

<input type="checkbox"/>	<b>BURNIE</b>	71 Mount Street 7320	Phone 6431 2411	burnie@robertsre.com.au
<input type="checkbox"/>	<b>ULVERSTONE</b>	51 Reibey Street 7315	Phone 6425 7188	ulverstone@robertsre.com.au
<input type="checkbox"/>	<b>DEVONPORT</b>	27 Rooke Street 7310	Phone 6424 0900	devonport@robertsre.com.au
<input type="checkbox"/>	<b>EXETER</b>	49 Main Road 7275	Phone 6394 3366	tamarvalley@robertsre.com.au
<input type="checkbox"/>	<b>LAUNCESTON</b>	16 Charles Street 7250	Phone 6337 8000	pmlaunceston@robertsre.com.au
<input type="checkbox"/>	<b>BICHENO</b>	41a Foster Street 7215	Phone 6375 1495	bicheno@robertsre.com.au
<input type="checkbox"/>	<b>SORELL</b>	30 Cole Street 7172	Phone 6265 1077	sorell@robertsre.com.au
<input type="checkbox"/>	<b>GLENORCHY</b>	338 Main Road 7010	Phone 6272 8555	glenorchy@robertsre.com.au
<input type="checkbox"/>	<b>CIRCULAR HEAD</b>	30 King Street 7330	Phone 6452 2322	smithton@robertsre.com.au

1. A **separate** Application is required to be completed by **ALL ADULTS** intending to reside at the premises. If you are under the age of 18, an adult over the age of 18 will be required to submit an Application and the adult will be the registered tenant and will be responsible for the tenancy and associated conditions. Applicants under the age of 18, will be registered as Occupants only.

2. To accompany your Application you must provide photocopies of the following documents:

- Copy of your last two current pay slips
- If on Centrelink or other supporting payments a copy of your last 2 payment records
- A copy of your Rental Ledger from your current Real Estate Agency
- A current Personal Information Report not more than one month old which can be sourced from Tasmanian Collection Service 33A Wilmot Street Burnie Phone 6430 3755. 27 Brisbane Street, Launceston, Phone 6332 1355. 29 Argyle Street, Hobart, Phone 6213 5555
- Interstate reports can be sourced from Equifax online: Equifax.com.au
- If you have a pet you are required to provide us with a current colour photograph of your pet for identification and if you are successful you will be required to sign a Pet Agreement.

3. A 100 point check must also be completed as follows:

Drivers License	50 points	Medicare Card	50 points
Passport	50 points	Bank Card	10 points
Student ID	20 points	Proof of Age Card	20 points
Birth Certificate	20 Points		

4. Processing your Application

We aim to process your application within 3-4 business days however in busier times or if we are unable to contact all of your referees this process may take longer. Please ensure your referees know we will be contacting them within 2-3 days. If you are unsuccessful you will receive a phone call, SMS or email from us.

Please note that it is the Property Owner who makes the final decision on who rents the property.

5. If your application is successful your Portfolio Manager will arrange for you to immediately collect from Roberts Real Estate:

- Details on how to pay your rent (ANZ deposit book or personal IDa/Reference number) to use to immediately pay 2 weeks rent.
- Details on how to pay your Bond online through MyBond or at Service of Tasmania.

- 6. If your Application is unsuccessful, Roberts Real Estate is under no obligation to disclose the reasons and your Application will be securely destroyed after 30 days.
- 7. Please provide your email address as this is how we will contact you for Routine Inspections, Water Invoices (if applicable), renewal of your Lease and other general information.

Email Address:  **\*Mandatory**

**8. Privacy Act 1988 - Collection Notice:**

Any personal information you provide is collected, held, used and disclosed in accordance with our Privacy Policy located at [www.ruralco.com.au](http://www.ruralco.com.au). We hold, use or disclose your personal information to manage your tenancy and provide you with services you request. If the relevant information is not provided we cannot manage your tenancy or provide you with such services. You have the right to request and correct your personal information. We may also use your personal information for marketing purposes.

If you do not wish to receive marketing information, please tick the box.

Please sign below indicating your understanding and acceptance of this Collection Notice.

**Acknowledgement & Consent**

I, the said applicant acknowledge that all information contained herein is true and correct and this information was given of my own free will. I further authorise Roberts Real Estate to contact and/or conduct any enquiries and/or searches with regard to the information and references supplied in this application.

Applicants Name .....

Signature .....

Date .....

Received by .....	Date .....
	Time .....

**Property Required**

Address .....

Rent per Week .....

Length of Lease  6 MONTHS  12 MONTHS *(please check)*

Proposed Date of Occupancy .....

Do you require Colony 47 /  
Anglicare Assistance?  Yes  No *(please check)*

**Personal Details**

Title  Mr  Mrs  Miss  Ms *(please check)*

First Name .....

Middle Name .....

Surname .....

Current Residential Address No. / Street .....

Suburb .....

City ..... State ..... Postcode .....

Are you currently renting?  Yes  No *(please check)*

If Yes, Agent details Company .....

Contact ..... Ph .....

Reason for moving? .....

Rent paid per week .....

If No, have you Sold?  Yes  No *(please check)* Selling Agent ..... Ph .....

Other .....

Period of Occupancy ..... Weeks / Months / Years

Date of Birth .....

If Pensioner, Card Number .....

Drivers Licence Details State ..... Number .....

Vehicle Details Make ..... Registration No. ....

Passport Details .....

**Contact Details**

Phone (Work) .....

Fax .....

Phone (Home) .....

Mobile .....

E-mail .....

**Previous Occupancy Details**

Address No. Street .....

Suburb .....

City ..... State ..... Postcode .....

Rented  Owned  Other *(please check)*

**If Rented**

Was your Bond refunded in full?

Agent ..... Ph.....  
 Yes  No *(please check)* If No why.....

Why did you move?

**If Sold**

If Other, specify details

Agent ..... Ph .....

**Current Employment**

Occupation

Current Employer

Employer Email Address

Contact Person

How long employed

Employment type

Hours Worked

..... Ph.....  
 ..... Ph.....  
 Full time  Part time  Casual  Self Employed *(please check)*  
 ..... / week

**If Self Employed**

ABN

Company Name

Industry

Business Address

Email Address

Website Address

Business Contact Details

..... Length of Time .....  
 .....  
 Telephone ..... Fax .....

**Previous Employment**

Company Name

Length of Time

Contact Person

Position Held

Reason for leaving

Employment Type

..... Ph.....  
 .....  
 Full time  Part time  Casual  Self Employed *(please check)*

**If Student**

School

Student ID Card Number

Course of Study

Year

Austudy

1st  2nd  3rd  4th *(please check)*  Full time  Part time *(please check)*  
 .....  Yes  No *(please check)*

**Pet Details**

Pets

Number and Breed

Are they Registered

Council Registered with

Do you keep your pet/s

Dog  Cat  Bird  Other *(please check)* If other, specify .....  
 .....  
 Yes  No *(please check)*  
 ..... Registration No .....  
 Inside  Outside  Both *(please check)*

**General Details**

Do you or any of your co-occupants smoke?

Yes  No *(please check)*

If Yes, inside/outside/both *(please circle)*

Do you have any outstanding debts at a collection agency?

Yes  No *(please check)*

Details .....

Are you, or have you ever been a Bankrupt?

Yes  No *(please check)*

Have you ever been evicted by another Agent/private owner?

Yes  No *(please check)*

Details .....

**Next of Kin Details and/or Emergency Contact**

Name of relative not living with you

.....

Address

.....

Telephone Numbers

Ah ..... Bh .....

Mobile .....

Relationship to you

.....

**Occupant Details**

Number of Adults .....

Names .....

Number of Children .....

Names .....

Name ..... Age ..... School Attending .....

Name ..... Age ..... School Attending .....

Name ..... Age ..... School Attending .....

Name ..... Age ..... School Attending .....

Number of Vehicles to be kept on premises .....

References (other than family) .....

1. Name ..... Relationship .....

Address..... Ph.....

2. Name ..... Relationship .....

Address..... Ph.....

3. Name ..... Relationship .....

Address..... Ph.....

Additional Relevant Information

.....

I, the said Applicant herein confirm that this additional information (if any) is true and correct.

**Applicant Name** ..... **Signature** ..... **Date** .....