

Raine&Horne®

Robertson (QLD)

Shop 16B, Sunny Park Shopping Centre, 342 McCullough Street, Sunnybank
P.O. Box 3303, Sunnybank South QLD 4109

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APPLICATIONS REQUIRE 100 POINTS FOR IDENTIFICATION

Photo ID in the form of a Drivers Licence, Passport or Proof of Age card (**30 POINTS EACH**) must be attached together with any of the documents mentioned below to make up the 100 points checklist for identification. **Please have all your copies readied and attached to this application form when you submit it to our office. Sorry, we do not provide photocopying service.**

20 POINTS EACH

Tenancy history ledger
Previous tenancy agreement
Previous recent rent receipts
Rental bond receipt

15 POINTS EACH

Pay advice & Bank Statement
Motor vehicle registration
Telephone account
Electricity account

Bank or credit card
Council or water rates
Health Care or Medicare card
Birth certificate

Payment of Rent & Bond

Prior to taking possession of the property a payment equal to **2 weeks rent and 4 weeks bond** must be paid in full before signing the tenancy agreement and collecting keys for the property.

For security reasons we **do not accept CASH or PERSONAL CHEQUES.**

Payments can be made by Electronic Funds Transfer (EFT), Bank Cheque, Money Order, B-Pay or Direct Debit.

Electronic Funds Transfer (EFT) is the preferred method for rent payments. Please contact our office for more information.

B-Pay is a Secure Payment Solutions, it can provide us with the B-Pay facility however; a service fee of \$1.25 per transaction will be charged to your nominated bank account if you choose to use the service.

If you would like us to assist you to arrange payments by **Direct Debit** either via Saving account or Credit Card, a setup fee of **\$25 (flat rate) per tenant, per annum** will be charged to your nominated bank account. Please ensure to have your **bank account details** ready. The application form will be completed when you sign your tenancy agreement.

We do not transfer Department of Housing Bonds or accept full bond transfers.

Entry Condition Report

When you move into the property please pay particular attention to the condition of the property and compare it to the details written in the Entry Condition Report. If you find any discrepancies make sure you write it down in the Entry Condition Report. **You must sign and return the Condition Report to our office within three (3) days of moving into the property.** If you do not sign and return the report to our office you may be held liable for any damage or change in condition of the property when you vacate. Please keep a copy of the Condition Report in a safe place during your tenancy. You will need to refer to it when you vacate the property.

Unsuccessful Applications

Unsuccessful applications and all supporting documents will be destroyed within 7 days.

APPLICATION FOR TENANCY

Date: _____

In order to process this application all questions must be answered fully. Please check both sides of the pages. Failure to complete all the questions may result in delays or rejection. The completion of this application is not an acceptance. I / We the said applicant/s declares that all the information contained in this application is true and correct and that the information is provided of my / our own freewill.

Property address:			
Date inspected:			
Rental period:	6 months	12 months	Other:
Commencement date:			
Agreed rent per week:	\$		per week
Agreed rental bond:	4 weeks bond \$		

I / We the applicant/s declares that I / We are not bankrupt and that I / We have not entered into any scheme of arrangement for payment of monies to creditors. I / We declare that the rental price agreed upon is within the budget of my / our income and I / We can foresee no reason for non-payment of rent.

I / We authorize the Agent (Raine & Horne Robertson) to access and check any information that may be listed about me / us on the TICA (default tenancy database) and any other tenancy databases which may be available. I / We agree and understand that in the event of this application is approved, the Agent may also report any defaults that may occur from time to time relating to our tenancy to TICA or any other tenancy database, and the removal of such information is subject to the guidelines of the database organizations.

I / We agree & understand that in the event of this application being declined there is no requirement at law for the Agent to disclose to me / us any reason for such rejection. I / We also agree that I / We will not raise objection for not being provided a reason for decline of this application.

I / We understand that a holding deposit equal to two (2) weeks rent must be paid to the Agent within 24 hours being notified that my / our application for tenancy has been approved. If I / We fail to proceed with the tenancy for any reason whatsoever after the holding deposit period (48 hours) has expired, the holding deposit will be forfeited to the Agent.

The Bond equal to four weeks rent must be paid to the Agent upon signing the General Tenancy Agreement and the Bond Lodgement (Form 2) documents.

I / We agree keys for the property will not be given to me / us until such time all monies are paid in full. Total amount is equal to six (6) weeks rent.

I / We agree to abide by the policies of the office of the Agent as may be provided to me / us in relation to this tenancy.

I / We agree to allow the Agent to photocopy the information supplied by me / us for their records, and acknowledge that non-sensitive information (such as address & phone) may be released to a law enforcement agency if required, as requested, for the preparation or conduct of proceedings before any court or tribunal, or for implementation of the orders of a court or tribunal.

.....
APPLICANT/S NAME/S AND SIGNATURE/S

Free utility connection service



- ✓ **On The Move** is FREE – Save Time & Energy
- ✓ We're CONVENIENT. Why spend hours on the phone waiting in endless call queues?
- ✓ We make it EASY. In a single 10 minute call you get electricity, gas, phone and more.
- ✓ We get you CONNECTED. We make sure you are connected on time and as planned.
- ✓ Focus on moving into your new home. Don't move in the dark!

- Free Service • One Stop Shop • Quality Suppliers • No obligation

Let **On The Move** reduce your stress and save you time by arranging to connect all your services on your moving day.

YES, please call me to arrange the following services **free of charge!**

ELECTRICITY GAS PHONE INTERNET PAY TV

Name	Date of birth
<input type="text"/>	<input type="text" value="dd/mm/yy"/>

Contact number	Driver's Licence or Passport Number	Expiry date
<input type="text"/>	<input type="text"/>	<input type="text" value="dd/mm/yy"/>

Property address to connect

Suburb	Postcode	Connection date
<input type="text"/>	<input type="text"/>	<input type="text" value="dd/mm/yy"/>

Applicant's Signature	Date
<input type="text"/>	<input type="text"/>

Property Manager's Name	Contact number
<input type="text"/>	<input type="text"/>

Please complete this form and return to your Property Manager.



Once completed, please email to sales@onthemove.com.au

Terms & Conditions - By ticking the box above, you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. Please see On The Move's Privacy Policy at www.onthemove.com.au. On The Move and your Agent may receive a benefit for arranging your services. On The Move & your agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees & bonds may apply.

PERSONAL DETAILS (ONE FOR EACH APPLICANT TO BE SIGNED ON THE LEASE)

FULL NAME: _____ **MOBILE:** _____

DRIVERS LICENCE: _____ **DATE OF BIRTH:** _____

Contact number (Home): _____ **(Work):** _____ **E-mail:** _____

Type of vehicle: _____ **Registration Number:** _____ **Owned/Financed:** _____

PETS OWNED: _____ **Registration:** _____ **Breed & Number:** _____

OCCUPATION: _____ **Employer:** _____

Address: _____ **Income:** _____

Phone: _____ **Contact Person:** _____ **Period of Employment:** _____

Previous Employer: _____ **Period of Employment:** _____

Contact from Previous Employment: _____ **Phone:** _____

ANY OTHER INCOME DETAILS: _____ **Amount:** _____

PENSION DETAILS (if applicable): **Type of benefit:** _____ **Pension Number:** _____

PRESENT ADDRESS: _____

Period of Occupancy: _____ **Rent Paid:** _____ **Bond:** _____ **Reason for Leaving:** _____

Agent/Landlord: _____ **Phone:** _____

PREVIOUS ADDRESS: _____

Period of Occupancy: _____ **Rent Paid:** _____ **Bond:** _____ **Reason for Leaving:** _____

Agent/Landlord: _____ **Phone:** _____

PERSON TO CONTACT IN AN EMERGENCY: _____

Address: _____ **Phone:** _____ **E-mail:** _____

NEAREST RELATIVE: (not living with you) _____ **Relationship:** _____

Address or E-mail: _____ **Phone:** _____

PERSONAL REFEREE: _____ **Phone:** _____

SELF EMPLOYED (if applicable, please complete the following)

BUSINESS OR COMPANY NAME: _____

Address: _____

ACN or Business Registration Number: _____ **Date Formed:** _____

Accountant: _____ **Contact:** _____ **Phone:** _____

The following must be answered by each applicant:

Yes No

1. Has your tenancy ever been terminated by a landlord prior to the completion of your agreement?
2. Are you in debt to another landlord or agent?
3. Have you had any deductions from your bond?
4. Have you received any breach notices from your previous landlord or agent?
5. Is there any reason known to you that could effect your future rental payments?

If yes to any of the above, please give details: _____

6. I agree to allow the agent to photocopy the information supplied by me for their records, and acknowledge that non-sensitive information (such as address & phone) may be released to a law enforcement agency or if required, as requested, for the preparation or conduct of proceedings before any court or tribunal, or for implementation of the orders of a court or tribunal.

Yes/No

PERSONAL DETAILS (ONE FOR EACH APPLICANT TO BE SIGNED ON THE LEASE)

FULL NAME: _____ **MOBILE:** _____

DRIVERS LICENCE: _____ **DATE OF BIRTH:** _____

Contact number (Home): _____ **(Work):** _____ **E-mail:** _____

Type of vehicle: _____ **Registration Number:** _____ **Owned/Financed:** _____

PETS OWNED: _____ **Registration:** _____ **Breed & Number:** _____

OCCUPATION: _____ **Employer:** _____

Address: _____ **Income:** _____

Phone: _____ **Contact Person:** _____ **Period of Employment:** _____

Previous Employer: _____ **Period of Employment:** _____

Contact from Previous Employment: _____ **Phone:** _____

ANY OTHER INCOME DETAILS: _____ **Amount:** _____

PENSION DETAILS (if applicable): **Type of benefit:** _____ **Pension Number:** _____

PRESENT ADDRESS: _____

Period of Occupancy: _____ **Rent Paid:** _____ **Bond:** _____ **Reason for Leaving:** _____

Agent/Landlord: _____ **Phone:** _____

PREVIOUS ADDRESS: _____

Period of Occupancy: _____ **Rent Paid:** _____ **Bond:** _____ **Reason for Leaving:** _____

Agent/Landlord: _____ **Phone:** _____

PERSON TO CONTACT IN AN EMERGENCY: _____

Address: _____ **Phone:** _____ **E-mail:** _____

NEAREST RELATIVE: (not living with you) _____ **Relationship:** _____

Address or E-mail: _____ **Phone:** _____

PERSONAL REFEREE: _____ **Phone:** _____

SELF EMPLOYED (if applicable, please complete the following)

BUSINESS OR COMPANY NAME: _____

Address: _____

ACN or Business Registration Number: _____ **Date Formed:** _____

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- | | |
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PERSONAL DETAILS (ONE FOR EACH APPLICANT TO BE SIGNED ON THE LEASE)

FULL NAME: _____ **MOBILE:** _____

DRIVERS LICENCE: _____ **DATE OF BIRTH:** _____

Contact number (Home): _____ **(Work):** _____ **E-mail:** _____

Type of vehicle: _____ **Registration Number:** _____ **Owned/Financed:** _____

PETS OWNED: _____ **Registration:** _____ **Breed & Number:** _____

OCCUPATION: _____ **Employer:** _____

Address: _____ **Income:** _____

Phone: _____ **Contact Person:** _____ **Period of Employment:** _____

Previous Employer: _____ **Period of Employment:** _____

Contact from Previous Employment: _____ **Phone:** _____

ANY OTHER INCOME DETAILS: _____ **Amount:** _____

PENSION DETAILS (if applicable): **Type of benefit:** _____ **Pension Number:** _____

PRESENT ADDRESS: _____

Period of Occupancy: _____ **Rent Paid:** _____ **Bond:** _____ **Reason for Leaving:** _____

Agent/Landlord: _____ **Phone:** _____

PREVIOUS ADDRESS: _____

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Agent/Landlord: _____ **Phone:** _____

PERSON TO CONTACT IN AN EMERGENCY: _____

Address: _____ **Phone:** _____ **E-mail:** _____

NEAREST RELATIVE: (not living with you) _____ **Relationship:** _____

Address or E-mail: _____ **Phone:** _____

PERSONAL REFEREE: _____ **Phone:** _____

SELF EMPLOYED (if applicable, please complete the following)

BUSINESS OR COMPANY NAME: _____

Address: _____

ACN or Business Registration Number: _____ **Date Formed:** _____

Accountant: _____ **Contact:** _____ **Phone:** _____

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FULL NAME: _____ **MOBILE:** _____

DRIVERS LICENCE: _____ **DATE OF BIRTH:** _____

Contact number (Home): _____ **(Work):** _____ **E-mail:** _____

Type of vehicle: _____ **Registration Number:** _____ **Owned/Financed:** _____

PETS OWNED: _____ **Registration:** _____ **Breed & Number:** _____

OCCUPATION: _____ **Employer:** _____

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Phone: _____ **Contact Person:** _____ **Period of Employment:** _____

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Agent/Landlord: _____ **Phone:** _____

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Agent/Landlord: _____ **Phone:** _____

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Address: _____ **Phone:** _____ **E-mail:** _____

NEAREST RELATIVE: (not living with you) _____ **Relationship:** _____

Address or E-mail: _____ **Phone:** _____

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