

Tenancy Application Form

Raine

&

Horne

Raine & Horne Tamworth

Address: 507 Peel Street, Tamworth NSW 2340

Phone: 02 6766 2828

Fax: 02 6766 3824

Email: office@tamworth.rh.com.au

PLEASE NOTE: Any photocopying require will result in a charge of \$1.00 per page.

APPLICATION CHECKLIST

Thank you for applying for a Raine & Horne rental property. Please complete this application thoroughly and ensure that all contact numbers are correct.

Checklist: The following is required for the processing of your application

✓ Please tick

I have attached non-returnable copies of the documentation required for the 100 point checklist

- ☐ A) Proof of Identity (Driver's License or Passport or Birth Certificate or Other Photo ID)
☐ B) Proof of Income (Last 2 pay slips or current Centrelink Statement or Current Bank Statement)
☐ C) Supporting Documentation (40 points from current rental ledger, last 2 rent receipts, two written references), current electricity or phone account, rates notice
☐ I have read and accept the terms and conditions
☐ I have signed the application

RENTAL PROPERTY DETAILS

1. Address of the property that you would like to rent

If you have a second preference, the address of that property

2. Lease Commencement Date

<input type="text"/>	<input type="text"/>	Day	<input type="text"/>	<input type="text"/>	Month	<input type="text"/>	<input type="text"/>	Year
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3. Lease Term

<input type="text"/>	<input type="text"/>	Months
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How did you find out about this property?

Newspaper ☐ Internet ☐ Signboard ☐ Rental List ☐
Referral ☐ Window ☐ Other ☐

PERSONAL DETAILS

4. Please give us your details

☐ Mr. ☐ Mrs. ☐ Ms. ☐ Miss ☐ Dr ☐ Other

First Name

Surname

<input type="text"/>	<input type="text"/>
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Date of Birth

Driver's License #

Driver's License State

<input type="text"/>	<input type="text"/>
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Passport #

Passport Country

<input type="text"/>	<input type="text"/>
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Pension/Centrelink #

<input type="text"/>	<input type="text"/>
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5. Please provide your contact details

Home Phone #

Mobile Phone #

<input type="text"/>	<input type="text"/>
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Work Phone #

Fax #

<input type="text"/>	<input type="text"/>
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Email address

6. How many people will normally occupy the property?

☐ Adults ☐ Children

Ages/s of children

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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7. Do you have any pets?

☐ Yes ☐ No

If so, please provide details of pet/s (type, breed, age, sex etc.)

7. Car Registration Year & Model

<input type="text"/>	<input type="text"/>
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APPLICANT HISTORY

8. What is your current address?

9. How long have you lived at you current address?

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Year		Months	

10. Why are you leaving this address?

11. Agent/Landlord details of this property

Name of landlord or agent

Landlord/Agents Phone #

Weekly Rent Paid

<input type="text"/>	\$ <input type="text"/>
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12. What was your previous residential address?

Postcode

13. How long did you live at this address?

<input type="text"/>	<input type="text"/>	Years	<input type="text"/>	<input type="text"/>	Months
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14. Agent/Landlord details of this property

Name of landlord or agent

Landlord/Agents Phone #

Weekly Rent paid

<input type="text"/>	\$ <input type="text"/>
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Was bond refunded in full?

If not, why?

<input type="text"/>	<input type="text"/>
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EMPLOYMENT HISTORY

15. Please provide your employment details
What is your occupation?

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Full-time Part-time Casual

Employers Name (incl, accountant if self-employed or instituion if student)

Employers Address

Contact Name

Phone #

Length of Employment

Net weekly Income

		Years		Months	\$
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16. Please provide you previous employment details

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Full-time Part-time Casual

Employers Name (incl, accountant if self-employed or instituion if student)

Employers Address

Contact Name

Phone #

EMERGENCY CONTACTS

Please provide a contact in case of emergency.

First Name Surname

Relationship to you

Phone #

REFERENCES

Please provide two Personal/ Business references (not related to you)

First Name Surname

Relationship to you

phone#

First Name

Surname

Relationship to you

phone#

PAYMENT DETAILS

17. Proeprty Rental \$ Per Week

First payment of rent (first 2 weeks)
Rental bond equivalent to 4 weeks rent

Sub Total
Less Holding Deposit

Amount payable on signing tenancy agreement
(bank cheque, direct deipoit or cash)

All bank cheques are to be made out to Raine & Horne
Tamworth.

18. I agree to pay my rent via one of the following methods.

☐

Direct Deposit

☐

Centrepay

100 POINT CHECK

19. Please provide a non-returnable copies of the following documentation with your application.
- A minimum of 100 check points is required for EACH applicant
 - Points must be made up from of Sections A, B and C as shown.

A) Proof of Identity (30 points)

✓ Please tick

You must provide one of the following

Driver's License

Or

30 points

☐

Passport

Or Birth Certificate and Photo ID

B) Proof of Income

You must provide at least one of the following

Last 2 payslips

Or

Current Centrelink statement

30 points

☐

Or

Current Bank Statement

(must show sufficient funds to meet rental payments)

C) Supporting Documentation

You must provide at least 40 points of the following documentation

Current Rent Ledger

40 points

☐

Last 2 rent receipts

20 points

☐

Recent rates notice

20 points

☐

Vehicle Registration Papers

10 points

☐

Current Electricity/Phone Account

10 points

☐

Minimum of 40 points required

☐

Total Points (A+B+C)

Minimum of 100 point required

☐

Please note: The points system is designed to suit the majority of our applicants. If you are renting for the first time or are having difficulty achieving 100 check points, please call us to discuss alternative checks that may be conducted.

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DECLARATION

I confirm the following:

1. I have inspected the property that I am applying for

☐

Yes

☐

No

2. During my inspection of this property I found it to be in a reasonable clean condition

☐

Yes

☐

No

3. If "NO", I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the Landlord's approval.

TERMS & CONDITIONS

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the amounts as specified in the PAYMENT DETAILS section.

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 my own free will. I declare that I have inspected the premises and I 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, database of defaults by tenant/s

If I default under a rental agreement, the Agent may disclose details of any such default to tenancy default databases, and to agents/landlords of properties I may apply for in the future.

I understand that this agent is a member of TICA tenancy default databases and that they may conduct a referee check with these organisations. I authorise this agent to provide any information about me to these databases for the purpose of conducting the checks and acknowledge that such information may be kept and recorded by these organisations.

I will not hold any of the Tenancy Default Database providers or the Agent accountable for the inaccurate keying in of information and therefore delivering an incorrect search as I understand faults can be made with this process due to human error. I understand that technical failure can cause errors and I do not hold the Agent or Tenancy Default Database providers responsible for the same.

I acknowledge that if I default on my tenancy or rental obligations I may be listed with the above tenancy default database until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent. I also understand that the Agent may list me as an excellent tenant if my obligations during my tenancy are fully compliant and are of a high standard.

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 organisations/tradespeople to contact me
(d) Facilitate the sale of the property should it be placed on the market
(e) Lodge/claim/transfer to/from the Residential Tenancies Bond Authority
(f) Refer to tribunals/courts and statutory authorities (where applicable)
(g) Refer to collection agents/lawyers (where applicable)

I understand that I am under no obligation to sign this consent form, but failure to do so may result in my application being refused.

I am aware that if information is not provided or I do not consent to the uses which personal information is put, the Agent may not provide me with the lease/tenancy of the premises. I am aware that I may access my personal information on the contact details above.

PRIVACY STATEMENT

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the Landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with the obligations under that Agreement, the fact and other relevant personal information collected during tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your Property manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.

Applicants Signature

Print Name

Date

HOLDING DEPOSIT

I understand that should my application be successful, I am required to pay a holding deposit equivalent to 1 weeks rent within 24 hours of my application being approved.

Should I elect not to pay a holding deposit, I understand that the landlord will withdraw the offer to rent the property, and that it will continue to be marketed and offered to other prospective tenants.

HOLDING DEPOSIT

\$

One (1) weeks' rent

- (a) Once the Holding Deposit has been paid, the Landlord undertakes not to enter into a residential tenancy agreement for the premises with any other person within 7 days of payment of the fee, unless the tenant notifies the Landlord that the tenant no longer wishes to enter into the residential tenancy agreement.
- (b) The holding fee will be retained by the landlord if the tenant enters into the residential tenancy agreement, in which case it will be paid towards the first weeks rent.
- (c) The holding fee will also be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement. In this instance the entire holding fee will be retained by the landlord irrespective of when the tenant provides notice that they will not be entering the agreement.
- (d) Despite sections (b) and (c) the holding deposit must not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord's agent.
- (e) The holding deposit will be banked into a Trust Account and any refund given will be way of Trust Account Cheque.

UTILITIES CONNECTION

YourPorter

Telephone: 1300 400 600
Fax: 1300 326 468
www.yourporter.com.au

YourPorter is a FREE service connecting utilities and other services. If the Agent approves this application, YourPorter will connect your water, where permitted, for the purpose of usage charges at your new property on behalf of the Real Estate Agent. 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.

- | | | |
|-----------------------------------------|------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Gas | <input checked="" type="checkbox"/> Water |
| <input type="checkbox"/> Telephone | <input type="checkbox"/> Pay TV | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Car Insurance | <input type="checkbox"/> Home & Contents | <input type="checkbox"/> Health Insurance |
| <input type="checkbox"/> Life Insurance | <input type="checkbox"/> 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/. 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 of The Applicant

X

Date

/ /

PLEASE NOTE: Any photocopying required will result in a charge of \$1.00 per page.

RENTAL REFERENCE CHECK

In accordance with the privacy Act, I/We the undersigned authorize the recipient of this fax to give information to Raine & Horne Tamworth, regarding my/our rental history.
I/We understand this information will be used to assess my/our application to lease.

Applicants Name _____

Current Rental Address _____

Period of Tenancy From _____ To _____ Rent Paid Per Week \$ _____

Name of Managing _____ Agents Contact Name _____

Phone Number _____ Fax Number _____

Signature of Applicant _____ Dated _____

PLEASE FILL IN ALL THE ABOVE INFORMATION AND RETURN WITH YOUR APPLICATION

Our office will fax this to your agent and request a reference from them. Please **DO NOT COMPLETE THE LOWER SECTION**

Please complete and return by fax to Raine & Horne Tamworth 02 6766 3824 or email to office@tamworth.rh.com.au

How long has tenant been at above property _____

How much rent did the tenant pay? _____ Weekly / Fortnightly / Monthly

Was the tenant co-operative and easy to deal with?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Did they pay rent on time?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If not perfect or consistent please specify
Were routine inspections carried out?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Results: _____
Did the tenant pay water accounts on time?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no please explain _____
Were lawns & gardens maintained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no please explain _____
Did the tenant have pets approved by landlord?	<input type="checkbox"/> Yes <input type="checkbox"/> No	What type and breed?
Did pets cause any damage?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain _____
Were the tenants considerate of their neighbours?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If complaints what were they? _____
Was there any termination notices issued?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes why?
Do you know why they are leaving?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes why?
Was bond refunded to tenant?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no please note deductions _____
Would you rent to tenant again?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no please explain _____

Signature of Agent/Owner _____

Please provide tenants ledger

Further Comments _____

