

Raine&Horne®

For Lease
Tenancy Application Form

Tips for a successful application:

- ✓ Complete all sections of the application, including the privacy statement.
- ✓ Supply all supporting documents to ensure your application is processed. These documents should include:
 - 3 current wage slips
 - Bank statements
 - Visa / Residential status documents for residing in Australia (if applicable)
 - Centrelink statements (if applicable)
 - Any other documents pertinent to your application
- ✓ Return the application as soon as possible after inspecting the property.
- ✓ Notify your references to expect our call.

Free utility connection service

**on the
move**

On The Move are specialists in connecting and disconnecting electricity, gas, water, telephone and more!

As part of your Raine and Horne Real Estate experience, On The Move will arrange your services and take the stress out of moving... What's even better is we do it for free.

We will call you within 2 hours of receiving your application to discuss the services you want connected.

phone
1300 850 360

email
sales@onthemove.com.au

fax
1300 661 160

web
www.onthemove.com.au



Moving? Relax.



Residential Application Form

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



A. AGENT DETAILS

Raine & Horne - Glenroy
 823 Pascoe Vale Road
 Glenroy Vic 3046
Phone: (03) 9306 3999 **Fax:** (03) 9300 3874
Mobile: NINA ROMANO 0419 466 771
Email: nina.romano@glenroy.rh.com.au

B. PROPERTY DETAILS

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

 Postcode
- Preferred move in date?
 Day Month Year
- Lease term?
 Years Months
- Property rental Bond
 \$ per week \$ per month \$
- How many people will normally occupy the property?
 Adults Children, Ages: _____

C. PERSONAL DETAILS

Please give your details.

- APPLICANT 1** Title Smoker? Yes No
 Surname Given name/s
 Date of birth Medicare number
 Driver's licence number Driver's licence expiry date
 Driver's licence state Car registration
 Passport number Passport country
 Pension number (if applicable) Pension type
- Please provide your contact details.
 Home phone number Mobile phone number
 Email address
- What is your current address?

 Postcode
- Other Applicants**
 Name
 Relationship Age On the Lease? Yes No
 Name
 Relationship Age On the Lease? Yes No

D. UTILITY CONNECTIONS



Let **On The Move** reduce your stress and save you time by arranging your utility connections at the property ... at no extra cost! We will contact you within 2 hours to confirm.

- YES!!** I would like On The Move to contact me.
 Water (Standard connection for all applications).

ELECTRICITY, GAS, TELEPHONE, BROADBAND, FOXTEL
Ph: 1300 850 360 Fax: 1300 661 160

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 and your Agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees and 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 Tenancies Agreement pursuant to the Residential Tenancies Act 1997.

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:
 (a) the owner or the Agent of my current or previous residence;
 (b) my personal referees and employer/s;
 (c) any record, listing or database of defaults by tenants;
 If I default under a rental agreement, 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:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow organizations/tradespeople to contact me
- (d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database Phone 1300 563 826 – Email info@ntd.com.au)
- (h) 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.

If Section D is completed, I consent to the disclosure of this page of the application form to On The Move for the purpose of enabling On The Move to offer the connection and disconnection services to me. I consent to On The Move disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I acknowledge that neither On The Move nor the Agent accept 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.

I acknowledge that I have read and understood this privacy statement.

Print Name

Signature Date

F. APPLICANT HISTORY

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

<input type="text"/>	Years	<input type="text"/>	Months
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11. Please tell us about this rented property

Name of landlord or agent

Landlord/agent's phone number

Weekly rent paid

 \$

Reason for leaving this address?

12. What was your previous residential address?

<input type="text"/>
<input type="text"/> Postcode

13. How long did you live at this address?

<input type="text"/>	Years	<input type="text"/>	Months
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14. Please give us further information about this rented property

Name of landlord or agent

Landlord/agent's phone number

Weekly rent paid

 \$

Was bond refunded in full?

YES NO

If not why?

G. EMPLOYMENT HISTORY

15. 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

<input type="text"/>
<input type="text"/> Postcode

Contact name

Phone number

Length of employment

<input type="text"/>	Years	<input type="text"/>	Months
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Net Income Per Week

 \$

16. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

<input type="text"/>	Years	<input type="text"/>	Months
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Net Income Per Week

 \$

H. CONTACTS / REFERENCES

17. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone number

18. Please provide three personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone number

2. Surname

Given name/s

Relationship to you

Phone number

3. Surname

Given name/s

Relationship to you

Phone number

I. OTHER INFORMATION

19. Car Registration

20. Please provide details of any pets

Breed/Type

Council registration / number

21. How did you find this property?

Newspaper Internet Office rental list Board

Other (please explain)

** PLEASE NOTE**

Initial payments must be made by direct deposit, bank cheque or money order within 24 hours after approval of application.

NO PERSONAL CHEQUES PLEASE.

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.

PLEASE PROVIDE US WITH THE FOLLOWING IDENTIFICATION

- Driver's License Or Medicare Card
- Passport Or Birth Certificate
- Concession, Pension Or Student Card
- Current Rental Receipt or Rental Ledger
- Current Bank Statement
- Current Pay Slip
- Current Phone, Electricity Or Gas Bill