

Residential Tenancy Application

Edwards
Windsor

Applications (plus attachments) can be emailed to rentals@ewre.com.au

Property Address 1 : _____
Rent per Week: \$ _____ Have you viewed the property? Yes/ No Have you viewed the virtual tour? Yes/ No
Property Address 2 : _____ (if applicable)
Rent per Week: \$ _____ Have you viewed the property? Yes/ No Have you viewed the virtual tour? Yes/ No
Preferred Tenancy to Commence: ____/____/____ Preferred 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: \$ _____

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Name of Business: _____
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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 prior to collecting keys. Edwards Windsor will process the bond and rent by Direct Debit from your nominated account, 3 working days prior to your lease commencement. 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 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: _____/_____/_____