

# Application for Tenancy



**NB: Each adult applicant is to submit individual applications with the relevant supporting documentation.**  
E: [rentals@nbltp.rh.com.au](mailto:rentals@nbltp.rh.com.au) Or by HAND at 77 Victoria Pde, Nelson Bay or 77 President Wilson Walk, Tanilba Bay

## 1. PREMISES DETAILS:

Address: ..... Date of Inspection: .....  
Proposed Lease Term: ..... weeks / months / years Proposed Start Date: ..... **NOT ASAP**  
Rent per week \$ .....

## 2. APPLICANTS DETAILS:

Full Name: ..... Date of Birth: .....  
Ph (H): ..... Ph (W): ..... Ph (M): ..... Email: .....  
Drivers Lic / 18+ Card No: ..... State of Issue: ..... Expiry Date: .....  
Passport No: ..... Country of Issue: ..... Expiry Date: .....  
Pension Card No: ..... Issued by: ..... Expiry Date: .....  
Have you been known by any other name: Yes  No  if YES, what? .....  
Car Registration Plate No.: ..... **Pets:** No. / Type / Breed: ..... Smoker(s)?..... Yes / No

## 3. OTHER OCCUPANTS: (all adult occupants must complete an individual Tenancy Application)

The number of persons ordinarily living in the property will be: ..... ADULTS and , ..... CHILDREN  
List the full name(s) & ages of all persons (inc children) who will be ordinarily living at the premises:  
1. .... 2. ....  
3. .... 4. ....

## 4. APPLICANTS ACCOMMODATION HISTORY

**Current Address:** .....  
Period of Occupancy: ..... Situation: Renting / Owned / Other .....  
Landlord / Agent Name (if applicable): ..... Tel: .....  
Rent: \$ ..... per week / month Reason for Leaving: .....

**Previous Address:** .....  
Period of Occupancy: ..... Situation: Renting / Owned / Other .....  
Landlord / Agent Name (if applicable): ..... Tel: .....  
Rent: \$ ..... per week / month Reason for Leaving: .....

Are you currently in debt to any landlord / agent? YES  NO  If yes, detail the amount and reason below.  
Have you ever been issued a termination notice? YES  NO  If Yes, details on what grounds below.  
Details: .....

## 5. EMPLOYMENT HISTORY: (if current employment is less than 6 months, provide previous employment also)

**Current Occupation:** .....  
Basis: Full Time / Part Time / Casual / Other: ..... Duration: ..... Weekly NET Income: .....  
Employer Business Name: ..... Tel Ph: .....  
Address: ..... Contact: .....  
**Other Income Source:** ..... Amount: .....  
**Student at:** ..... Student ID No. ....  
Course Name: ..... Duration: .....

**6. REFEREES: (all referees should not be related to you)**

Referee 1: ..... Phone: ..... Relationship: .....

Referee 2: ..... Phone: ..... Relationship: .....

**7. EMERGENCY CONTACT: (used in case of an emergency or urgent matter concerning your tenancy)**

Full Name: ..... Relationship: .....

Address: ..... Phone (M):.....

Phone (H): ..... Phone (W):..... Email: .....

**8. USE OF THE PREMISES & ADDITIONAL TENANCY CONDITIONS / REQUESTS:**

Will the premises be used for anything other than residential purposes? YES  NO  If Yes, attach details.

Detail any additional tenancy conditions / requests here (subject to Landlord approval) : .....

**9. CONDITIONS & TERMS OF THIS TENANCY APPLICATION**

**The Applicant declares that:**

- 1) All the above details are true and correct and are hereby submitted for the Landlords approval so that I may become a tenant of the premises;
- 2) The Agent / Landlord is authorised to cross reference relevant detail against the listed references and check through any reference check organisation that the Agent may be affiliated with; and
- 3) The Applicant is not a bankrupt or undischarged bankrupt or insolvent and that the Applicant is able to meet all commitments and obligations of the Residential Tenancy Agreement.

**The Applicant agrees that:**

- 1) The Applicant has inspected the premises applied for and accept it in its current condition
- 2) On being notified of the Landlords acceptance of this application, verbally or in writing, to rent the premises from the Landlord under a Residential Tenancy Agreement drawn up by the Agent and, upon signing of the Agreement, pay the bond and rent amounts due by a method acceptable to the Agent.
- 3) This Tenancy Application, unless accepted, creates no contractual or legal obligations between the parties; and
- 4) The Applicant understands that the Agent / Landlord is not required to give an explanation to the Applicant for any application not approved.
- 5) The Applicant understands that it is their responsibility to check if a phone line is connected to the property. If there is not one currently connected and one is required to be connected, this is to be at the applicant's expenses once application has been approved by the owner.
- 6) The Applicant is aware that Raine & Horne Nelson Bay is a cashless office and all rent must be paid by the EFT payment systems, bank cheque or money order.

**Privacy Policy**

The personal information provided in this application and collected as a result of checking and verifying this application is necessary for the Agent to verify the Applicants identity, to process and evaluate the application and if successful, to manage the Tenancy. Information collected about the Applicant in this application and during the course of the Tenancy (if the application is successful) may be disclosed for the purpose for which it was collected to other parties including the Landlord, Referees, other Agents, Third Party Operators of Tenancy Reference Databases including but not limited to TICA, Tradespeople and as required by legislative and regulatory requirements. Information already held on Tenancy Databases may also be disclosed to the Agent and or Landlord. If the Applicant enters into a Residential Tenancy Agreement and if the Applicant fails to comply with their obligations under that Agreement, that fact and other relevant information collected about the Applicant during the course of the tenancy may also be disclosed to the Landlord, Third Party Operators of Tenancy Reference Databases and / or other Agents. Applicants may review the information held by the Agent and can also correct this information if it is inaccurate, incomplete or out of date.

**10. HOLDING FEE**

In the event of this Application being approved by the Landlord, the Applicant will pay a holding fee equivalent to ONE (1) WEEKS RENT to reserve the premises in favour of the Applicant for a period not exceeding 7 days from date of approval. The premises will not be let during the Holding Period pending making of a Residential Tenancy Agreement. If the Landlord decides not to proceed for whatever reason, the whole of the Holding Fee will be refunded to the Applicant. If the Applicant decides not to proceed for whatever reason, the Landlord may retain so much of the Holding Fee as is equal to the amount of rent that would have been paid (based on the proposed rent) during the period the premises were held but is required to refund to the Applicant the remainder (if any) of the Holding Fee. If a Residential Tenancy Agreement is entered into, the Holding Fee is to be paid towards rent for the residential premises concerned.

**APPLICANTS SIGNATURE: \_\_\_\_\_**

**DATE: \_\_\_\_\_**

**Note: This application will be deemed incomplete if you do not include at least one supporting document from each category below**

<p><b>1. To help us verify your identify:</b> Drivers License / 18+ Card Passport / Medicare Card Certified Birth Certificate</p>	<p><b>2. To help us verify your history:</b> Rent Ledger (s) Owner Home Rates Notice (s) Written &amp; Signed Reference</p>	<p><b>3. To help us verify your ability to pay:</b> 3 x Pay Slips / Employment Contract Tax Return Current Bank Statement</p>
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# Request for Rental Reference



**\*\* TO BE COMPLETED BY FORMER LANDLORD / OR MANAGING AGENT \*\***

**Applicant Full Name(s):** .....

**Address Rented (for reference):** .....

Does hereby consent to the following questionnaire being completed honestly by former Landlord / Managing Agent and returned to Raine & Horne Nelson Bay

**Applicants Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>TENANCY DETAILS</b>	Address of property rented: ..... Were the above applicants listed as tenants: Yes <input type="checkbox"/> No <input type="checkbox"/> Were pets kept? Yes <input type="checkbox"/> No <input type="checkbox"/> Rental Period: From: ..... To: .....      Weekly Rent: \$.....
<b>PAYMENT</b>	Was rent paid on time? Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/> Other <input type="checkbox"/> If Other, please elaborate: ..... Was a Termination Notice ever issued for arrears? Yes <input type="checkbox"/> No <input type="checkbox"/> Enforced? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>CARE OF PREMISES</b>	How would you rate the tenants care of the premises? ..... How would you rate the tenants care of the lawns and gardens? ..... Were Routine Inspections done? Yes <input type="checkbox"/> No <input type="checkbox"/> Were there any areas of concern? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please elaborate: .....
<b>CONDUCT &amp; BREACHES</b>	Was the Tenant co-operative? Yes <input type="checkbox"/> No <input type="checkbox"/> Was the Tenant considerate? Yes <input type="checkbox"/> No <input type="checkbox"/> If No, please elaborate ..... Did the Applicant breach the Residential Tenancy Agreement? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please elaborate: .....
<b>END OF TENANCY &amp; BOND</b>	Who ended the tenancy? Landlord / Agent <input type="checkbox"/> Tenant <input type="checkbox"/> Notice not yet given <input type="checkbox"/> If there was a specific reason, please elaborate: ..... Was the premises left clean & undamaged?      Yes <input type="checkbox"/> No <input type="checkbox"/> Not yet vacated <input type="checkbox"/> Was the tenant recalled to reattend to any items? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, what? ..... Was the Rental Bond returned in full?      Yes <input type="checkbox"/> No <input type="checkbox"/> Not yet refunded <input type="checkbox"/>
<b>FUTURE TENANCY</b>	Would you rent to this tenant again?      Yes <input type="checkbox"/> No <input type="checkbox"/> If ticked No, please advise why ..... .....

**Name of Person completing this reference:** ..... **Position:** .....

**When complete, please fax back to (02) 4984-1042 or EMAIL [rentals@nbltp.rh.com.au](mailto:rentals@nbltp.rh.com.au)  
Together with a copy of the RENTAL LEDGER.**