

Individual Application Form

Raine&Horne.

Please be advised that 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 Application Form**

PROPERTY DETAILS

Address of Property 1.
Applying For 2.
(In order of preference) 3.

Lease Commencement Date / / Lease Term 6 Months 12 Months

Rent per Week: \$ Number of Pets: Cat Dog Other

Breed of Dogs / Other

Names of all other occupants for the property:

Names & ages of any children to occupy the property:

PERSONAL DETAILS

Given Names: Surname:

Current Address

Home Phone: Work Phone:

Mobile: Fax:

Email Address: Date of Birth: / /

Drivers Licence No. Drivers Licence State:

Passport No. Passport Country

Smoker: Yes No

CURRENT TENANCY DETAILS

Length of time at current address: Rent Paid: \$

Reason for Leaving:

Name of Landlord/Agent: Phone:

VEHICLE DETAILS

Number of Vehicles: Rego:

State of Rego: Model:

NEXT OF KIN

Given Names: Surname

Relationship: Phone:

Mobile Email:

Address:

PREVIOUS RENTAL HISTORY 1

Previous Address:

Time at above Address: From: / / To: / /

Name of Landlord/Agent: Phone:

Rent Paid: \$ Was bond refunded in full: Yes No

If NO, please specify reasons why:

Were any termination notices given: Yes No

If YES Please specify reasons why:

CURRENT EMPLOYMENT DETAILS

Occupation: Current Employer:

Business Address:

Contact Name (payroll/manager): Phone:

Length of Employment:

SELF EMPLOYMENT DETAILS

Company Name: Business Type:

Business Address:

Position Held: ABN:

Accountant Name: Phone:

Accountant Address:

PREVIOUS EMPLOYMENT DETAILS (If Current Employment in less than 6 Months)

Occupation: Current Employer:

Business Address:

Contact Name (payroll/manager): Phone:

Time at above Employment: From: / / To: / /

Net Weekly Incomes: \$

INCOME (Proof of Income Must Be Attached)

Net Weekly Employment Income: \$ Net Weekly Income from Other Sources: \$

Sources of Other Income:

CENTERLINK DETAILS (If Applicable)

Pension Type: Payment Amount: \$

Pension Type: Payment Amount: \$

STUDENT DETAILS (If Applicable)

Place of Study: Course Name:

Course Length: Enrolment/Student No.

Campus Contact: Contact Number:

Course Coordinator: Contact Number:

REFEREES

Business Referee:	Relationship:
Phone:	Mobile:
Personal Referee:	Relationship:
Phone:	Mobile:

If you are unable to provide 100 ID points please speak to one of the Property Management Team. This Application cannot be processed until it is complete with copies of supporting documents attached.

Minimum 100 Points Required

Drivers Licence*	35	Previous two (2) rent receipts	20
Passport*	35	Motor vehicle / Bike registration	15
Keypass photo ID*	35	Medicare card	15
Firearms License / Permit	30	Telephone account	15
Birth Certificate	30	Electricity / gas account	15
Bank Statement	15	Pension card	15
Previous tenancy rental ledger	20	Health care card	15
Two (2) Written References (Character or Employment)	20	TOTAL POINTS GATHERED	_____

Applicants are to supply their own photocopies of documentation required. This Application must be accompanied by copies of documents from those listed below for the 100 points Identification Check. PLEASE NOTE THIS MUST INCLUDE PROOF OF INCOME AND AT LEAST ONE OF THE FOLLOWING * DRIVER'S LICENCE * PASSPORT * KEYPASS Photo ID. Your original driver's licence, or passport will be required to be sighted at the time of handing in your Application.

Privacy Statement

We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and owner's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

If you would like to access this information you can do so by contacting us at the corner of Macquarie & Cobra Streets, Dubbo, Phone (02) 6882 1755, Fax (02) 6884 2229 and e-mail pm@rh.dubbo.com.au. You can correct this information if it is inaccurate, incomplete or out of date. This business is independently owned and operated by the Proprietor: Sabaze Pty. Limited ABN 31 001 858 028

Consent

I the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise the Agent to collect information about me from:

1. My Previous letting agents and/or landlords
2. My personal referees
3. Any Tenancy Default Database which may contain personal information about me. I also authorize the Agent to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA). I/we, the above applicant, understand and agree to the following tenancy conditions with Raine & Horne Dubbo:
 1. I understand that should my/our application not be accepted, the Agent is not required or obliged to disclose why or supply any reasons for the application being declined.
 2. I understand that should my/our application not be accepted, the Agent will keep a copy of the full application and supporting documents on file for one month only. The original application and supporting documents can be returned to the Applicant if requested.
 3. I understand that should my/our application be approved, a holding deposit of 1 weeks' rent is due and payable within 24 hours. The remainder payable on sign up (eg. money order or bank cheque) is as follows: 1 weeks rent plus a rental bond (equivalent to 4 weeks rent).
 4. I understand that the preferred method of payment is via Raine & Horne Pay Card from your nominated account. I/we must provide relevant account details on the previous page.
 5. I understand that if I/we haven't inspected the property with a representative of Raine & Horne Dubbo, my/our application will not be formally approved until such an inspection has taken place.
 6. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
 7. I declare that all information contained in this application is true and correct,
 8. I declare that I have inspected the premises and I am satisfied with the current condition and cleanliness of the property

_____/_____/_____
 Applicant Name Signature Date

PROPERTY APPROVED FOR: _____

Holding Fee (For Approved Applicants Only)

- * The Holding Fee is equivalent to one week's rent to hold the property for a period of 7 days only, starting from when the funds are recieved.
- * The Agent undertakes that:
 - * A Holding Fee may only be requested following approval of the application by the landlord;
 - * A receipt for the amount, property, landlord and tenant names and holding period must be provided to the tenant
 - * Where a Holding Fee has been paid, a landlord must not enter into another tenancy agreement for that period with another tenant
 - * Should the tenant withdraw from the tenancy application, the landlord may retain the whole Holding Fee,
 - * A Holding Fee should be attributed to rent upon the tenancy commencing.

The Applicant agrees to pay a Holding Fee of \$_____. The Applicant understands that, should they decide not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Holding Period, the landlord may retain the whole Holding Fee representing the rent that would have been paid during the Holding Period.

I have read, agreed to and understood all of the above terms and conditions that are relevant to me.

Applicant Name

Signature

Date

BANK DETAILS (For Raine & Horne Pay Card Purposes)

Bank/Building Society:

Branch:

BSB:

Account Number:

Break-up of monies to be paid in full upon sign up (eg. bank cheque, money order)

\$ _____ .00 rent per week

First Payment of Rent (First 2 Weeks)

\$

Rental Bond (equivalent to 4 weeks rent)

\$

Subtotal

\$

Less Holding Deposit/Fee

\$

Amount payable upon signing Tenancy Agreement:

\$

OFFICE USE ONLY

OFFICE USE ONLY - AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT

CHECKLIST	INITIAL	CHECKLIST	INITIAL
<input type="checkbox"/> Application Received		<input type="checkbox"/> Compared Signatures to Original	
<input type="checkbox"/> Sighted Original ID		<input type="checkbox"/> Checked All Consents Signed	
<input type="checkbox"/> All Copies of Supporting Documents Recieved		<input type="checkbox"/> Checked Application is Completed in Full	

Name

Signature

Date