



Living Here Launceston

Rental Application

Prior to lodging your application, you will be required to present the following;



Personal Information Report from Tasmanian Collection Services

Your Personal Information Report can be obtained from Tasmanian Collection Service located at 29 Brisbane Street, Launceston (above Capital Chemist). If you have recently arrived in Tasmania from another state you will need to obtain a report from Veda <http://www.veda.com.au/> Unfortunately we are unable to accept reports older than 30 days.



Drivers licence

Your drivers licence can be photocopied at our office. If you do not have a drivers licence you may provide another form of photographic identification.



Proof of income

If you are currently employed you will need to provide copies of your two most recent payslips. If you receive a benefit from Centrelink you will need to provide a copy of your most recent income statement. For any other types of income please provide a copy of a recent bank statement.



Completed application form

The application form must be completed in full, including details for current and previous living situation and three character references. Please ensure all applicants have signed the privacy disclosure statement on the last page!

Thank you for taking the time to complete our application, we will attempt to process your application within two business days. Immediately after your application is complete and we have received the landlord's instructions you will receive an SMS notification.

Once your application has been approved you will be required to sign your lease within 24 hours, upon signing the lease you will be required to pay the first two weeks rent and full security deposit.



Living Here Launceston

25 Invermay Road, Launceston TAS 7250

Telephone 03 6332 3500

Email launceston@livinghere.com.au



Living Here Launceston

Rental Application

Property Details

Property Applying For: _____

Have you inspected the property with a representative from our office YES

Preferred Tenancy Period (please circle) 6 months 12 months

Preferred Lease Commencement Date: _____

Personal Details

Please provide Photo ID and a Personal Information Report

Applicant 1 Full Name

Mr/Mrs/Ms/Miss/Dr/Sir _____

Age: _____ Date of Birth: _____ Are you a smoker: _____

If applicable, what other names have you been known as? _____

Contact Details: Mobile: _____ Work: _____

Home: _____ Email: _____

Applicant 2 Full Name

Mr/Mrs/Ms/Miss/Dr/Sir _____

Age: _____ Date of Birth: _____ Are you a smoker: _____

If applicable, what other names have you been known as? _____

Contact Details: Mobile: _____ Work: _____

Home: _____ Email: _____

Approved Occupants

please provide names and ages of any other occupants that will be living in the property including under the age of 18

Pets

Please list any pets that will be residing at the property

Type: _____ Breed: _____ Age: _____ Name: _____

Type: _____ Breed: _____ Age: _____ Name: _____

Type: _____ Breed: _____ Age: _____ Name: _____

Bond

Will you be requiring assistance with the bond? EG. Housing connect (Please circle) YES/NO

Present Situation

Are you currently (please circle) **RENTING/BOARDING/IN OWN HOME**

PropertyAddress: _____

Landlord or agent's name and business: _____

Landlord or agents phone number: _____

Length of time in Property: (Years/Months): _____

Rent paid per week: _____

Reason for moving: _____

Previous Situation

Were you (please circle) **RENTING/BOARDING/IN OWN HOME**

Property Address: _____

Landlord or agent's name and business: _____

Landlord or agents phone number: _____

Length of time in Property: (Years /Months): _____

Rent paid per week: _____

Reason for moving: _____

Employment

Please attach your most recent pay slip to support your application

I am currently (Please circle) **FULL TIME/PART TIME/CASUAL**

Employer: _____

Occupation: _____

Manager: _____

Contact Number: _____

Address: _____

APPLICANT #2

Please attach your most recent pay slip to support your application

I am currently (Please circle) **FULL TIME/PART TIME/CASUAL**

Employer: _____

Occupation: _____

Manager _____

Contact Number: _____

Address: _____

SELF EMPLOYMENT DETAILS

please attach evidence of the registered business name

Business Name _____

ABN: _____ Net income per annum: _____

Business Address: _____

Period of operation: _____

Centrelink

Please attach an Income Statement from Centre link to support your application

Benefit received: _____ Fortnightly income: _____

Will you be able to claim further benefits after being approved for this rental, e.g. rent assistance?

Other Income

Please provide details of any other relevant income, eg, support from family or by a Trust

Student Details

I am currently (please circle) FULL TIME STUDENT/ PART TIME STUDENT / STUDYING BY CORRESPONDENCE

Institution: _____

Coursename: _____

CourseLength: _____

Date course will be completed: _____

Character References

You MUST list 3 Character references. These cannot be relatives of any applicant and cannot be previously listed on your application as employer or landlord references.

Name: _____

Address: _____

Contact details Mobile: _____

Home /Work: _____

How do you know this person? _____

Name: _____

Address: _____

Contact details Mobile: _____

Home /Work: _____

How do you know this person? _____

Name: _____

Address: _____

Contact details Mobile: _____

Home /Work: _____

How do you know this person? _____

Next of Kin

Name: _____ Phone: _____

Address: _____

Relationship to you: _____

Declaration

I/We do solemnly swear and sincerely declare that the information for this application is true and correct and that this is a genuine application to be checked and submitted to the landlord for consideration.

_____ & _____ Date: _____

Privacy disclosure statement of Alexia Pty Ltd trading as Living Here Launceston 25 Invermay Road, Launceston 03 63323500.

We are an independently owned and operated business. We are bound by the National Privacy Principals. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from previous landlords or letting agents, your current employer and your referees. You may be required to obtain a Personal Information Report directly from a credit management service and provide to our office. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use the database operated by TICA Default Tenancy Control PTY LTD. You can find out more information about this database on it's website at www.tica.com.au. Your consent to us collecting this information is set out below.

We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and landlord's insurers. We may also send personal information about you to the owners of any other properties at your request.

You have the right to access personal information that we hold about you by contacting our privacy officer (see contact details above). If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered may be rejected.

PRIVACY CONSENT

I/We, _____ (the applicant) Acknowledge that I have read the privacy notice of Alexia PTY LTD trading as Living Here Launceston, I authorize Living Here Launceston to collect information about me from:

1. My previous letting agent and/or landlord
2. My personal referees; and
3. Any Tenancy Default database (Including TICA) which may contain information about me, I also authorize Living Here Launceston to disclose details about any defaults by under the tenancy to which this application relates to any tenancy default database to which it subscribes including TICA. I authorize Living Here Launceston to disclose the personal information it collects about me to the owner of the property, even if the owner is a resident outside of Australia.

Signed (by the applicant): _____ Date: _____