

# APPLICATION FORM

Proposed Property:

Rent per week for proposed property:

Proposed leased term:

Proposed commencement date:  Are you a smoker? Yes  No

How many tenants will occupy the property? Adults  Ages  Children  Ages

Pets: Yes  No  Number:  Breeds:  inside/outside

I have personally inspected the property (Please sign)  Date:

## APPLICANT ID CHECKLIST

### Must Include:

- Drivers Licence/Photo ID
- Medicare Card

### Plus 3 Of The Following:

- Electricity Account
- Gas Account
- Car Registration
- Phone Account
- Foxtel Account
- Private Health Insurance
- Council/Water Rates

## PROOF OF INCOME CHECKLIST

### Attach Applicable Documents:

- 4 Recent Payslips
- Current Bank Statement
- Centrelink Statement
- Recent Tax Assessment



**MAYFIELD**

T: 4949 2333

262 Maitland Road, Mayfield 2304

E: sue.trunk@mayfield.rh.com.au

## APPLICANTS CURRENT DETAILS:

Mr  Ms  Miss  Mrs  Other

Given Names:

Surname:

Date of Birth:

Drivers Licence:

Drivers Licence Expiry Date:

Drivers Licence State:

Registration Number:

Home Phone Number:

Mobile Phone Number:

Work Phone Number:

Email Address:

## CURRENT APPLICANT ADDRESS:

What is your current address?

Are you the: Owner  Tenant

Why are you leaving this address?

Landlord/Agents Name:

Landlord/Agents Phone No:

Weekly Rent Paid:

# APPLICATION FORM

## PREVIOUS ADDRESS

What was your previous residential address?

  

Are you the:  Owner  Tenant

How long did you live at your previous address?

 Years  Months

Why did you leave this address?

  

Landlord/Agents Name:

Landlord/Agents Phone No:

Weekly Rent Paid:

## EMPLOYMENT HISTORY

Please provide your employment details

Occupation:

Are You Full Time, Part Time or Casual:

Employer's Name: (inc accountant if self-employed or institution of student)

Employer's Address:

Contact:

Phone:

Length Of Employment:

Net Income:

 Week/Fortnight/Month

**SELF EMPLOYED** (please provide the following)

Company Name:

Address:

Lessor/Agent:

ABN:

Accountant:

Phone:

## PREVIOUS EMPLOYMENT HISTORY

Please provide your previous employment details

Occupation:

Employer's Name:

Contact:

Phone:

Length Of Employment:

## CONTACTS/REFERENCES

Please provide a contact in case of an emergency (Not living with you)

Surname:

Given Name/s:

Relationship To You:

Phone Number:

Please provide 2 personal references (not related to you)

1. Surname:

Given Names/s:

Relationship to you:

Phone No:

2. Surname:

Given Name/s:

Relationship To You:

Phone No:

## ADDITIONAL QUESTIONS

Has your tenancy ever been terminated?

YES  NO

Reason:

Are you in debt to another agent/landlord?

YES  NO

Reason:

Have any deductions ever been made from your rental bond?

YES  NO

Reason:

Do you own an investment property?

YES  NO

Address:

  

Rental Return:

## 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 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:

- The owner or the Agent of my current or previous residence;
- My personal referees and employer/s;
- Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting -

- NTD: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

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 in order to:

- communicate with the owner and select a tenant
- prepare lease/tenancy documents
- allow tradespeople or equivalent organisations to contact me
- lodge/claim/transfer to/from a Bond Authority
- refer to Tribunals/Courts & Statutory Authorities (where applicable)
- refer to collection agents/lawyers (where applicable)
- complete a credit check with NTD (National Tenancies Database)

Information collected about you may be disclosed by us to other persons and organisations. The persons and organisations to whom we disclose information include your representatives (such as your authorised representatives, legal advisers and accountants); credit reporting agencies; credit providers; our professional advisers, third party referral agencies with whom we have a contractual arrangement, including MyConnect Australia Pty Ltd ABN 65 627 003 605, government and regulatory authorities and other organisations, as required or authorised by law.

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.

SIGNATURE:

DATE:

# Raine & Horne®

## MAYFIELD

262 Maitland Road, Mayfield NSW 2304

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## APPLICATION DETAILS

Your application will not be processed unless you provide photocopies of all of the following documents. If you require our office to photocopy any documents there will be a charge of \$1 per page.

For your application to be processed, you are required to provide photocopies of the following documents:

- photo identification (eg. drivers licence or passport)
- rental ledger or rent receipts (showing a history of your rental payments)
- account or invoice with the current address (phone/mobile, electricity, credit card, bank account, rates notice)
- 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 Centrelink confirming your payments.
- references (a written rental reference and any other written references, if you have sold your home provide a copy of your rates notice or water bill & the selling agents details)
- Bank statement "for occupants over the age of 18 yrs. it is essential that each person who wishes to reside on the premises complete an application form in full"

### Terms & Conditions

I authorise that the above information may be used to carry out a credit check on me. I also agree that should I be in breach of any express or implied provision of the Tenancy Agreement or any provision of the residential Tenancies Act, that I am responsible for the landlords costs incurred in undertaking collection action to recover his/her losses

- Please remember to sign each page of the application.
- We accept payments via Bank Cheque, Money Order
- If a student, provide documentation of enrolment
- Non Australian Citizens provide VISA

## NOTICE TO PROSPECTIVE TENANT

The availability of telephone lines; internet services; analogue; digital or cable television (and adequacy of such devices); are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna and antenna sockets or other such points located in the property are serviceable or will otherwise meet the requirements of the tenant and tenants must rely upon their own enquiries

**myconnect®**  
a really smart move

**MyConnect offer a completely FREE service for home movers.**

MyConnect will call you to arrange the connection of your required utilities at your new property.

**Yes, please contact me**

**Interpreter required**

**OR Tick here to opt out**

### We connect



Electricity



Gas



Phone



Internet



Pay TV



Truck hire



Removals



Insurance

### Our retailers



Unless I have opted out of this section, I/we: Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

1300 854 478

enquiry@myconnect.com.au

myconnect.com.au

**REFERENCE CHECK & RETURN DETAILS**

It would be greatly appreciated if you could please **RETURN** this request to us **URGENTLY** to the below contact

**In accordance with the Privacy Act, I/we the undersigned authorise the recipient of this reference check to give information to Raine & Horne, regarding my/our history**

I/we understand this information will be used to assess my/our application

**Signature of Applicant:**

**Date:**



Applicants Name:

Property Applied For:

Current Rental Property Address:

**Period of tenancy:**

From:

To:

Rent Paid Per Week:

Company Managing The Rental Property:

Contact Agents Name:

Phone No. Of Agent/Private Owner:

Email address Of Agent/Private Owner:

**TENANCY REFERENCE – AGENT TO COMPLETE**

Was the above tenant listed as a lease holder?

YES  NO

Rent per week: \$

Tenancy dates: From

To

or ongoing

Would you rent to these tenants again? YES  NO  Details:

Was rent paid on time (please attach ledger)

YES  NO

Were any termination notices issued?

YES  NO

If yes, for what reason?

Were routine inspections carried out?

YES  NO

Please state results:

Where the lawns and garden maintained:

YES  NO

Did the tenant have any pets?

YES  NO

Type of pet:

Any damaged caused:

If vacated, was the property left in good condition?

YES  NO

If no, please provide details:

If vacated, was the tenant's bond returned in full?

YES  NO

If no, please provide details:

**RETURN DETAILS:**

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