



TENANCY APPLICATION FORM

Acceptance of this tenancy application will not be acknowledged until all pages are completed and signed

Raine & Horne Kogarah

25 Regent Street, Kogarah NSW 2217

Ph: 9588 7722 Fax: 9588 7725

Email: rentals@kogarah.rh.com.au

Licensed Estate Agents – Auctioneers –Property Managers

Residential Application Form

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

A. AGENT DETAILS

Raine & Horne Kogarah

Address: 25 Regent Street, Kogarah NSW 2217
Phone: (02) 9588 7722
Fax: (02) 9588 7725
Email: rentals@kogarah.rh.com.au
Web: www.rh.com.au/kogarah

B. PROPERTY DETAILS

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

Postcode

2. Lease commencement date?

	Day		Month		Year
--	-----	--	-------	--	------

3. Lease term?

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

4. How many tenants will occupy the property?

	Adults		Children		Ages of Children
--	--------	--	----------	--	------------------

C. PERSONAL DETAILS

5. Please give us your details

Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other ☐

Surname	Given Name/s

Date of Birth	Driver's licence number

Driver's licence expiry date	Driver's licence state

Passport no.	Passport country

Pension no. (if applicable)	Pension type (if applicable)

6. Please provide your contact details

Home phone no.	Mobile phone no.

Work phone no.	Fax no.

Email address

7. What is your current address?

Postcode

8. How did you find out about this property?

- ☐ Newspaper ☐ The Internet ☐ Local Paper
☐ Office ☐ Office Window ☐ Sign Board at property
☐ Referral ☐ Other (specify)

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

Raine & Horne®

D. UTILITY CONNECTIONS

This is a FREE service that connects all your utilities and other services.

Direct Connect can help arrange for the connection or provision of the following utilities and other services:

Electricity	Cleaners
Gas	Insurance
Phone	Removalist
Internet	Truck or van hire
Pay TV	



☐ Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.



We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect 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 your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

- Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
- Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
- Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
- Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
- Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
- Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature	Date

PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F: 1300 664 185. 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)

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

F. APPLICANT HISTORY

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

<input type="text"/>	Years	<input type="text"/>	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?

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

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

Net Income

16. Please provide your previous employment details

Occupation?

Employer's name

Contact name

Phone no.

Length of employment

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

Net Income

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

J. PAYMENT DETAILS

Property Rental

<input type="text" value="\$"/>	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



Raine & Horne Kogarah
25 Regent St, Kogarah NSW 2217
Phone: (02) 9588 7722 Fax: (02) 9588 7725
E-mail: rentals@kogarah.rh.com.au
Web: www.rh.com.au/kogarah

Important Information and Tenancy Declaration

Your Application for Tenancy cannot be accepted unless this has been completed in full and signed.

TENANCY ACCEPTANCE

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fill out ALL required details on the application and ensure your completed application is returned to our office as quickly as possible.

UNSUCCESSFUL APPLICATIONS

Should your application be unsuccessful you will be advised. However, should you wish to apply for another property we will hold over your application for you for a period of 7 days.

SUCCESSFUL APPLICATIONS

Should your application be successful you will be required to pay a non-refundable holding deposit of 1 weeks rent by EFT in to agents trust account to secure the tenancy.

By the commencement of the lease date, you will be required to pay 4 weeks rent as Bond direct to Rental Bond Board Online and the balance of the 2 weeks rent in advance by EFT into the agent's trust account only.

Under no circumstances do we accept personal cheques or cash payments.

Keys will be handed out when all parties have signed the Residential Tenancy Agreement and all monies paid.

No action will be taken against the landlord or the agent if the application is unsuccessful or upon acceptance should the property be unavailable for occupation on the date for whatever reason.

BOND PAYMENT

The (4) weeks bond is to be paid direct to Rental Bonds Board Online. Under no circumstances will personal cheques or cash be accepted for this payment.

The first one week's rent is to be paid at the time of approval and the balance before/by the date you sign the lease and collect the keys on the lease start day. It will be credited to your rental account commencing with the first day of your tenancy.

Bond transfers are NOT accepted. Payment of this money must be in cleared funds.

THIS OFFICE DOES NOT ACCEPT PAYMENTS BY CASH.

RENT PAYMENT:

The method by which the rent must be paid

All accepted applicants will be offered iPayRent as preferred payment options. Other alternative payment options are money order and deduction from pay. Please put a tick in the appropriate box below to assist us with your preferred method of payment.

☐

EFT

I understand that the Agent will also offer me an alternate facility (that do not incur a charge other than a bank fee) to pay rental and other payments to the agency by bank money order and deduction from pay.

I acknowledge that it is the office's policy to not accept cash as a method for rental and other payments because of risks associated with cash payments and keeping cash on premises.

Signed by the Applicant _____

Print Name _____

Witness (The Managing Agent) _____

TENANCY APPLICATION CHECKLIST

Please complete the tenancy application checklist and submit it together with your tenancy application

Before I submit this application, I confirm I have attached:

- ☐ Photocopies of documents to 100 or more points of ID (Passport, Drivers Licence, Visa etc.)
- ☐ Copy of current and 2 pay slips
- ☐ Copy of current bank statement as listed on the Tenancy Application
- ☐ Copy of recent rental ledger from the landlord or managing agent
- ☐ Inspected the property both internally & externally
- ☐ Completed all details in full on the tenancy application
- ☐ Provide all contact details and documents for confirmation of income source
- ☐ Filled in current & previous address, current & previous occupation, business, personal and emergency contacts – this has to be someone whom you re not living with.
- ☐ Read & signed privacy statement, privacy consent & marketing consent of the Tenancy Application
- ☐ Read & signed the important information and tenancy declaration

PLEASE NOTE THAT APPLICATIONS ARE NOT ACCEPTED IF INCOMPLETE.

Only submit your application if all of the above check boxes have been ticked off. Only tick the boxes if you have completed and attached all necessary photocopied paperwork etc.

**PLEASE NOTE: OUR OFFICE IS UNDER NO OBLIGATION TO DISCLOSE
ANY REASON WHY YOUR APPLICATION IS NOT SUCCESSFUL**

PROPERTY ADDRESS _____

APPLICANT NAME _____

SIGNATURE & DATE _____

SUCCESSFUL APPLICATIONS

On Approval Of An Application - All initial monies due (BOND & 2 Weeks Rent) must be PAID IN FULL by the following ways:

1. The deposit and the 2nd weeks rent by EFT into the agent's trust account
2. Bond is to be paid to Rental Bond Board Online – a link will be emailed to you so you can make the payment direct.
3. **For Ongoing rent payments** - by EFT into the agent's trust account