

# Residential Tenancy Application

Applications (plus attachments) can be emailed to [rentals@ewre.com.au](mailto:rentals@ewre.com.au)

Edwards  
Windsor

Property Address 1: \_\_\_\_\_  
Rent per Week: \$ \_\_\_\_\_  
Property Address 2: \_\_\_\_\_ (if applicable)  
Rent per Week: \$ \_\_\_\_\_  
Tenancy to Commence: \_\_\_\_/\_\_\_\_/\_\_\_\_ Length of Tenancy: \_\_\_\_\_  
Total Number of Applicants Applying: \_\_\_\_\_ Main Applicant to Discuss Application With: \_\_\_\_\_

## Applicant 1

**MyBond ID No:** \_\_\_\_\_ (compulsory)  
Full Name: \_\_\_\_\_  
Preferred Name: \_\_\_\_\_  
Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Male  Female  I'd rather not say  
 Married  Partner  Separated  Single  
Current Address: \_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_  
 Rental  Owned  Temporary Accommodation  
Mobile: \_\_\_\_\_  
Work: \_\_\_\_\_  
Email: \_\_\_\_\_  
Licence No: \_\_\_\_\_  
Car Registration: \_\_\_\_\_  
Make & Model: \_\_\_\_\_

**Do you smoke?**  Yes/  No

**Will you have children living with you?**  Yes/  No

If yes, their ages: \_\_\_\_\_

**Do you have any pets?**  Yes/  No

Name of Pet: \_\_\_\_\_

Type of Pet: \_\_\_\_\_ Age: \_\_\_\_\_

Breed: \_\_\_\_\_

Comments: \_\_\_\_\_

## Applicant 2

**MyBond ID No:** \_\_\_\_\_ (compulsory)  
Full Name: \_\_\_\_\_  
Preferred Name: \_\_\_\_\_  
Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Male  Female  I'd rather not say  
 Married  Partner  Separated  Single  
Current Address: \_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_  
 Rental  Owned  Temporary Accommodation  
Mobile: \_\_\_\_\_  
Work: \_\_\_\_\_  
Email: \_\_\_\_\_  
Licence No: \_\_\_\_\_  
Car Registration: \_\_\_\_\_  
Make & Model: \_\_\_\_\_

**Do you smoke?**  Yes/  No

**Will you have children living with you?**  Yes/  No

If yes, their ages: \_\_\_\_\_

**Do you have any pets?**  Yes/  No

Name of Pet: \_\_\_\_\_

Type of Pet: \_\_\_\_\_ Age: \_\_\_\_\_

Breed: \_\_\_\_\_

Comments: \_\_\_\_\_

*Should this application progress, the applicant will be required to complete a Pet Request Form in accordance with current legislation.*

*Any additional pets or change in pets MUST be the subject of a separate application for approval by the Owner.*

# Residential Tenancy Application

## Employment Details

Occupation: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Length of Employment: \_\_\_\_\_  
Take Home Weekly Income: \$ \_\_\_\_\_

### **If employed there for less than 6 months:**

Previous Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Length of Employment: \_\_\_\_\_

## Self Employed

Name of Business: \_\_\_\_\_  
ABN: \_\_\_\_\_  
Industry: \_\_\_\_\_  
Address: \_\_\_\_\_  
Personal Net Income/Week: \$ \_\_\_\_\_  
Name of Accountant: \_\_\_\_\_  
Accountant's Phone No: \_\_\_\_\_  
How Long in This Business: \_\_\_\_\_

## Student Details

Name of Institution: \_\_\_\_\_  
Faculty/Department: \_\_\_\_\_  
Course & Year: \_\_\_\_\_  
Net Weekly Income: \$ \_\_\_\_\_

## If You Receive a Centrelink Payment

Type of Payment: \_\_\_\_\_  
Weekly/Fortnightly Amount: \$ \_\_\_\_\_

## Employment Details

Occupation: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Length of Employment: \_\_\_\_\_  
Take Home Weekly Income: \$ \_\_\_\_\_

### **If employed there for less than 6 months:**

Previous Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Length of Employment: \_\_\_\_\_

## Self Employed

Name of Business: \_\_\_\_\_  
ABN: \_\_\_\_\_  
Industry: \_\_\_\_\_  
Address: \_\_\_\_\_  
Personal Net Income/Week: \$ \_\_\_\_\_  
Name of Accountant: \_\_\_\_\_  
Accountant's Phone No: \_\_\_\_\_  
How Long in This Business: \_\_\_\_\_

## Student Details

Name of Institution: \_\_\_\_\_  
Faculty/Department: \_\_\_\_\_  
Course & Year: \_\_\_\_\_  
Net Weekly Income: \$ \_\_\_\_\_

## If You Receive a Centrelink Payment

Type of Payment: \_\_\_\_\_  
Weekly/Fortnightly Amount: \$ \_\_\_\_\_

# Residential Tenancy Application

## Current Agent/Landlord

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Rent per Week: \$\_\_\_\_\_ Period of Lease: \_\_\_\_\_  
Date Vacated: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

## Previous Landlord/Agent

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Rent per Week: \$\_\_\_\_\_ Period of Lease: \_\_\_\_\_  
Vacate Date: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

## If You Currently Own Your Property

Reason for Leaving Address: \_\_\_\_\_  
If selling, who with: \_\_\_\_\_  
If renting it out, who with: \_\_\_\_\_  
Contact Details: \_\_\_\_\_

## References

### **Personal Reference:**

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Known for How Long? \_\_\_\_\_

### **Business Reference:**

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Relationship: \_\_\_\_\_

### **Next of Kin/Emergency Contact (other than partner):**

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

## Current Agent/Landlord

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Rent per Week: \$\_\_\_\_\_ Period of Lease: \_\_\_\_\_  
Date Vacated: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

## Previous Landlord/Agent

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Rent per Week: \$\_\_\_\_\_ Period of Lease: \_\_\_\_\_  
Vacate Date: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

## If You Currently Own Your Property

Reason for Leaving Address: \_\_\_\_\_  
If selling, who with: \_\_\_\_\_  
If renting it out, who with: \_\_\_\_\_  
Contact Details: \_\_\_\_\_

## References

### **Personal Reference:**

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Known for How Long? \_\_\_\_\_

### **Business Reference:**

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Relationship: \_\_\_\_\_

### **Next of Kin/Emergency Contact (other than partner):**

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

# Residential Tenancy Application

Please complete all areas of the Application Form and include the following attachments. Incomplete applications will not be processed.

## Identification

Please include three of the following:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Driver's Licence                       | <input type="checkbox"/> Photo ID (other than licence) | <input type="checkbox"/> Aurora/Phone Account        |
| <input type="checkbox"/> Passport                               | <input type="checkbox"/> Medicare/Healthcare Card      | <input type="checkbox"/> Current Registration Papers |
| <input type="checkbox"/> Rates/Water Notice (if property owner) | <input type="checkbox"/> Birth Certificate             |  |

## Proof of Income

Please include one of the following:

- |   |  |
|---|--|
| <input type="checkbox"/> Two current Payslips                               | <input type="checkbox"/> Front page of Bank statement or balance enquiry |
| <input type="checkbox"/> Employment letter of offer (if starting a new job) | <input type="checkbox"/> Centrelink Statement                            |

## Current Personal Information Report

For each application:

- |   |   |
|---|---|
| If local                                    | <input type="checkbox"/> Tasmanian Collection Service |
| If Interstate or recently arrived to Hobart | <input type="checkbox"/> Equifax or Baycorp           |

## If the Application is Successful

You will be required to pay the bond (equivalent of four (4) weeks' rent) and the first two (2) weeks' rent by either a **Bank Cheque or Australia Post Money Order** at the time of collecting your keys on the day your lease commences. Edwards Windsor will attend to all details regarding the lodgment of the bond with the Rental Deposit Authority (RDA) on your behalf.

It is a condition of renting through Edwards Windsor that all payments (except for your initial Bond and rent payment) be made by **Direct Debit**. The relevant forms will be provided to you at the time of signing the Tenancy Agreement.

Keys for the property will not be issued until the Tenancy Agreement and all relevant forms have been signed and the full Bond and first two (2) weeks' rent has been paid to Edwards Windsor.

## If the Application is Unsuccessful

The nominated main prospective tenant will be advised as soon as possible and, unless applying for another property, all application forms and identification will be destroyed within two (2) weeks.

Edwards Windsor is not required or obliged to disclose why or supply any reason for the rejection of this application.

## Privacy Act (Commonwealth) 1988 - Collection Notice

The personal information the prospective tenant provides in this application or 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. Personal information may be disclosed to the owner, referees, parties engaged to evaluate the property, tradespeople, body corporates, government and statutory bodies, debt collection agencies, financial institutions and others as required by law.

I/We, \_\_\_\_\_ the said applicant(s), do solemnly and sincerely declare that:

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

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_