

Raine & Horne®

TENANCY APPLICATION FORM

ROSEBUD

1013 Point Nepean Road
ROSEBUD VIC 3939
t 03 5986 8188
e rentals@rosebud.rh.com.au
www.raineandhorne.com.au/rosebud

Documentation - Ready to Apply

- Each adult residing in the property are required to complete this application.
- 100 Points of identification are required - this must be photocopied and attached to this application.

ITEM	POINTS	ITEM	POINTS	ITEM	POINTS
Drivers Licence	70	Rates Notice	50	Gas or Electricity Account	30
Passport	40	Student ID	50	Bank Statement	10
Birth Certificate	50	Current Wage Advice	20	Concession or Pension Card	10
Proof of age card	50	Previous Rent Receipts	20	Current car registration papers	20

Additions that will help your application

- If you have any rental history then please attach rental receipts to establish payment summary.
- Pay slips or Bank Statements provide ability to service the rent. Proof of employment.
- Act quickly - submit your application as quickly as possible and ensure you have completed all details on the application form.

Acknowledgments

You are required to read and sign the Privacy Statement and Authority on the last page of this application.

Successful Applicant

Should your application be successful, you will be notified by phone and requested to confirm your tenancy.

Initial Financial Commitment

Remember that the FULL BOND and one months rental in advance needs to be paid on confirmation of your tenancy.

Please allow for 20 minute appointment at the Raine & Horne Rosebud office with our Property Manager for all documentation to be processed.

In order to make an application, the tenant confirms that they have inspected the property both internally and externally and are satisfied with the condition.

Thank you

Property Management Team

If your Application is Approved

Step 1

Come into office to sign lease agreement within 24 hours of acceptance or by alternative arrangement as agreed by agent.

Step 2

Payment of Security Bond - This must be made payable to "The Residential Tenancies Bond Authority" (RTBA). Payments must be by Bank cheque or money order - we do not accept personal cheques. A Bond lodgement form needs to be completed.

Step 3

Organise your utility connections. We can organise this for you as a FREE service. Simply fill out the Direct Connect section on our Tenancy Application.

Step 4

Payment of 1st Months rent in advance which your property manager will advise Rent can be paid by Money Order, Bank Cheque or by Bank Transfer.

Step 5

Keys will be made available for commencement date once all steps have been completed and all documentation has been duly signed and a months rent has been paid in advance.

Step 6

Return signed Condition Report within 3 business days from picking up the keys.

Contact Us

Phone: (03) 5986 8188

Email: rentals@rosebud.rh.com.au



Moving? Leave it to us

We'll connect your utilities conveniently and for free

- Electricity • Gas • Home Phone • Internet • Pay TV • Insurance

PROPERTY DETAILS - Property you would like to rent

Proposed Property: _____ Postcode: _____
 OPTION: Rent Per Calendar MONTH: \$ _____ or Rent per WEEK: \$ _____ Bond Amount: \$ _____
 Length of Tenancy: _____ Years: _____ Months: _____ Tenancy to commence: _____ / _____ / _____
 How many tenants will occupy Adults: _____ Children: _____ Ages: _____

FIRST APPLICANT

Salutation _____ (Mr, Mrs, Ms) First Name: _____
 Family/Last Name: _____
 Date of Birth: _____ / _____ / _____ Drivers Lie No: _____
 Expiry Date: _____ / _____ / _____ License State: _____
 Vehicle Registration: _____ State: _____
 Passport No: _____ Passport Country: _____
 Pension No: (if applicable) _____ Type: _____
 Current Address: _____
 _____ Post Code: _____
 Phone: _____ Mob Phone: _____
 Email: _____

SECOND APPLICANT

Salutation _____ (Mr, Mrs, Ms) First Name: _____
 Family/Last Name: _____
 Date of Birth: _____ / _____ / _____ Drivers Lie No: _____
 Expiry Date: _____ / _____ / _____ License State: _____
 Vehicle Registration: _____ State: _____
 Passport No: _____ Passport Country: _____
 Pension No: (if applicable) _____ Type: _____
 Current Address: _____
 _____ Post Code: _____
 Phone: _____ Mob Phone: _____
 Email: _____

YOUR ACCOMADATION HISTORY

Are you the: Owner Renter
 How long at Current Address? _____ Years _____ Months
 Reason for leaving: _____
 Landlord/Agent (if applicable) _____
 Landlord/Agent Phone No: _____
 Rent per week: \$ _____ Bond Refunded: _____ Y/N
 If not why? _____

YOUR ACCOMADATION HISTORY

Are you the: Owner Renter
 How long at Current Address? _____ Years _____ Months
 Reason for leaving: _____
 Landlord/Agent (if applicable) _____
 Landlord/Agent Phone No: _____
 Rent per week: \$ _____ Bond Refunded: _____ Y/N
 If not why? _____

PREVIOUS RENTAL HISTORY - Applicant 1

Previous Residential Address: _____
 _____ Post Code: _____
 Were you the: Owner Renter
 How long at Previous Address? _____ Years _____ Months
 Reason for leaving? _____
 Landlord/Agent (if applicable) _____
 Landlord/Agent Phone No: _____
 Rent per week: \$ _____ Bond Refunded: _____ Y/N
 If not why? _____

PREVIOUS RENTAL HISTORY - Applicant 2

Previous Residential Address: _____
 _____ Post Code: _____
 Were you the: Owner Renter
 How long at Previous Address? _____ Years _____ Months
 Reason for leaving? _____
 Landlord/Agent (if applicable) _____
 Landlord/Agent Phone No: _____
 Rent per week: \$ _____ Bond Refunded: _____ Y/N
 If not why? _____

FREE UTILITY CONNECTIONS - This is a free service that connects all your utilities and other services



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 Raine & Horne do not accept responsibility for any delay or failure to connect your services. Standard connection fee & bonds may apply.

On The Move will contact to connect the water as a minimum on behalf of Raine & Horne.

No, I will connect the required utilities on my own accord but acknowledge that if the property has a separate water meter, my contact details must be given to the relevant water provider, who will read the meter and commence billing.

EMPLOYMENT HISTORY - Applicant 1

Current Occupation: _____
 Nature of your Employment: FULL TIME/ PART TIME/ CASUAL (circle)
 Current Employer's Name: _____
 Employer's Address: _____
 Contact Name: _____ Phone: _____
 Employment: _____ Yrs _____ Mnth Income: \$ _____ Net weekly

EMPLOYMENT HISTORY - Applicant 2

Current Occupation: _____
 Nature of your Employment: FULL TIME/ PART TIME/ CASUAL (circle)
 Current Employer's Name: _____
 Employer's Address: _____
 Contact Name: _____ Phone: _____
 Employment: _____ Yrs _____ Mnth Income: \$ _____ Net weekly

PREVIOUS EMPLOYMENT HISTORY - Applicant 1

Previous Employer: _____
 Occupation: _____
 Address: _____
 Previous Employer's Ph: _____ Time Employed: _____

PREVIOUS EMPLOYMENT HISTORY - Applicant 2

Previous Employer: _____
 Occupation: _____
 Address: _____
 Previous Employer's Ph: _____ Time Employed: _____

IF SELF EMPLOYED

Type: _____ Cust no: _____
 Account: \$ _____ Per Fortnight

IF SELF EMPLOYED

Type: _____ Cust no: _____
 Account: \$ _____ Per Fortnight

IF YOU RECEIVE CENTRELINK PAYMENT

Accountant Name: _____ Ph: _____
 Company Name: _____ ABN: _____

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Accountant Name: _____ Ph: _____
 Company Name: _____ ABN: _____

OTHER DETAILS - If you have pets

Pets: Yes/No (circle) Types: _____ Reg? Y/N
 Breed/s: _____ Ages: _____

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 Breed/s: _____ Ages: _____

EMERGENCY CONTACT (Not living with you) - Applicant 1

Name: _____
 Address: _____
 Home Phone: _____ Mob Phone: _____
 Relationship to you: _____

Name: _____
 Address: _____
 Home Phone: _____ Mob Phone: _____
 Relationship to you: _____

REFERENCES - Applicant 1

1) Name: _____
 Address: _____
 Home Phone: _____ Mob Phone: _____

2) Name: _____
 Address: _____
 Home Phone: _____ Mob Phone: _____

1) Name: _____
 Address: _____
 Home Phone: _____ Mob Phone: _____

2) Name: _____
 Address: _____
 Home Phone: _____ Mob Phone: _____

DECLARATION & AUTHORITY (all applicants must acknowledge and sign)

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 front page) 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;

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to the tenancy default database, and to the agents/landlord of properties I may apply for in the future. I am aware that if the 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. I am aware that I may access personal information on the contact details above.

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). If you wish to view your records or the information is not accurate, you can contact NTD on 1300 563 826 or www.ntb.net.au to amend or dispute the record.
- (h) transfer water account details into my name.

Applicant # 1 Signature _____

Dated: / /

Applicant # 2 Signature _____

Dated: / /