

This tenancy application cannot be processed until **ALL** pages are completed and signed. We will only accept photocopies of your personal documentation (see required supporting info below)

Office Hours

We are open Monday – Friday 9am – 5.30pm & Saturday 9am – 12pm (excluding public holidays)

Supporting Documentation

- ✓ Current home owner – we will need a copy of your current rates notice – **Visual sighting**
- ✓ Proof of income – must be provided with all rental application – **Photocopy of original**
- ✓ Self employed - must provide letter from your accountant with last year's tax return and business registration certificate. – **photocopy of original**
- ✓ Copy of full rent ledger/history from previous landlord/agent – **photocopy of original**
- ✓ Non-Australian Resident - Passport, Australian Visa documentation, travel itinerary, airline ticketing both to and from Australia. – **Photocopy of original and visual sighting of document**

To be successful in securing a tenancy through Bushby Property Group, we ask that you provide as much detail as you believe relevant and reasonable. Providing as much supporting documentation to present with your application will ensure we can expediently process your tenancy paperwork.

Criminal History Check

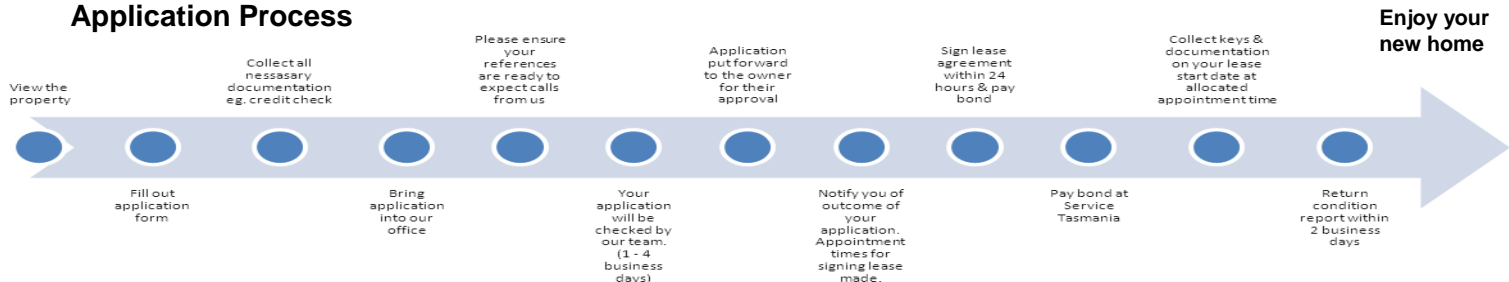
It is our policy to ask all our prospective tenants to obtain a personal criminal history report. All persons are required to undertake a National Police Check as part of our application process. There are currently 2 options available for securing a Police Check, these are,

Download a form or receive from a hardcopy from Service Tasmania outlets, and police stations or, Apply via your local post office; application forms are available at every outlet.

A Police Record Check will only be conducted once an application form has been completed, appropriate identification provided and relevant fees paid. All required documents must be emailed, or mailed [to Criminal History Services](#).

A Police check application will not be processed until proof of identity has been provided and the applicable \$45.00 fee has been paid

Application Process



Tenant to retain this page

Utilities Connection

We provide a free service called Connect Now for the connection of tenants utilities. Please see details on the last page of this application. If you do not wish to use this service then you are responsible for ensuring your electricity, phone etc. are connected.

Signing of your Tenancy Agreement

If approved, we will require you to sign your lease within 24 hours of being notified of your successful application and pay the bond. An appointment will be set up for this, as well as an appointment to collect your keys. If you miss either appointment another will need to be re-scheduled, to ensure your property manager or assistant are available to go through your documentation thoroughly. We cannot “drop & run” if you walk in. Keeping to your appointment time is crucial

Payment of Bond and Rent

If your application is approved we will provide you with a Bond Lodgment Form and require all bond monies to be paid to Service Tasmania or our office. If paying at Service Tasmania, you will be provided with a receipt which must be brought in to Bushby Property Group as proof of payment on your lease start date. Service Tasmania is located in Civic Square and is open 8.15am – 5pm Mon – Fri (business days). Your initial 2 weeks rent can be paid to our office via Eftpos, Credit Card, Cheque or Cash.

Payment of Rent

We accept the following payment methods for your rent payments:

Direct Debit (Free), Eftpos (1.1% for credit and 63c for debit cards) Centrepay (Free).



These are our only forms of payment

Move in day

Keys can only be collected on your lease start date at your pre-arranged appointment time once payment of your bond and 2 weeks rent have been received and cleared in our system. If paying by cheque we require 5 working days for cheque to clear. If applicable Anglicare bonds must be approved before collecting keys.

One set of keys to your property will be given to you. You will sign for receipt of these. All these keys plus any additional that you have cut will be required to be returned when you vacate.

You will also receive two copies of your condition report, to be checked against the actual condition of the property and one copy returned to our office within 2 business days of occupation.

You will additionally receive a copy of your lease agreement and photo condition report.

No Smoking

All Bushby Property Group rental properties are strictly non smoking.

Residential Application Form

For your application to be processed you must answer all questions (Including the reverse side)



AGENT DETAILS

Bushby Property Group

117 Cimitiere Street, Launceston, TAS, 7250

Phone: 03 6333 3600

Fax: 03 6331 3972

Web: www.bushby.com.au

Email: rentals@bushby.com.au

YOUR DETAILS

Property applied for:

	Postcode

Rental Amount:

\$

Today's date:

Full Name:

Mr Ms Miss Mrs Dr

Surname:

Given Name/s:

Are you known by any other names?

Home phone no.

Work phone no.

Mobile phone no.

Email address:

Date of Birth:

Age:

Driver's licence no. (Attach Copy)

Registration no.

Length of Tenancy:

Years Months

Preferred Start Date:

Day Month Year

OCCUPANTS

Number of Occupants:

Adults Children Ages

Other Occupants Names:

PETS

Name:

Age:

Breed:

Registration no.

GARDENS

Are you able to maintain all lawns and gardens at property?

Yes No

Do you own a lawn mower?

Yes No

UTILITY CONNECTIONS

connectnow.

We get things sorted.

Moving home has never been easier

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. 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. 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

Signature

Date

PH: 1300 554 323 | Fax: 1300 889 598 | info@connectnow.com.au | connectnow.com.au

DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord.

I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord.

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

I declare that I have inspected the premises and meet all tenancy and legal requirements.

I authorise the Agent to obtain personal information from:

(a) The owner or the Agent of my current or previous residence;

(b) My personal referees and employer/s;

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

(a) communicate with the owner and select a tenant

(b) prepare lease/tenancy documents

(c) allow tradespeople or equivalent organisations to contact me

(d) lodge/claim/transfer to/from a Bond Authority

(e) refer to Tribunals/Courts & Statutory Authorities (where applicable)

(f) refer to collection agents/lawyers (where applicable)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

Signature

Date

STUDENT INFO.	
Student: (FULL TIME/PART TIME)	<input type="text"/>
Course:	Sponsor:
<input type="text"/>	<input type="text"/>
Course Coordinator:	Faculty:
<input type="text"/>	<input type="text"/>
Faculty Address:	Phone:
<input type="text"/>	<input type="text"/>
Length of Course:	Student ID Number:
<input type="text"/>	<input type="text"/>
Parent's Name:	Parent's Phone No:
<input type="text"/>	<input type="text"/>
Parent's address overseas:	
<input type="text"/>	

REFERENCES: (other than family)	
You are required to provide 4 references.	
1. Name:	Relationship:
<input type="text"/>	<input type="text"/>
Address:	
<input type="text"/>	
Phone:	Occupation:
<input type="text"/>	<input type="text"/>
2. Name:	Relationship:
<input type="text"/>	<input type="text"/>
Address:	
<input type="text"/>	
Phone:	Occupation:
<input type="text"/>	<input type="text"/>
3. Name:	Relationship:
<input type="text"/>	<input type="text"/>
Address:	
<input type="text"/>	
Phone:	Occupation:
<input type="text"/>	<input type="text"/>
4. Name:	Relationship:
<input type="text"/>	<input type="text"/>
Address:	
<input type="text"/>	
Phone:	Occupation:
<input type="text"/>	<input type="text"/>

EMERGENCY CONTACT: (include overseas contact)	
1. Name:	Address:
<input type="text"/>	<input type="text"/>
Phone:	Relationship:
<input type="text"/>	<input type="text"/>
2. Name:	Address:
<input type="text"/>	<input type="text"/>
Phone:	Relationship:
<input type="text"/>	<input type="text"/>

PLEASE PROVIDE US WITH 100 POINTS OF IDENTIFICATION	
100 Points of Identification MUST ACCOMPANY THIS APPLICATION	
*NOTE: At least one form of identification must be a photo ID.	
Driver's Licence	40
Passport	40
Birth Certificate	40
Proof of Age or Student ID Card	40
Latest Electricity or Phone Account	30
Medicare Card	20
Previous Tenancy Reference	20
Previous 4 Rent Receipts	20
Motor Vehicle Registration Certificate	10
Latest Bank Statement	10
Concession / Pension Card	10

PRIVACY ACT ACKNOWLEDGEMENT, DECLARATION AND DISCLAIMER AUTHORITY

The personal information the applicant provides in this application or that which is collected from other sources is necessary for Bushby Property Group to verify the Applicant's identity and to process and evaluate the application. The personal information collected about the Applicant may be disclosed, by use of the internet or otherwise, to other parties, including media organizations, the landlord, tradespeople, referees, solicitors, financial institutions, parties engaged to evaluate the property, bodies corporate, other agents, clients of Bushby Property Group both existing and potential, third party operators of tenancy reference databases, government and statutory bodies and other third parties as required by law. Information already held on tenancy reference databases may also be disclosed to Bushby Property Group and/or the landlord. Unless you advise Bushby Property Group to the contrary, Bushby Property Group may also disclose such information to The Real Estate Institute of Tasmania Ltd (REIT) for the purpose of documenting all leasing data in the area for the benefit of its members as part of membership services and for others in the property or related industries, and so as to assist them in continuing to provide the best possible service to their clients. In providing this information, you agree to its use, unless you advise Bushby Property Group differently. The privacy policy of the REIT can be viewed on its website www.reit.com.au

Bushby Property Group will only disclose information in this way to other parties to achieve the purposes specified above or as otherwise allowed under the Privacy Act.

If the applicant would like to access this information they can do so by contacting Bushby Property Group at the addresses and contact numbers contained in this application or the REIT on (03) 62234769. The Applicant can also correct this information if it is inaccurate, incomplete or out of date.

If the information is not provided, Bushby Property Group may not be able to process the application.

Have you ever been evicted from any rental property? YES NO

Have you ever been refused another rental property? YES NO

Are you in debt to another agent/landlord? YES NO

Is there any reason known to you that would affect your ability to pay rent? YES NO

Was your bond at your last address refunded in full? YES NO

If no what deductions were made? Rent \$ _____ Repairs \$ _____ Cleaning \$ _____

I, the said applicant, 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, the said applicant, do solemnly and sincerely declare that I am over 18 years of age and eligible to enter into this agreement.

I, the said applicant, do solemnly and sincerely declare: -

1. I have inspected the interior of the property and accept that the property is for rent in its current condition as inspected.
2. I have of my own accord decided that I wish to rent the property.
3. I have been informed, understand and agree what the rental for the property is per week and that this rental amount is within my means.
4. I have been informed, understand and agree that the rental is to be paid on the due day and is to be paid in full on each date it is due.
5. I understand and agree that if rent is not paid in full by the due date, I will be issued with a breach notice to remedy and will be served with an NTV for all rent outstanding if I fail to pay my rent and/or ignore any breach notices.
6. I have been informed, understand and agree that should my application be accepted and I am approved as a tenant, I am to sign the tenancy agreement and pay two weeks rent and bond upon collection of keys.
7. I have been informed, understand and agree that should this application not be accepted, the agent is not required or obligated to disclose why or supply any reason for the rejection of this application.
8. I authorise the agent to access and check any information via any legal means available and which may be available to use within the current legislation.
9. I agree and understand that in the event of this application being approved by the agent, the agent will record any defaults on the tenancy ledger. I understand that in the event of a default being reported on my ledger, another agency may use this information to determine future tenancy eligibility.

_____ (Applicant Name)

Acknowledge that I have read and understood the contents of this Privacy Collection Notice, Declaration and Disclaimer Authority.

Applicant to sign: _____

Date: _____