

# Tenancy Application Form

**RAINE & HORNE DAPTO**

*176 Princes Highway, Dapto NSW 2530*

Phone: 02 4261 3444

Fax: 02 4262 1557

Email: [office@dapto.rh.com.au](mailto:office@dapto.rh.com.au)

**PLEASE NOTE:**

For this Tenancy Application to be accepted and processed every page must be fully completed.

HOLDING DEPOSITS WILL BE FORFEITED IF AN APPLICATION IS WITHDRAWN BY APPLICANT AFTER APPROVAL.

**WE REQUIRE THE FOLLOWING DOCUMENTATION TO BE SUPPLIED WHERE  
APPLICABLE IN ORDER TO PROCESS AN APPLICATION.**

**IDENTIFICATION (MUST PROVIDE AT LEAST ONE OF THESE OPTIONS)**

DRIVERS LICENCE

**OR**

PASSPORT

**OR**

PROOF OF AGE CARD

**MUST PROVIDE:**

CREDIT/DEBIT CARD

MEDICARE CARD

RECENT BANK STATEMENT SHOWING NAME AND INCOME

**PROOF OF INCOME (MUST PROVIDE AT LEAST ONE OF THESE OPTIONS)**

3 RECENT PAYSLEIPS

**OR**

CENTRELINK INCOME STATEMENT (SHOWING FUTURE REGULAR ENTITLEMENTS AND PAYMENTS)

**OR**

LETTER FROM EMPLOYER STATING INCOME

**OR**

IF SELF EMPLOYED – FINANCIAL YEAR TAX SUMMARY STATEMENT AND ACCOUNT DETAILS

**IF YOU OWN YOUR OWN HOME**

WATER RATES

COUNCIL RATES

6 MONTHS OF MORTGAGE STATEMENT

**IF YOU ARE RENTING**

RENTAL LEDGER

FRONT PAGE OF CURRENT LEASE

**OTHER (OPTIONAL)**

SAVINGS ACCOUNT STATEMENT

BANK STATEMENT SHOWING RENT PAYMENTS

BIRTH CERTIFICATE

- On approval of an application all monies due must be paid in full by bank cheque, money order and cash only.
- Our office reserves the right to allow for any change or additions to the above.
- Should an applicant fail to provide the above documents the application may not be processed.
- We will attempt, where possible, to process all tenancy applications within 48hours.

**TENANCY APPLICANTS PLEASE NOTE:**

This office is a member of TICA Default Tenancy Control System  
(A division of Tenancy Information Centre Australasia Holdings Pty Ltd)  
ALL APPLICATIONS FOR TENANCY IN THIS OFFICE ARE PROCESSED THROUGH TICA

## Residential Tenancy Application Form

Please fully complete and sign every page of this application  
PLEASE COMPLETE A FORM FOR EACH PERSON 18 OR OLDER THAT WILL BE LIVING AT THE PREMISIS

### APPLICANT NUMBER 1

#### PROPERTY DETAILS YOU ARE APPLYING FOR

Property Address:		Has applicant viewed? Yes <input type="checkbox"/> No <input type="checkbox"/> Someone on behalf <input type="checkbox"/>
Preferred Date to Commence:	Rental Amount: \$	Preferred Length of Lease: <input type="checkbox"/> 3months <input type="checkbox"/> 6months <input type="checkbox"/> 12months <input type="checkbox"/> Long Term

#### APPLICANT DETAILS

Surname:		Given Name(s):		
Mobile:	Work:	Home:		
Email:				
Occupation:			Date of Birth:	
Drivers Licence No:			Car Registration No.	

#### NAMES AND AGES OF ALL CHILDREN TO OCCUPY THE PROPERTY

1.	2.
3.	4.

#### CURRENT AND PREVIOUS ADDRESS/RENTAL HISTORY

Address of Premises	Dates Occupied	Rent Paid	Agent name & No.
1. Current Residence			
2. Previous Residence			

#### OCCUPATION DETAILS

Current Employer:	Position in Company:
Net Income Per Week \$	Contact Name & No.
Length of Employment:	

Centrelink Details – (Please provide an Income statement) Net per Fortnight \$

NEXT OF KIN – (Not living with you)

Name/Relationship:	Address:	Phone:
Name/Relationship:	Address:	Phone:

Have you ever attended CTTT? (Consumer, Trade and Tenancy Tribunal) Yes  No

Why: \_\_\_\_\_

Do you have any pets? Yes  No  - If yes, please fill out attached Pet Application.

Do you smoke? Yes  No

How many vehicles will be kept at the property (please specify)? \_\_\_\_\_

The statement below is unbinding and does not constitute a lease.

- I/We have inspected the above-mentioned premises and wish to take a tenancy for such as inspected. The rental to be paid within my/our means.
- I/We give permission for agent to carry out at their discretion any reference that it considers to be necessary before allowing me to enter into a tenancy agreement.
- I/We acknowledge that I/we will make no claim or neither demand nor commence litigation against the lessor or the agent should the premises be found to be unavailable.
- I/We undertake to pay a bond in BANK CHEQUE OR MONEY ORDER upon signing the lease.
- I/We hereby acknowledge that Raine & Horne Dapto may refuse or cancel application if any answers provided by me/us should prove to be untrue.
- I/We declare that I/we are not bankrupt or undischarged bankrupt and affirm that the above information is true and correct.
- I/We do not nor intend to have a pet on the premises without permission in writing from the landlord or their agent.
- I/We understand that this application is subject to vacant possession of the property.

Personal information collected about the applicant in this application and during the course of the tenancy if the applicant is successful may be disclosed to other parties including the lessor/s, referees, other agents and third-party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to agent/lessor. If the applicant enters into a Residential Tenancy Agreement, and if the applicant fails to comply with their obligations under that agreement, the fact and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to the lessor, third party operators of tenancy reference databases and/or other agents.

In accordance with Section 18n (1(b)) of the Privacy Act, I/We authorise you to give information to and obtain information from all credit providers and references named in this application. I/We understand this can including information about my credit worthiness, credit sharing, credit history or capacity. I/We understand this information may be used to assess my application.

**APPLICANT NAME:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DIRECT CONNECT**- Ph: 1300 664 715 <http://www.directconnect.com.au/>

**Connecting your utilities has never been easier!**

Direct Connect is a simple and convenient time saving service assisting you with your Telephone, Electricity & Gas connections. Direct Connect also provide a range of additional services to compliment your household utilities, such as Pay TV.

While the Direct Connect service is FREE, standard service provider connection fees and charges still apply. You pay No extra charges as a result of using the service.

If you would like Direct Connect to contact you to discuss any of the above services please tick the box and a direct connect representative will contact you within one working day of receiving the application. If we are unable to contact you within this period please contact Direct connect on 1300 664 715.  **YES- Please contact me now**



## Residential Tenancy Application Form

Please fully complete and sign every page of this application  
PLEASE COMPLETE A FORM FOR EACH PERSON 18 OR OLDER THAT WILL BE LIVING AT THE PREMISIS

### APPLICANT NUMBER 2

#### PROPERTY DETAILS YOU ARE APPLYING FOR

Property Address:		Has applicant viewed? Yes <input type="checkbox"/> No <input type="checkbox"/> Someone on behalf <input type="checkbox"/>
Preferred Date to Commence:	Rental Amount: \$	Preferred Length of Lease: <input type="checkbox"/> 3months <input type="checkbox"/> 6months <input type="checkbox"/> 12months <input type="checkbox"/> Long Term

#### APPLICANT DETAILS

Surname:		Given Name(s):		
Mobile:	Work:	Home:		
Email:				
Occupation:		Date of Birth:		
Drivers Licence No:		Car Registration No.		

#### NAMES AND AGES OF ALL CHILDREN TO OCCUPY THE PROPERTY

1.	2.
3.	4.

#### CURRENT AND PREVIOUS ADDRESS/RENTAL HISTORY

Address of Premises	Dates Occupied	Rent Paid	Agent name & No.
3. Current Residence			
4. Previous Residence			

#### OCCUPATION DETAILS

Current Employer:	Position in Company:
Net Income Per Week \$	Contact Name & No.
Length of Employment:	

Centrelink Details – (Please provide an Income statement) Net per Fortnight \$

NEXT OF KIN – (Not living with you)

Name/Relationship:	Address:	Phone:
Name/Relationship:	Address:	Phone:

Have you ever attended CTTT? (Consumer, Trade and Tenancy Tribunal) Yes  No

Why: \_\_\_\_\_

Do you have any pets? Yes  No  - If yes, please fill out attached Pet Application.

Do you smoke? Yes  No

How many vehicles will be kept at the property (please specify)? \_\_\_\_\_

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- I/We hereby acknowledge that Raine & Horne Dapto may refuse or cancel application if any answers provided by me/us should prove to be untrue.
- I/We declare that I/we are not bankrupt or undischarged bankrupt and affirm that the above information is true and correct.
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In accordance with Section 18n (1(b)) of the Privacy Act, I/We authorise you to give information to and obtain information from all credit providers and references named in this application. I/We understand this can including information about my credit worthiness, credit sharing, credit history or capacity. I/We understand this information may be used to assess my application.

**APPLICANT NAME:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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If you would like Direct Connect to contact you to discuss any of the above services please tick the box and a direct connect representative will contact you within one working day of receiving the application. If we are unable to contact you within this period please contact Direct connect on 1300 664 715.  **YES- Please contact me now**





# Pet Application Form 1



Please fully complete and sign every page of this application

PLEASE COMPLETE A FORM FOR EACH ANIMAL THAT WILL BE RESIDING AT THE PREMISES  
(INCLUDING FISH)

Property: \_\_\_\_\_

Surname if applicant: \_\_\_\_\_

Name of pet: \_\_\_\_\_

Type of pet: \_\_\_\_\_ Breed: \_\_\_\_\_ Age: \_\_\_\_\_

Other: \_\_\_\_\_

Pets emergency caretaker:

Name: \_\_\_\_\_ Phone Number/s: \_\_\_\_\_

Address: \_\_\_\_\_

**\*CURRENT PHOTO REQUIRED OF ALL PETS ON APPLICATION\***

Is the pet desexed: Yes  No

Is the pet registered by council: Yes  No  Registration Number: \_\_\_\_\_

Should the application be approved, the tenants agree to the following:

1. If an outside pet, the tenant/s agree not to allow the pet inside the premises at any time.
2. The tenant/s agree to have flea control treatment for the keeping of dogs and cat carried out by a registered pest control company upon vacating the property. A receipt is to be produced as proof of having this done.
3. Should there be evidence of fleas during the tenancy, the property must be fumigated by a registered pest control company at the tenant's expense and a receipt is to be produced.
4. The tenant/s agree to remove the pet droppings from the property on at least a weekly basis.
5. The tenant/s agrees that the dog will be registered in accordance with the local council by-laws and kept in a fenced area and not to cause disturbance to neighbours.
6. The tenant/s hereby indemnify and keep the lessor/agent indemnified in respect of all damages, injuries, loss, cost or any other expenses, whether caused directly or indirectly from tenant's animal, including but not limited to, the tenants animal escaping the property and causing loss, damage, injury or costs to any third party.
7. The tenant/s agree any damages caused by the pet during the tenancy will be repaired immediately, at tenants' expense.
8. The tenant/s agree that no unauthorised pets will be kept at the property, even on a short-term or temporary basis.
9. The tenant/s agree that this agreement is only for the specific pet/s described above, and that the tenant's will not harbour, substitute or 'pet sit' any other pet.
10. The tenant/s agree that the pet shall not cause any sort of nuisance or disturbance to neighbours, and agree to do whatever is necessary to keep the pet from making noise that would annoy others, and will take steps immediately to rectify complaints made by neighbours or other tenants.
11. The tenant/s agree that if they keep fish in a fish tank, they accept responsibility for any damage caused by leakage or spillage of water.

**The tenant understands that failure to comply with these terms shall give the owner right to revoke permission to keep the pet and is also grounds for further action.**

APPLICANTs NAME/s: \_\_\_\_\_

Applicant Signature/s: \_\_\_\_\_ Date: \_\_\_\_\_



## Pet Application Form 2



Please fully complete and sign every page of this application

PLEASE COMPLETE A FORM FOR EACH ANIMAL THAT WILL BE RESIDING AT THE PREMISES  
(INCLUDING FISH)

Property: \_\_\_\_\_

Surname if applicant: \_\_\_\_\_

Name of pet: \_\_\_\_\_

Type of pet: \_\_\_\_\_ Breed: \_\_\_\_\_ Age: \_\_\_\_\_

Other: \_\_\_\_\_

Pets emergency caretaker:

Name: \_\_\_\_\_ Phone Number/s: \_\_\_\_\_

Address: \_\_\_\_\_

**\*CURRENT PHOTO REQUIRED OF ALL PETS ON APPLICATION\***

Is the pet desexed: Yes  No

Is the pet registered by council: Yes  No  Registration Number: \_\_\_\_\_

Should the application be approved, the tenants agree to the following:

1. If an outside pet, the tenant/s agree not to allow the pet inside the premises at any time.
2. The tenant/s agree to have flea control treatment for the keeping of dogs and cat carried out by a registered pest control company upon vacating the property. A receipt is to be produced as proof of having this done.
3. Should there be evidence of fleas during the tenancy, the property must be fumigated by a registered pest control company at the tenant's expense and a receipt is to be produced.
4. The tenant/s agree to remove the pet droppings from the property on at least a weekly basis.
5. The tenant/s agrees that the dog will be registered in accordance with the local council by-laws and kept in a fenced area and not to cause disturbance to neighbours.
6. The tenant/s hereby indemnify and keep the lessor/agent indemnified in respect of all damages, injuries, loss, cost or any other expenses, whether caused directly or indirectly from tenant's animal, including but not limited to, the tenants animal escaping the property and causing loss, damage, injury or costs to any third party.
7. The tenant/s agree any damages caused by the pet during the tenancy will be repaired immediately, at tenants' expense.
8. The tenant/s agree that no unauthorised pets will be kept at the property, even on a short-term or temporary basis.
9. The tenant/s agree that this agreement is only for the specific pet/s described above, and that the tenant's will not harbour, substitute or 'pet sit' any other pet.
10. The tenant/s agree that the pet shall not cause any sort of nuisance or disturbance to neighbours, and agree to do whatever is necessary to keep the pet from making noise that would annoy others, and will take steps immediately to rectify complaints made by neighbours or other tenants.
11. The tenant/s agree that if they keep fish in a fish tank, they accept responsibility for any damage caused by leakage or spillage of water.

**The tenant understands that failure to comply with these terms shall give the owner right to revoke permission to keep the pet and is also grounds for further action.**

APPLICANTs NAME/s: \_\_\_\_\_

Applicant Signature/s: \_\_\_\_\_ Date: \_\_\_\_\_





**P.O. BOX 120 CONCORD NSW 2137**

**P: 02 9743 1800**

**F: 02 9743 4844**

**E: membership@tica.com.au**

**ACN: 087 400 379**

**ABN: 84 087 400 379**

## **TICA PRIVACY STATEMENT FOR TENANTS**

The Privacy Act requires that any organisation that collects information on individuals must take reasonable steps to make those individuals aware of what will happen with that information and how to contact that organisation. This statement has been prepared for the benefit of the following groups-

- Members of TICA Default Tenancy Control Pty. Ltd.
- Individuals who make a tenancy application.
- Individuals who engage the services of a property manager.

Under the Australian Privacy Principles an individual must be made aware of an organisation and how to contact it. TICA Default Tenancy Control Pty. Ltd. (herein referred to as TICA) is incorporated in the state of New South Wales. TICA is a service provider to the rental accommodation industry throughout Australia, New Zealand and the United Kingdom that collects information about tenancy applicants, tenant's history and tenants who breach their tenancy agreements. Under the Australian Privacy Principles, we advise that the information collected by TICA is passed onto members of TICA who use that information in processing a tenancy application. TICA can be contacted on 190 222 0346 call charge \$5.45 p.m. including GST.

Under the Australian Privacy Principles an individual is able to contact TICA and know what information if any that is held on an individual on the TICA database. Under the Australian Privacy Principles an individual is entitled to know what organisations have access to their information collected and disclosed. Members of TICA only collect information that is required of them in order to gain a useful and better understanding of the tenancy applicant. The information collected by TICA is only used by members of TICA for the purposes of assessing a tenancy application. TICA does not provide any information that it collects to any other individual or company for any purpose other than assessing a tenancy application other than those government departments and or agencies allowed by the Privacy Act to obtain information from TICA.

Under the Australian Privacy Principles, you are entitled to know what consequences if any exist if all or part of the information is not provided by an individual. In the event that an individual fail or refuses to provide the information required by a property manager then the property manager may elect not to process the tenancy application until the information is provided. An individual should also be aware that whilst the information remains outstanding the property being applied for may be passed onto another tenancy applicant for consideration.

TICA Default Tenancy Control Pty. Ltd.