

## Residential Tenancy Application Form

<b>PROPERTY ADDRESS:</b>			
Weekly Rental \$	Commencement Date:	Preferred Lease Term:	mths/yrs
<b>APPLICANT NAME IN FULL:</b> (Mr, Mrs, Ms, Miss, Dr)			Sex: M / F
Date of Birth:	Driver's Licence/Passport No:	State/Country of Issue	
Expiry Date:	Home Phone No:	Work Phone No:	
Mobile No:	Email Address:		
Vehicle Rego:	Type of Vehicle:	Vehicle: OWNED / FINANCED	
No of Occupants who will reside at the property – ADULTS (18 years and over )		CHILDREN	AGES OF CHILDREN
No of Pets:	Type/Breed:	Kept: Inside & Outside / Inside / Outside	
Vehicles to be kept at property: (Note: Only registered vehicles are permitted at property)			

<b>CURRENT ADDRESS:</b>		
Period of Occupancy:	Weekly Rent/Mortgage Paid : \$	Bond: \$
<b>CURRENT AGENT/LANDLORD:</b>		
Phone No:	Mobile:	Fax:
Email:	Reason for Leaving:	
<b>PREVIOUS ADDRESS:</b>		
Period of Occupancy:	Weekly Rent/Mortgage Paid : \$	Bond: \$
<b>PREVIOUS AGENT/LANDLORD:</b>		
Phone No:	Mobile:	Fax:
Email:	Reason for Leaving:	
Was your bond returned in full: (if not please explain)		
<b>If your current property is being sold:</b>		
Selling Agent:	Phone:	
Fax:	Email:	
Are you: OWNER / TENANT / OTHER (please specify)		

<b>CURRENT EMPLOYMENT DETAILS</b> – Position/Job Title:	Weekly Income: \$
Current Employer:	Address:

Contact Name Payroll/Manager:		Phone No:		Email:	
Period of Employment:			Is Employment Ongoing?		
Basis Of Employment:	Full Time	Part Time	Casual	Self Employed	
Additional Income: \$		Type of Income/Benefit:			
<b>PREVIOUS EMPLOYMENT DETAILS – Position/Job Title:</b>				Weekly Income: \$	
Previous Employer:			Address:		
Contact Name Payroll/Manager:		Phone No:		Email:	
Period Of Employment:			Date Employment Ceased:		
Basis Of Employment:	Full Time	Part Time	Casual	Self Employed	
<b>*** IF YOU ARE SELF EMPLOYED – Company Name or Business:</b>					
Business Address:			Lessor/Agent:		
A.C.N. or Business Registration No:			Date Formed:		
Accountant:		Contact Name:		Phone No:	

<b>PERSONAL REFERENCE 1</b>
Name:
Relationship:
Phone:
<b>PERSONAL REFERENCE 2</b>
Name:
Relationship:
Phone:

- |  |          |
|--|----------|
| 1. Has your tenancy ever been terminated by a landlord or agent?                   | YES / NO |
| 2. Have you ever been refused a property by any landlord or agent?                 | YES / NO |
| 3. Are you in debt to another landlord or agent?                                   | YES / NO |
| 4. Have any deductions ever been made from your rental bond?                       | YES / NO |
| 5. Is there any reason known to you that would affect your future rental payments? | YES / NO |

If you have answered yes to any of the above questions, please provide additional details below:

## **Identification Required**

No application will be accepted unless suitable identification is supplied. Each applicant must provide **100 points of I.D.** based on the following documents.

- |  |           |
|--|-----------|
| • Passport (Australian – if not please attach visa | 40 points |
| • Drivers licence (current)                        | 40 points |
| • 3 Payslips and/or letter of employment           | 20 points |
| • Bankcard and/or Medicare card                    | 20 points |
| • Birth Certificate and/or proof of citizenship    | 20 points |
| • Previous Tenancy Reference/Ledger                | 20 points |
| • Bank Statement                                   | 10 points |
| • Car Registration                                 | 10 points |
| • Other Photo ID                                   | 30 points |
| • Phone/Utility Bill                               | 10 points |

APPLICATION REQUIREMENTS	AT THE TIME OF SIGNING THE LEASE WE REQUIRE:
<ul style="list-style-type: none"> <li>• <b>This application must be completed in full and relevant documentation must be submitted before your application can be processed.</b></li> <li>• <b>100 points of ID must be submitted with each application</b></li> <li>• <b>We require 1 WEEKS RENT ONCE YOUR APPLICATION HAS BEEN APPROVED: If you withdraw your application the landlord may retain the whole reservation fee.</b></li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>4 WEEKS RENT AS BOND</b></li> <li>➤ <b>2 WEEKS RENT IN ADVANCE</b></li> </ul>

## **TERMS AND CONDITIONS**

It is agreed that all the information contained in this application is true and correct, and that the information is provided freely. It is agreed that the Agent may contact any of the referees or references supplied for verification of this application.

The applicant agrees to the following:

1. It is agreed and understood that in the event of this application being rejected there is no requirement at law for the agent to disclose to you any reason for such rejection. It is also agreed that no objection for not being provided a reason for any rejection of this application will be raised.
2. It is agreed and understood that in the event of this application being approved by the agent, the agent may report any defaults that may occur

from time to time in the tenancy with TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available

3. It is understood that in the event of a default being reported to TICA DEFAULT TENANCY DATABASE or any other tenancy database, the removal of such information is subject to the guidelines of the database companies.
4. It is agreed and understood that in the event of this application being approved all initial monies will be paid to the agency in FULL.
5. It is agreed that no keys for the property will be provided by the agent until such time as all monies owed are paid in full in accordance with clause 3 above
6. It is agreed that all tenants and approved occupants will abide by the policies of the agent as may be provided in relation to this tenancy.
7. It is agreed that the agent may photocopy information supplied for their records.
6. It is agreed that upon communication of acceptance of this application by the landlord or his agent that this tenancy shall be binding on both the landlord and the tenant. It is further agreed that all approved tenants will sign the Tenancy Agreement, and be bound by the terms and conditions of the Tenancy Agreement.
7. It is agreed that upon communication of acceptance of this application by the landlord or his agent that this tenancy shall be binding on both the landlord and the tenant. It is further agreed that all approved tenants will sign the Tenancy Agreement, and be bound by the terms and conditions of the Tenancy Agreement.
8. It is agreed that upon communication of acceptance of this application by the landlord or his agent that this tenancy shall be binding on both the landlord and the tenant. It is further agreed that all approved tenants will sign the Tenancy Agreement, and be bound by the terms and conditions of the Tenancy Agreement.
9. It is agreed that upon communication of acceptance of this application by the landlord or his agent that this tenancy shall be binding on both the landlord and the tenant. It is further agreed that all approved tenants will sign the Tenancy Agreement, and be bound by the terms and conditions of the Tenancy Agreement.

I/We have read and accept the above Terms and Conditions.

Signed by the Applicant

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

This form provides information about how we the below named agent handle your personal information, as required by the Australian Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we cannot process your application.

Agency Name: Raine & Horne Richmond  
(Herein referred to as the "Agent")  
Address: Shops 4-5/304 Windsor Street, Richmond NSW 2753  
Phone: 02 45788805  
Email: [admin@richmond.rh.com.au](mailto:admin@richmond.rh.com.au)

As a professional asset manager the Agent collects personal information about you. The information collected can be accessed by you by contacting our office on the above numbers or addresses.

### Primary Purpose

Before a tenancy is accepted the Agent collects your personal information for the primary purpose of assessing the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property.

In order to assess your application the Agent may disclose your personal information to all or any of the following:

- The Lessor / Owners for approval or rejection of your application
- TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to record details of your application for tenancy with the Agent and assess the risk to our clients and verify the details provided in your application.
- Referees to validate information supplied in your application
- Other Real Estate Agents or asset managers to assess the risk to our clients

The Agent may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

### Secondary Purpose

The Agent also has a number of secondary purposes for collecting your information. These purposes are related to your tenancy and as such, will only become applicable if your application for this property is successful.

During and after the tenancy the Agent may disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property.
- Tribunals or Courts having jurisdiction seeking orders or remedies.
- Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you.
- TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Lessors / Owners insurer in the event of an insurance claim.
- Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant's personal information may be recorded in our TICA Virtual Manager System, which will allow us to be advised of any future tenancy applications you make. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on TICA. This information is information that would be available to any future agent on a truthfully completed tenancy application form.

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently, we may not provide you with the property you requested to rent.

Signed by the Applicant/s

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

## FREE UTILITY CONNECTIONS - This is a Free Service that quickly connects your utilities

### YourPorter

Phone: 1300 400 600  
Fax: 1300 326 468

**YourPorter is a FREE service connecting utilities and other services.**

If the Agent approves this application, YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

- Electricity     Gas     Telephone     Internet     Pay TV  
 Car     Life     Health     Home & Contents     Home Loans

#### DECLARATION AND ACCEPTANCE:

I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service providers to contact me for the connection of services as offered by YourPorter.

I/We acknowledge that if I/We do not provide my/our personal information, YourPorter will not be able to provide these services to me/us. YourPorter will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

I/We acknowledge that YourPorter, and the Agent, may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter will otherwise collect, hold, use and disclose personal information in accordance with their privacy policies, which are available at [www.yourporter.com.au/general/privacy-policy/](http://www.yourporter.com.au/general/privacy-policy/). YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees).

I/We acknowledge that neither YourPorter nor the Agent accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application, I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_