



**Resident To  
Retain**

## **GENERAL INFORMATION PRIOR TO TAKING UP TENANCY**

### **SIGNING OF TENANCY AGREEMENT**

All occupants must be present to sign the agreement prior to collecting the keys. The keys will not be released unless all occupants have signed the agreement, shown photo identification and paid all monies in cash and in full.

### **PAYMENT OF RENT AND BOND**

Prior to taking possession of the property we require to be paid in **Cash**:

**2 weeks rent** = **your 1<sup>st</sup> two (2) weeks rent**  
**4 weeks rent** = **your Bond/Security Deposit**

If you are receiving assistance from Anglicare we require a written guarantee from the Department, clear of any conditions detailing the amount to be supplied on your behalf to the Rental Deposit Authority.

### **COLLECTION OF PROPERTY KEYS**

Our Property Manager will make an appointment for you to collect the keys, finalise payment of monies and to sign all documents.

### **CONDITION REPORTS**

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. Two (2) copies of this report will be provided to you and it is important that you document on the reports anything that you consider is not recorded. Within four (4) days of moving into your property you must return a report to our office making note of additional comments. The original report will be referred to at the expiration of your tenancy should you not return a copy you will be liable for any discrepancies 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 disconnection 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 2200  
Gas: Contact Option One 1800 335 677

### **PAYMENT OF RENT**

Your Property Manager will discuss with you the options available for payment of rent. Due to security reasons, rent payments will not be accepted in our office. Our preferred policy is that rental payment will be made by direct debit from your bank a/c by this office. Rent cannot be paid by credit card.

### **TO ACCOMPANY YOUR APPLICATION FOR TENANCY, THE FOLLOWING MUST BE SUPPLIED:**

**Documentation as outlined on page 4 of the application form**

**A Current Credit Report -** **Local** reports can be sourced from Tasmanian Collection Service (TCS), by fax as attached  
**Interstate** reports can be obtained by phoning 1300 762 207 and Select option 1, or at [www.mycreditfile.com.au](http://www.mycreditfile.com.au). Fee of \$69.95 inc GST applies

**Other information that can be of assistance if available are** written references (personal, rental, employment)

**HALLIWELL PROPERTY AGENTS RENTALS**  
**RESIDENT APPLICATION DETAILS**

Tenant Only.....
RREV loaded.....
Inspection.....

**Please Read Carefully**

1. A **separate** Application is required to be completed by **ALL ADULTS** intending to reside at the premises.
2. If you are under the age of 18, an adult, over the age of 18, will be required to submit an Application. Should the application be successful, the adult will be the nominated tenant and will be 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, Drivers License, Passport, Student ID Card, Proof of Age Card*
  - **A Current Credit Report** - **Local** reports can be sourced from Tasmanian Collection Service (TCS), **by fax as attached**  
**Interstate** reports can be obtained by phoning 1300 762 207 and Select option 1, or at [www.mycreditfile.com.au](http://www.mycreditfile.com.au). Fee of \$32.95 inc GST applies
  - **Other information that can be of assistance if available are** copies of Tenancy payments (Ledger) from your agent, 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. **We will telephone you confirm whether your application is successful or not.**
5. **Approval of your application**  
**Please note** final approval is at the discretion of the owner.
6. If your application is approved, you may be required to pay a Holding Fee of at least one weeks rent for the Property. This amount is deducted from the balance owing at the commencement of your tenancy and is non-refundable. Rent (2 weeks being your 1<sup>st</sup> 2 weeks rent) and Security Deposit (bond equivalent to 4 weeks rent) must be paid in full **by cash or bank cheque only** before occupancy is granted. This will be confirmed by your Property Manager.
7. If your Application is un-successful, no reasons will be given. If your Application is successful your name will be added to the National Tenancy Database.
8. **Wheelie Bin** – It is not up to the owner to provide a wheelie bin. Please make your own arrangements.
9. **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 purpose 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 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 Halliwell Property Agents Rentals at **17 Best Street, Devonport (03) 6423 3985**. 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.

I, the said applicant do solemnly and sincerely declare that all 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 consent to the lessor/agent contacting and/or conducting any enquiries and/or searches with regard to the information and references supplied in this application.

I declare that I have read understand the terms of this application.

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

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

<b>Property Required:</b>			
Address:			
Rent per Week:			
Desired Length of Lease: 3 / 6 / 12 / Other MONTHS (please circle)			
If other please specify:			
Proposed Date of Occupancy:			
Do you require bond assistance?		YES / NO	If so from where?

<b>Personal Details:</b>			
Title			
Mr / Mrs / Miss (please circle)			
First Name			
Middle Name			
Surname			
Date of Birth			
Current Residential Address			
No. / Street		Suburb	
City:		State	Pcode:
<b>Contact Details:</b>			
Phone ( Work)			
Fax			
Phone (Home)			
Mobile			
E-mail			
<i>Are you currently renting?</i>			
Yes / No (please circle)			
If Yes, Agent details			
Company		Contact:	Ph:
Reason for moving:			
Rent paid per week:			
If No, have you Sold?			
Yes / No (please circle)		Selling Agent	Ph:
Other:			
_____ Weeks / Months / Years			
Drivers Licence Details			
State:		Number:	
Vehicle Details		Make:	
Passport Details		Registration No.	

<b>Previous Occupancy Details:</b>			
Address			
No. / Street:		Suburb:	
City:		State:	Pcode:

<b>Current Employment:</b>			
Occupation			
Current Employer			Ph:
Employer Email Address			
Contact Person			Ph:
How long employed?			
Full time / Part time / Casual (please circle)			
Employment type			
Hours worked			
/ week			

<b>If Self Employed:</b>	ABN
Company Name	
Industry	Length of time
Business Address	
Email Address	
Website Address	
Business Contact Details	Ph: Fax:
<b>Previous Employment: (if applicable)</b>	
Company Name	Length of time
Contact Person	Ph:
Position Held	
Employment Type	Full time / Part time / Casual / Self Employed (please circle)
<b>If Student:</b>	
School	
Student ID Card Number	
Course of Study	
Year	1 <sup>st</sup> / 2 <sup>nd</sup> / 3 <sup>rd</sup> / 4 <sup>th</sup> / Other (please circle) Full Time / Part Time (please circle)
Austudy	Yes / No (please circle)
<b>Pet Details:</b>	
Pets	Total number of pets to be kept at property .....
Number and Breed	Dog / Cat / Bird / Other (please circle) If other, specify
Are they Registered	Yes / No (please circle)
<u>Council</u> Registered with	
Do you keep your pet/s	Inside / Outside / Both (please circle)
<b>General Details:</b>	
➤ Do you or any of your co-occupants smoke?	
➤ Do you have any outstanding debts at a collection agency?	
➤ Are you, or have you ever been a Bankrupt?	
➤ Have you ever been evicted by another Agent/private owner?	
<b>Next of Kin Details:</b>	
	(That won't be residing with you)
Name of relative	
Address:	
Telephone Numbers	Ah: Bh: Mobile:
Relationship to you	
<b>Occupant Details:</b>	
Number of Adults	
Number of Children & Ages	
Number of Vehicles to be kept at the property	

**PLEASE PROVIDE A TOTAL OF AT LEAST 3 REFERENCES**

**RENTAL REFERENCES**

1.	Name:	Rental Address:
	Ph:	How long ago:
2.	Name:	Rental Address:
	Ph:	How long ago:
3.	Name:	Rental Address:
	Ph:	How long ago:

**References: REFERENCES FROM RELATIVES ARE NOT ACCEPTED**

1.	Name:	Relationship:
	Address:	Ph:
2.	Name:	Relationship:
	Address:	Ph:
3.	Name:	Relationship:
	Address:	Ph:

**Additional Relevant Information:**

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

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

**Before any application will be considered,  
you must provide your own copy of a minimum of 100 points of ID  
& provide a current credit check (no older than 3 months)**

Please circle the documentation you are providing	Points
You own/ owned your own property (rates notice)	50
Your last four (4) rent receipts	50
Drivers licence/ Photo ID/ Passport	40
Copy of recent phone, gas or power accounts	20
Current car/ Motorbike Registration Papers	10
Medicare Card	40

<b>Applications will not be processed until the following have been provided</b>	
Current Credit Check	
Signed first page and above	
At least 3 references provided with phone numbers	
Specified identification provided	



We get things sorted.

**Moving home has never been easier**

P: 1300 554 323 | F: 1300 889 598

Connectnow is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire.

What's more, you pay no extra charges as a result of using the connectnow service. We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call 1300 554 323 to ensure your services can be addressed by the required date.

**PRIVACY CONSENT AND TERMS: By signing this form you consent and agree to the following:** Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's Privacy Policy for further details, including your rights to access and correct the information held about you at [connectnow.com.au](http://connectnow.com.au). Third party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing [privacy@connectnow.com.au](mailto:privacy@connectnow.com.au). To the extent permitted by law, connectnow is not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may be paid a fee by service providers and may pay a fee to real estate agents relating to services provided to you. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

**Yes, I accept the Terms. Please call me to connect my new home services**

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