

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

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

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