

## Residential Application Form

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

### Please read prior to completing per person

- One application is to be completed per person
- Applicants are to supply their own photocopies of documentation required. This application must be accompanied by copies of the following documents (where applicable):
  - Drivers Licence or Photo Identification
  - Rental Ledger
  - If home owner, council rate notice and one (1) other ancillary account
- This application cannot be processed until it is complete with copies of supporting documentation attached.
- If the application is approved, a holding deposit (equal to (1) weeks rent) will be required to be paid within 12 hours of acceptance. If after putting a holding deposit on a property and the application is withdrawn by the applicant, the full amount of the holding deposit will be forfeited.

### A. AGENT DETAILS

**Raine & Horne Moree**  
35 Albert Street, NSW 2400®  
Phone: 02 6752 3600  
Fax: 02 6752 5336  
Email: admin@rhmoree.com

### B. TENANCY REQUIREMENTS

Length of Tenancy <b>6 mths/12 mths</b> /other	Rent (prepared to pay) <b>\$</b> per week	Commencement Date
Property Required <b>Flat or house or other</b>		
Names & Ages of all Occupants who will live at the property		
Pets? If yes what type, how many, are they inside or outside pets?	Smoker / Non Smoker	
Number of Vehicles to be kept at the premises	Are they all registered?	
Other Vehicles to be kept at the premises: Boat/Trailers/Caravan/Motorbike/Other		

### C. PERSONAL DETAILS

#### 1. Please give us your details

Mr  Ms  Miss  Mrs  Other

Given Name/s	Surname
Date of Birth	Driver's licence number
Driver's licence expiry date	Driver's licence state
Passport no.	Passport country
Pension no. (if applicable)	Pension type (if applicable)

#### 2. Please provide your contact details

Home phone no.	Mobile phone no.
Work phone no.	Fax no.
Email address	

#### 3. What is your current address?

Postcode
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#### 4. How did you find out about this property?

<input type="radio"/> Newspaper	<input type="radio"/> The Internet	<input type="radio"/> Local Paper
<input type="radio"/> Office	<input type="radio"/> Office Window	<input type="radio"/> Sign Board at property
<input type="radio"/> Referral	<input type="radio"/> Other (specify)	

### D. APPLICANT HISTORY

#### 5. How long have you lived at your current address?

Years	Months
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#### 6. Why are you leaving this address?

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#### 7. Landlord/Agent details of this property (if applicable)

Name of landlord or agent	
Weekly Rent Paid	Landlord/agent's phone no.
\$	

#### 8. What was your previous residential address?

Postcode
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#### 9. How long did you live at this address?

Years	Months
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#### 10. Landlord/Agent details of this property (if applicable)

Name of landlord or agent	
Landlord/agent's phone no.	Weekly Rent Paid
	\$
Was bond refunded in full?	If not why not?

## E. EMPLOYMENT HISTORY

### 11. Please provide your employment details

What is your occupation?

What is the nature of your employment?  
(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

Years

Months

Net Income

## F. CONTACTS / REFERENCES

### 12. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

### 13. Please provide 2 personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

## G. HOLDING FEE & PAYMENT DETAILS (OFFICE/AGENT TO COMPLETE)

The holding fee can only be accepted after the application for tenancy is approved.

The holding fee (not exceeding 1 week's rent) of ..... keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

- The application for tenancy has been approved by the landlord; and
- The premises will not be let during the above period, pending the making of a residential tenancy agreement; and
- If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee; and
- If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
- The whole of the fee will be refunded to the prospective tenant if:
  - the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period
  - the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

### Property Rental

\$  per week

First payment of rent in advance

\$

Rental Bond (4 weeks rent):

\$

Sub Total

\$

Less: Holding deposit (see below)

\$

Amount payable on signing tenancy agreement (bank cheque or money order only)

\$

Signature of Applicant

Date

## H. UTILITY CONNECTIONS



This is a FREE service that can connect you to the following utilities and services in your new home:

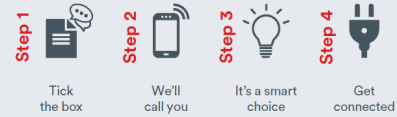


YES

I consent to;

- » Raine & Horne providing my personal information to Direct Connect including name, address, email and phone number.
- » Direct Connect contacting me in relation to my utilities and service connections.
- » Direct Connect obtaining metering information for the premises I am moving to.

### GET CONNECTED IN 4 EASY STEPS



### Applicant 1:

Signature

Date

### Applicant 2 (if applicable):

Signature

Date

Name

Phone

570 Church Street Cremorne 3121 Victoria P: 1300 664 715 F: 1300 664 185. www.directconnect.com.au

## I. DECLARATION | OTHER INFORMATION

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 am not bankrupt.

I authorise the Agent to obtain personal information from:

- The owner or the Agent of my current or previous residence;
- My personal referees and employer/s;
- Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting -

- NTD: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and 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:

- communicate with the owner and select a tenant
- prepare lease/tenancy documents
- allow tradespeople or equivalent organisations to contact me
- lodge/claim/transfer to/from a Bond Authority
- refer to Tribunals/Courts & Statutory Authorities (where applicable)
- refer to collection agents/lawyers (where applicable)
- complete a credit check with NTD (National Tenancies Database)

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.

14. Do you have an investment property?  Yes  No

I confirm the following:

- Have you ever been evicted by any Landlord and/or Agent?  No  Yes
- Are you in debt to another Landlord and/or Agent?  No  Yes
- Is there any reason known to you that would affect your ability to pay rent when due?  No  Yes
- Have you ever attended the CTTT or Residential Tenancy Tribunal?  No  Yes

I confirm these details provided are true and correct and hereby authorise Raine & Horne, Moree to verify references herein named in this application.

Signature of Applicant

Date