you and it is important that you document on the Report, anything that you consider is not correctly recorded. You must return the Report to our office within two (2) days of moving into your property. This Report will be referred to at the expiration of your tenancy. Should you not return the Report we will use the original Report provided to you as the record to compare the condition of the property against when you vacate. Keep the Report in a safe place during your tenancy as you will need to refer to it when vacating.

**UTILITIES CONNECTION:**

It is your responsibility to arrange the connection and/or supply of essential services such as Electricity, Gas and Telephone. All connection costs and deposits are your responsibility.

**Electricity:** Contact Aurora 1300 132 003  
**Telephone:** Contact Telstra 13 22 00  
**Gas:** Contact Origin 13 24 61

**PAYMENT OF RENT:**

Your Property Manager will discuss with you the options available for payment of rent. Due to security reasons, **we do not accept cash rental payments in our office.** Payments can be made directly into our Trust Account via internet banking, direct debit, or by making a payment at the bank. **Always include a Payment Reference.**

1. All successful tenants must pay a Bond (4 weeks rent) plus 2 weeks rent in advance in cash to our office prior to commencement of their lease. Thereafter, all rental payments can either be made by:
  - Internet banking
  - Payment at any Commonwealth Bank
  - Direct Debit
2. A separate application is required to be completed by ALL ADULTS intending to reside at the premises. If you are under the age of 18, an adult will be required to submit the Application on your behalf. Should the application be successful, the adult will be the nominated tenant and will be fully responsible for the tenancy and associated conditions. Applicants under the age of 18 will be nominated as Occupants only.
3. To accompany your Application for Tenancy, the following **MUST BE SUPPLIED**:
  - **Photo Identification** – eg Driver's License, Passport, Student ID card, Proof of Age card
  - **Other Identification** – eg Birth certificate, Medicare card and/or bank card
  - **A current Personal Information Report**. Reports can be obtained from the following providers:
    - a. **Tasmanian residents reports** from **Tasmanian Collection Service (TCS)** 33a Wilmot Street, Burnie, **Phone 6430 3755** and,
    - b. **Interstate reports** from **Equifax, Phone 13 83 32**.
  - **Proof of Income** – must be provided with any rental application. If unemployed: your most recent income statement. If self-employed: please provide bank statements, last tax return and your business registration certificate.
  - Other information that can be of assistance (if available) are copies of Tenancy payments (Rental Payment Ledger) from a previous or current agent, copies of your last 4 rent receipts and written references (personal, rental, employment).
4. Processing of your application:

In most instances we are able to process your application within 24 hours. However, in busier times or if we are unable to contact all of your referees, this process may take longer. **Your application will not be processed until all required information has been received. We will telephone you to confirm whether your application has been successful or not.**
5. If your application is approved you may be required to pay a Holding Deposit for the property. This amount will be deducted from the rental balance owing at the commencement of your tenancy. However, any holding deposit paid is **non-refundable** in the event you then decide not to continue.
6. If your Application is un-successful, Zoom Property Agents are under no obligation to disclose the reasons why an application was unsuccessful.

**Privacy Act 1988 – Collection Notice:**

The personal information the prospective tenant provides in this application or collected from other sources is necessary for us to verify the Applicant's identity, to process and evaluate the application, and to manage the tenancy.

Personal information collected about the Applicant in this application and during the course of the tenancy if the application is successful, may be disclosed for the purposes for which it was collected, to other parties including the property owner, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the Agent and/or property owner.

If the Applicant enters into a Residential Tenancy Agreement and fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy, may also be disclosed to the property owner, third party operators of tenancy reference databases and/or other agents.

If the Applicant would like access to the personal information the Agent holds, they can do so by contacting Zoom Property Agents, Shop 7, 12 Reibey Street, Ulverstone– Phone: (03) 6425 2255. 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.

**Please Sign below indicating your understanding and acceptance of this Collection Notice.**

Applicants Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Property Required</b>	
Address:	
Rent Per Week:	
Desired Length of Lease:	6 or 12 months (please circle)
Proposed Date of Occupancy:	
<b>Personal Details</b>	
Title	Mr / Mrs / Miss / Ms (please circle)
First Name	
Middle Name	
Surname	
Current Residential Address	No & Street: Suburb:
	City: State: Postcode:
Date of Birth	
If Pensioner, Card Number	
Drivers Licence details	State: Number:
Vehicle Details	Make: Registration No.:
Passport Details	
<b>Contact Details:</b>	
Phone (Home)	
Mobile	
Phone (Work)	
E-Mail	
<b>Are you Currently Renting</b>	Yes/No (please circle)
If yes, <b>are you renting through an agent?</b>	Yes/No Company name: Agents Name:
	Address: Ph:
	Reason for Moving:
	Rent paid per week:
or, <b>are you renting privately?</b>	Yes/No Owner name: Owners Ph:
	Where are you currently renting:
	Reason for Moving:
	Rent paid per week:
If No, do you own your own home?	Yes/No (please circle)
	Address:
Have you sold?	Selling Agent: Ph:
Period of Occupancy	_____ weeks/months/years
<b>Previous Occupancy Details</b>	No & Street: Suburb:
Address	City: State: Postcode:
	Rented Owned Other Period of Occupancy:
	Agent: Ph:
<b>If Rented</b>	Yes / No (please circle) If No Why:
<b>Was your Bond refunded in full?</b>	Agent: Ph:
<b>If other, please specify</b>	

<b>Other Previous Rentals</b>	No & Street:	Suburb:	
Address	City:	State:	Postcode:
Period of Occupancy:			
Real Estate/Owner Name			Ph:
<b>Was your Bond refunded in full?</b>	Agent:	Ph:	
<b>If other, please specify</b>			
<b>Current Employment</b>			
Current Employer			
Occupation			Ph:
Employer Email Address			
Contact Person			Ph:
How long Employed			
Employment Type	Full time / Part time / Casual / Self Employed (please circle)		
Hours Worked	/ week		
<b>If Self Employed</b>			
			ABN:
Company Name			
Industry			Length of time:
Business Address			
Email Address			Web Address:
Business Contact Details	Telephone:	Fax:	
<b>If Student</b>			
School			ID Card No:
Course of Study			
Year	1 <sup>st</sup> / 2 <sup>nd</sup> / 3 <sup>rd</sup> / 4 <sup>th</sup> (please circle)	Full time / Part Time (please circle)	
Austudy	Yes / No ( Please circle)		
<b>Pet Details</b>			
Pets	Dog / Cat / Bird / Other (please circle) If other, Specify		
Number & Breed			
Are they Registered	Yes / No (please circle)		
Council Registered with			Registration No:
Do you keep your pet/s	Inside / Outside / Both (please circle)		
<b>General Details</b>			
Do you or any of your co-occupants smoke?	Yes / No	If yes, Inside / Outside / Both (please circle)	
Do you have any outstanding debts at a collection agency?	Yes / No	Details:	
Are you, or have you ever been bankrupt?	Yes / No	Yes / No	
Have you ever been evicted by another Agent/Private owner?	Yes / No	Details:	

<b>Next of Kin Details</b>			
Name of relative: (not living with you)			
Address			
Contact Numbers	A/H:	Work:	Mobile:
Relationship to you			
<b>Occupant Details</b>			
Full Names:-			
Number of Adults			
Number of Children			
Number of Vehicles to be kept on premises			
<b>References: Relatives not accepted please.</b>			
1.	Name:		Relationship:
	Address:		
	Contact details:		
2.	Name:		Relationship:
	Address:		
	Contact details:		
3.	Name:		Relationship:
	Address:		
	Contact details:		

Additional Relevant Information:

---



---



---



---



---



---



---



---

**APPLICANT'S DECLARATION**

I acknowledge that all information contained within this application is true and correct and that all of the information was given of my own free will. I authorise the letting agent Zoom Property Agents to contact and/or conduct any enquiries and/or searches with regard to the information and references supplied in this application.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICE USE ONLY**

1	Application signed & all details complete	
2	Drivers Licence or Photo ID photocopied	
3	Medicare card Photocopied	
4	TCS report photocopied	
5	References completed & photocopied	

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Only when all information is received)

**References: Relatives are not accepted**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Comment: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Comment: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship: \_\_\_\_\_

**PROPERTY MANAGEMENT CHECKLIST:**

1	Employment Confirmed	
2	Previous Rental Confirmed	
3	Current Rental Details Confirmed	
4	Prepare Lease Documents	

5	Owners Notified	
6	<b>Successful</b>	
7	<b>Un-Successful – Tenant notified</b>	

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Description of Property:** House / Flat / Unit / Other: \_\_\_\_\_ **No. of rooms:** \_\_\_\_\_

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

**Rental:** \$ \_\_\_\_\_ per week      **Bond:** \$ \_\_\_\_\_      **Term:** 3 / 6 / 12 months      **Pets:** \_\_\_\_\_

**Commencement Date:** \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

**End Date:** \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

**Money Due:**

Security Deposit:	\$ _____
Transfer from Other Property:	\$ _____
Anglicare Assistance:	\$ _____
Rent:	\$ _____
<b>TOTAL TO BE PAID:</b>	<b>\$ _____</b>