

# Residential Application Form

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

# Raine & Horne®

## A. AGENT DETAILS

### Raine & Horne Southern Highlands

**Address:** BOWRAL : Suite 1 & 2, 28 Wingecarribe Street Bowral 2576  
MOSS VALE: 4/312-316 Argyle St Moss Vale 2577  
MITTAGONG: 79 Main St Mittagong NSW 2575

**Phone Number:** 02 4861 4444

**Email:** [bowral@sh.rh.com.au](mailto:bowral@sh.rh.com.au)

**Web:** [www.raineandhorne.com.au/southernhighlands](http://www.raineandhorne.com.au/southernhighlands)

## B. PROPERTY DETAILS

### 1. What is the address of the property you would like to rent?

	Postcode

### 2. Lease commencement date?

<input type="text"/>	Day	<input type="text"/>	Month	<input type="text"/>	Year
----------------------	-----	----------------------	-------	----------------------	------

### 3. Lease term?

<input type="text"/>	Years	<input type="text"/>	Months
----------------------	-------	----------------------	--------

### 4. How many tenants will occupy the property?

<input type="text"/>	Adults	<input type="text"/>	Children	<input type="text"/>	Ages of Children
----------------------	--------	----------------------	----------	----------------------	------------------

## C. PERSONAL DETAILS

### 5. Please give us your details

Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other ☐

Surname	Given Name/s
<input type="text"/>	<input type="text"/>

Date of Birth	Driver's licence number
<input type="text"/>	<input type="text"/>

Driver's licence expiry date	Driver's licence state
<input type="text"/>	<input type="text"/>

Passport no.	Passport country
<input type="text"/>	<input type="text"/>

Pension no. (if applicable)	Pension type (if applicable)
<input type="text"/>	<input type="text"/>

### 6. Please provide your contact details

Home phone no.	Mobile phone no.
<input type="text"/>	<input type="text"/>

Work phone no.	Fax no.
<input type="text"/>	<input type="text"/>

Email address
<input type="text"/>

### 7. What is your current address?

Postcode

### 8. How did you find out about this property?

- |                                 |                                       |  |
|---------------------------------|---------------------------------------|--|
| <input type="radio"/> Newspaper | <input type="radio"/> The Internet    | <input type="radio"/> Local Paper            |
| <input type="radio"/> Office    | <input type="radio"/> Office Window   | <input type="radio"/> Sign Board at property |
| <input type="radio"/> Referral  | <input type="radio"/> Other (specify) |  |

Application sent to Direct Connect (if Required)	<input type="checkbox"/>
--	--------------------------

## D. UTILITY CONNECTIONS

This is a free service that connects all your utilities



Once we have received this application we will call you to confirm your details.

Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this Application to confirm the information on this Application and explain the details of the services offered. Direct Connect is a utility one stop connection service.

### Please tick utilities as required

- |                                      |                                 |                                    |
|--------------------------------------|---------------------------------|------------------------------------|
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Gas    | <input type="checkbox"/> Phone     |
| <input type="checkbox"/> Internet    | <input type="checkbox"/> Pay TV | <input type="checkbox"/> Insurance |

**DECLARATION AND EXECUTION:** By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made]; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect 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 the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

**Signature**

**Date**

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

PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F: 1300 664 185. [www.directconnect.com.au](http://www.directconnect.com.au)

## 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 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 (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 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:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a 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)
- (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.

**Signature**

**Date**

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

**F. APPLICANT HISTORY****9. How long have you lived at your current address?**

	Years		Months
--	-------	--	--------

**10. Why are you leaving this address?**

--

**11. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

--

Landlord/agent's phone no.

Weekly Rent Paid

--

\$
----

**12. What was your previous residential address?**

--

Postcode

**13. How long did you live at this address?**

	Years		Months
--	-------	--	--------

**14. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

--

Landlord/agent's phone no.

Weekly Rent Paid

--

\$
----

Was bond refunded in full?

If not why not?

--

--

**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 student)

--

Employer's address

--

Postcode

Contact name

Phone no.

--

--

Length of employment

Net Income

	Years		Months
--	-------	--	--------

\$
----

**16. Please provide your previous employment details**

Occupation?

--

Employer's name

--

Contact name

Phone no.

--

--

Length of employment

Net Income

	Years		Months
--	-------	--	--------

\$
----

**H. CONTACTS / REFERENCES****17. Please provide a contact in case of emergency**

Surname

Given name/s

--

--

Relationship to you

Phone no.

--

--

**18. Please provide 2 personal references (not related to you)**

1. Surname

Given name/s

--

--

Relationship to you

Phone no.

--

--

2. Surname

Given name/s

--

--

Relationship to you

Phone no.

--

--

**I. OTHER INFORMATION****19. Car Registration**

--

**20. Please provide details of any pets**

Breed/type

Council registration / number

1.
----

2.
----

**J. PAYMENT DETAILS****Property Rental**

\$
----

 per week

First payment of rent in advance

\$
----

Rental Bond (4 weeks rent):

\$
----

Sub Total

\$
----

Less: Holding deposit (see below)

\$
----

**Amount payable on signing tenancy agreement  
(bank cheque or money order only)**

\$
----

**K. HOLDING FEE**

The holding fee can only be accepted after the application for tenancy is approved.

The holding fee (not exceeding 1 week's rent) of ..... keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

(i) The application for tenancy has been approved by the landlord; and  
(ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement;  
and(iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee;  
and

(iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.

(v) The whole of the fee will be refunded to the prospective tenant if:

(a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period

(b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

**Signature of Landlords agent****Date**

--

--

**Signature of Applicant****Date**

--

--

## PRIVACY DISCLOSURE STATEMENT

I/We hereby declare that I/we give Raine & Horne Southern Highlands the authority to obtain the following information on my/our behalf to assist with the processing of the tenancy application submitted with this agency.

- **Employment**

Confirmation of employment, position held within company, length of employment, wages/salary, and reliability in position.

- **Income** (where applicants own their own business)

Confirmation of business details, length of time in business, income.

- **Tenancy**

Confirmation of tenancy, length of tenancy, rent paid and rental payment history, condition of the premises throughout the course of the tenancy i.e. cleanliness of home, maintenance of lawns & gardens, information concerning animals at the property, condition of premises at the end of the tenancy agreement (where applicable) and bond disbursement.

- **Personal references**

Relationship and period of time known, information concerning reliability, honesty, trustworthiness etc.

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 the landlord, referees, other agents 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, 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 Southern Highlands at "267 Bong Bong Street, Bowral or telephone (02) 4861-4444.

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.

Signature of Applicant.....

Dated:.....

## **THE FOLLOWING INFORMATION AND DOCUMENTATION IS REQUIRED BY EACH APPLICANT:**

Identification (at least 100 points must be provided)

- ☐ Current drivers licence (40 points)
- ☐ Birth certificate (30 points)
- ☐ Proof of age card (30 points)
- ☐ Passport (40 points)
- ☐ Medicare card (20 points)
- ☐ Credit card (20 points)
- ☐ Motor vehicle registration certificate (10 points)
- ☐ Bank statement (10 points)
- ☐ Telephone account statement (10 points)
- ☐ Gas account statement (10 points)
- ☐ Electricity account statement (10 points)

Please also attach the following documents

Proof of rental history

- ☐ Last four rental receipts or
- ☐ Printout of tenancy history

Proof of current address

- ☐ Utility statements (no greater than six months old) or
- ☐ Council rates notice

Proof of income

- ☐ 3 previous payslips
- ☐ Bank statement or
- ☐ If self-employed - tax return or business registration and letter from accountant

Should you not meet the 100 point check, please phone your property management team.