

# Tenancy Application Form

Please be advised, this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form.

## A. AGENCY DETAILS

Raine & Horne Coffs Harbour

Address: 1/27 Orlando Street, COFFS HARBOUR NSW 2450

Phone: 02 6652 1066

Email: management2@coffs.rh.com.au

Website: www.rh.com.au/coffsharbour

## B. PROPERTY DETAILS

Address of Property:

  

Lease Commencement Date:

 Day  Month  Year

Lease Term:

 Years  Months

How many tenants will occupy the property?:

Adults	Children	Ages of Children
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Will any smokers occupy the property?:

Yes  No

## C. PERSONAL DETAILS

5. Please give us your details

Mr  Ms  Miss  Mrs  Dr  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.

Email address

7. What is your current address?

  

## D. NOTICE TO PROSPECTIVE TENANTS

The availability of telephone line internet services; analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiries.

# Raine & Horne®

## E. UTILITY CONNECTIONS

This is a FREE service that can connect you to the following utilities and services in your new home



YES

» I/we consent to Raine & Horne Coffs Harbour providing my personal information details to Direct Connect which will include my name, address, email and phone number to be contacted in relation to my/our utilities and service connections

» This includes obtaining metering information for the premises I am moving to

### GET CONNECTED IN 4 EASY STEPS



Applicant 1:

Signature  Date

Applicant 2 (if applicable):

Signature  Date   
Phone

570 Church Street Cremorne 3121 Victoria P: 1300 664 715 F: 1300 664 185. www.directconnect.com.au

## F. 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

### G. APPLICANT HISTORY

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

Years	Months
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9. Why are you leaving this address?

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

Name of landlord or agent

Landlord/agent's phone/fax no.

Weekly Rent Paid

	\$
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11. What was your previous residential address?

12. How long did you live at this address?

Years	Months
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13. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone/fax no.

Weekly Rent Paid

	\$
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Was bond refunded in full?

If not why not?

### H. EMPLOYMENT HISTORY

14. Please provide your employment details

What is your occupation?

What is the nature of your employment? (circle)

FULL TIME	PART TIME	CASUAL
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Employer's name (accountant if self employed or institution if student)

Employer's address (accountant if self employed or institution if student)

Contact name

Phone no.

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Length of employment

Net Income

Years	Months	\$
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15. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

Net Income

Years	Months	\$
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### I. CONTACTS/REFERENCES

16. Please provide a contact in case of emergency

Surname

Given name/s

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Relationship to you

Phone no.

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

1. Surname

Given name/s

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Relationship to you

Phone no.

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2. Surname

Given name/s

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Relationship to you

Phone no.

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### J. OTHER INFORMATION

18. Car Registration

19. Please provide details of any pets

Breed/type

Council registration / number

1.
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2.
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### K. PAYMENT DETAILS

Property Rental

\$ per week

Rental Bond (4 weeks rent):

\$
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First payment of rent in advance (2 weeks rent)

\$
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Total

\$
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Less holding fee \$

Amount payable on signing tenancy agreement (bank cheque, money order or EFT)

\$
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### K. 100 Points of ID Required

We require 100 Points of ID.

You must have:

1. A current drivers Licence or other photo ID
2. Current proof of income
3. Current rent ledger (if renting)

Application without 100 Points of ID will not be accepted.

Your 100 Point Check

Drivers Licence	40 Points
Passport	20 Points
Birth Certificate/Extract	20 Points
Other PhotoID	30 Points
Current proof of income	20 Points
Previous Landlord Reference	20 Points
Rent Ledger from other Agent	20 Points
Motor Vehicle Registration Certificate	10 Points
Bank Statement / Bank Card	10 Points
Phone / Electricity/ Gas Account	10 Points
Pension Card	20 Points
Medicare / Health Care Card	10 Points
Rates Notice (Proof of Ownership)	20 Points

Signature of Landlords Agent

Date

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