

Application Form

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

Raine&Horne.

A. AGENT DETAILS

Raine & Horne Gisborne

42 Brantome Street, Gisborne VIC 3437

Phone: 03 5428 4007

Fax: 03 5428 2025

Email: info@gisborne.rh.com.au

B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

Postcode	

2. Lease commencement date?

	Day		Month		Year
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3. Lease term?

	Years		Months
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4. How many people will normally occupy the property?

	Adults		Children
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C. PERSONAL DETAILS

5. Please give us your details

Mr ☐ Ms ☐ Miss ☐ Mrs. ☐ Other ☐

Given name/s	Surname
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Date of Birth	Driver's license number
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Driver's license expiry date	Driver's license state
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Passport no.	Passport country
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Pension no. (If applicable)	Pension type (if applicable)
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6. Please provide your contact details

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

7. What is your current address?

Postcode	

Property manager name

Application faxed to
UtilityOne (if required)

☐

D. UTILITY CONNECTIONS

RHGBN

To save you time when you're moving house, UtilityOne can help you arrange your utility connections:

PHONE	ELECTRICITY	GAS	WATER
ADSL	DIAL UP & CABLE	INTERNET	PAY TV

It's a FREE service and there's NO obligation - so just tick this box if you want UtilityOne to call you and explain how the service works. Then, IF you would like help arranging your connections, we will confirm the details with you at that time.

Yes, please contact me!

☐

NB: MAINS SWITCH MUST BE IN OFF POSITION FOR ELECTRICITY SUPPLIER TO CONNECT.

Utility connection services are provided by: **DIRECT CONNECT**

Phone: 1300852046

Direct Connect will use the information in this application to explain the services offered and to undertake any connection and disconnection services authorized (including the provision of information to utility companies). Personal information collected by Direct Connect may be accessed by contacting Direct Connect on the contact details above. Normal service provider fees or bonds may apply.

E. DECLARATION

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 about me from:

- (a) The owner or the Agent of my current or previous residences;
- (b) My personal referees for this application
- (c) My current and past employers;
- (d) Any person who maintains any record, listing or database of defaults by tenants;

and I authorise and consent to each of those persons providing requested personal information about me to the Agent.

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 within this application in order to:

- (a) communicate with referees, employees, landlords, third party operators of tenancy reference databases, other agents and select a tenant
- (b) communicate with the owner and select a tenant
- (c) prepare lease/tenancy documents
- (d) allow tradespeople or equivalent organisations to contact me
- (e) lodge/claim/transfer to/from a Bond Authority
- (f) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (g) refer to collection agents/lawyers (where applicable)
- (h) complete a check with a tenancy default database
- (i) transfer water account details into my name

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. I am aware that I may access personal information on the contact details above and that I may be able to correct this information if it is inaccurate, incomplete or out-of-date.

If section D is completed, I consent to the disclosure of both pages of this application form to UtilityOne Corporation ACN 096 897 880 for the purpose of enabling UtilityOne to offer the connection and disconnection services to me.

Where UtilityOne is requested to arrange for the provision of the services, I consent to UtilityOne disclosing personal information it collects about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I consent to UtilityOne disclosing confirmation details (including NMI, MIRN, telephone number, water company) to the Agent.

I acknowledge that the Agent, its employees and UtilityOne may receive a fee/benefit from a service provider in relation to the connection of a utility service. I acknowledge that neither UtilityOne nor the Agent accepts any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure.

Signature

Date

X

F. APPLICANT HISTORY

8. How long have you lived at your current address?

Years Months

9. Why are you leaving this address?

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

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

\$

11. What was your previous residential address?

Postcode

12. How long did you live at this address?

Years Months

13. 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?

G. EMPLOYMENT HISTORY

14. 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 a student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

Years Months

Net income?

\$

15. Please provide your previous employment details

Occupation?

Employer's name:

Length of employment

Years Months

Net income?

\$

H. CONTACTS / REFERENCES

16. Please provide a contact in case of emergency (not living with you)

Surname

Given name/s

Relationship to you

Phone no.

Contact Address

17. Please provide two 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.

I. OTHER INFORMATION

18. Ages of children living with you

19. Car Registration

20. Please provide details of any pets:

Breed / type

Council registration / number

1.

2.

PLEASE NOTE

- Initial payments must be made by cash, bank cheque or money order within 48 hours after approval of application. No personal cheques accepted.
- Keys will not be handed over until the lease agreement has been signed by all applicants.
- This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

OFFICE USE ONLY

Property rental

\$

Per week OR

\$

per month

Other notes/comments

INFORMATION TO BE SUPPLIED WITH A RENTAL APPLICATION

IMPORTANT INFORMATION – PLEASE READ CAREFULLY

- PLEASE ENSURE THAT APPLICATION FORMS ARE FILLED OUT IN FULL ON BOTH SIDES TO PREVENT DELAYS.
- APPLICATION USUALLY TAKES 24-48 HOURS TO BE PROCESSED, IN SOME CASES IT CAN BE DELAYED FOR LONGER.
- WE WILL NOTIFY YOU EITHER WAY (APPROVED OR NOT APPROVED) WHEN WE HEAR, WHICH CAN TAKE BETWEEN 3-7 DAYS.

TO SUPPLY WITH YOUR APPLICATION

***NOTE:** APPLICANT MUST SUPPLY AT LEAST ONE FROM EACH SECTION BELOW

IDENTIFICATION

PHOTO ID (Eg. Drivers Licence & Passport)

PAY INFORMATION

Employed Persons Pay slips

3 current & consecutive payslips showing YTD Earnings (No older than 4 weeks)

Or

A letter from your employer confirming your salary and length of time employed by the company.

Self Employed Persons

Last 2 BAS statements

Copy of Bank Statement showing regular income and amounts

Centrelink Benefit Persons

Centrelink Statement (Current)

Please note that Centrelink will print these out upon request

CURRENT RESIDENT INFORMATION

Current Renters (Through Real Estate)

Written reference from current or previous Real Estate Agent

Phone number and contact person also to be provided

Copy of rental statement showing payment amounts and dates (Tenant ledger)

Current Renters (Private Landlord)

Written reference from current or previous Real Estate Agent

Phone number and contact person also to be provided

Sold Property to rent

Reference from the Real Estate Agent that sold your property.

Phone number and contact person also to be provided.