

Application For Tenancy

For your application to be processed, you are required to provide **photocopies** of the following documents:
(please note that for security reasons these will be immediately destroyed if unsuccessful)

Raine & Horne
201 George Street
LIVERPOOL NSW 2170
Tel: 02 9602 3333
Fax: 02 9602 3132
rentals@rhagents.com

1. Photo Identification - eg drivers licence or passport
2. Rental ledger or rent receipts - showing a history of your rental payments
3. Medicare Card, Private Health Care Card
4. Account/Invoice with your current address – eg home/mobile phone, electricity, credit card, bank account, water or council rates notice.
5. Evidence of income – pay slip or letter from employer. If self employed a letter from your accountant or your last tax return. If unemployed a letter from Centre link confirming your payments.
6. References – a written rental reference and any other written references. If you have sold your home provide copy of your council rates notice or water rates and the selling agent's details.

Property Applying For: _____ Date inspected: _____

Rent: \$ _____ Per Week. Proposed Commencement Date: _____ Lease 6/12 months (pls circle)

No of Occupants: Adults: _____ Children: _____ Ages: _____ Pets: Yes/No – Dog _____ Cat _____ Breed _____

Full Name: Mr/Mrs/Miss/Ms: _____ Date Of Birth: _____

Home Phone: _____ Mobile Phone: _____ Email: _____

Passport/Drivers Licence No: _____ State/Country: _____ Vehicle Registration: _____

Current Address: _____ How Long At Current Address: _____

Current Rent Paid: _____ Reason For Leaving: _____

Current Landlord/Agent: _____ Phone: _____

Previous Address: _____

Previous Landlord/Agent: _____ Phone: _____

Reason For Leaving Previous Address: _____

Has any claim been made on your bond?: _____ If so, why? _____

Have you ever been to the Consumer, Trader & Tenancy Tribunal? _____

If so, why? _____

Occupation: _____ Weekly Wage (after tax): _____

Employers Name: _____ Period Of Employment: _____

Employers Address: _____ Phone: _____

In Case of Emergency:(Next of Kin) _____ Phone: _____

Address: _____ Mobile: _____

Utility Connection



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.

**ELECTRICITY, GAS, TELEPHONE, INTERNET,
PAY TV, TENANCY INSURANCE**

Ph: 1300 850 360 Fax: 1300 661 160

Email: sales@onthemove.com.au

Terms & Conditions - By not ticking the box below, 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 fee & bonds may apply.

No, I will connect the required utilities on my own accord.

Names of all persons that will be living at the premises:

Name: _____ DOB: _____ Relation: _____

Name: _____ DOB: _____ Relation: _____

Name: _____ DOB: _____ Relation: _____

Name: _____ DOB: _____ Relation: _____

Name: _____ DOB: _____ Relation: _____

Name: _____ DOB: _____ Relation: _____

Important information & Tenancy Declaration for RENT PAYMENT-PLEASE READ AND SIGN



ALL RENT PAYMENTS ARE TO BE MADE FORTNIGHTLY OR MONTHLY IN ADVANCE

I acknowledge the Agent's preferred payment method is iPayRent and tenants are charged for the use of iPayRent service by a third party payment processor - IP Payments.

The Fees for the use of the service are:

- Bank Account: \$1.65 inc GST
- Credit Card: \$2.2% inc GST
- BPAY: \$3.00 inc GST
- Australia Post \$4.00 inc GST

I understand that the Agent will also offer me an alternate facility to pay rent via NAB Deposit Book, I acknowledge that it is the office's policy to not accept cash as a method for rental and other payments because of risks associated with cash payments and keeping cash on premises.

Name & Signature of the applicant _____

We **DO NOT** accept transfer of bonds.

We **DO NOT** accept cash payments for rent.

Applications that are incomplete will **NOT** be processed.

I (print name)
acknowledge and agree to the above terms and willingly submit my application for tenancy.

Signature of Applicant: Date:

Should you have any questions whilst completing the form, please contact our office.

Privacy Act Disclaimer - Please Complete

Dear Landlord / Agent

I (applicants name)

Of (current/previous address)

Request that (current/previous landlord or agent)

provide Raine & Horne Liverpool a copy of my rental history/ledger and information regarding my current tenancy in support of my application for tenancy with their office.

The fax no for Raine & Horne Liverpool is **02 9602 3132**

The earliest attention to this request is appreciated.

Print Name

Signature Date

PRIVACY ACT 1988 – COLLECTION NOTICE

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the applicant's identity, to process and evaluate the application and to manage the tenancy. Personal 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 to landlords and their advisers, referees, other agents, government agencies and third party operators of tenancy reference databases. Information already held on tenancy reference 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 personal information collected about the applicant during the course of the tenancy may also be disclosed to the landlord, debt collection agencies, government agencies, third party operators of tenancy reference databases and/or other agents.

If the applicant would like to access the personal information the agent holds, they can do so by contacting Raine & Horne Liverpool 201 George Street Liverpool Ph: 9602 3333. The applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, the Agent may not be able to process the application and manage the tenancy.