



MOSMAN

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rentals@rhmc.com.au

Property Address Applied for _____ _____
Date Property Viewed _____
Applicant Name _____
Commencement Lease Date _____
Rent per week \$ _____ Bond \$ _____
Term of Lease 6mnths 12mnths Other _____

APPLICATION FORM CHECKLIST

**The following items MUST be provided with every application submitted.
Applications WILL NOT be processed until all supporting documents are
received and the application is signed.**

<p style="text-align: center;">100 points of ID is required</p> <p>50 points - Primary/Photo ID (Eg. Driver's License, Passport, Proof of Age) 30 points - Secondary ID (Eg. Birth Certificate, Medicare Card, Health Care Card, Vehicle Registration) 30 points - Rental History/Proof of Address (Eg. Rental Receipts, Signed Lease, Rental Reference) 20 points - Employment/Proof of Income (Eg. Payslips, Letter of Employment, Employment Reference)</p>

Please note:

- An application will not be processed unless an internal inspection of the property has been carried out
- Each person over 18 years (excluding dependents) wishing to reside at the property is required to submit an application and supporting documentation.
- To avoid delays please ensure the application form is FULLY completed and all above mentioned items are supplied.
- Applications will normally take up to 2 business days to process.
- Owners are not required to give a reason for why an application has been unsuccessful. A successful applicant will be required to pay a deposit equal to 1 week rent within 24hrs of approval.
We require the holding deposit to be paid via internet transfer, bank cheque or money order. 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.
Should you elect not to pay a Holding Deposit, the landlord will withdraw the offer to rent the property and it will continue to be marketed and offered to other prospective tenants
- Important Break Lease condition: if you wish to Break the Lease and vacate at any time during the Fixed Term Agreement you will be required to pay rent until a new tenant is found or until the lease expires (whichever occurs first). You will also be required to pay any associated costs to find a new tenant which may include advertising and re-letting fee.

APPLICANT 1

Mr/Mrs/Miss/Ms/Dr

Surname: _____

Given Name: _____

Date of Birth: _____

Car Registration & State _____

Drivers License No & State: _____

Home Phone: _____

Work Phone: _____

Mobile: _____

Email: _____

Current Address: _____

Length of residency: _____

Current Rental/Mortgage per week \$ _____

Name of Landlord/Agent: _____

Landlord/Agent Phone: _____

Landlord/Agent fax: _____

Reason for leaving: _____

Previous Address: _____

Length of residency: _____

Previous Rental/Mortgage per week \$ _____

Name of Landlord/Agent: _____

Landlord/Agent Phone: _____

Landlord/Agent fax: _____

Reason for leaving: _____

Occupation: _____

Full Time/Part Time/Casual / Contract (__ months)

Net Weekly Income \$ _____

Employers Name: _____

Employers Phone: _____

Contact Name: _____

Previous Employer (if less then 12 months

Occupation: _____

Employers Name: _____

Employers Phone: _____

Contact Name: _____

Next of Kin

Name: _____

Mobile _____

Relationship to you: _____

APPLICANT 2

Mr/Mrs/Miss/Ms/Dr

Surname: _____

Given Name: _____

Date of Birth: _____

Car Registration & State _____

Drivers License No & State: _____

Home Phone: _____

Work Phone: _____

Mobile: _____

Email: _____

Current Address: _____

Length of residency: _____

Current Rental/Mortgage per week \$ _____

Name of Landlord/Agent: _____

Landlord/Agent Phone: _____

Landlord/Agent fax: _____

Reason for leaving: _____

Previous Address: _____

Length of residency: _____

Previous Rental/Mortgage per week \$ _____

Name of Landlord/Agent: _____

Landlord/Agent Phone: _____

Landlord/Agent fax: _____

Reason for leaving: _____

Occupation: _____

Full Time/Part Time/Casual / Contract (__ months)

Net Weekly Income \$ _____

Employers Name: _____

Employers Phone: _____

Contact Name: _____

Previous Employer (if less then 12 months

Occupation: _____

Employers Name: _____

Employers Phone: _____

Contact Name: _____

Next of Kin

Name: _____

Mobile _____

Relationship to you: _____

APPLICANT 1 Please provide 2 Personal References (not related to you) for contact during business hours Name: _____ Phone Home _____ Work _____ Mobile _____ Relationship to you: _____ Name: _____ Phone Home _____ Work _____ Mobile _____ Relationship to you: _____	APPLICANT 2 Please provide 2 Personal References (not related to you) for contact during business hours Name: _____ Phone Home _____ Work _____ Mobile _____ Relationship to you: _____ Name: _____ Phone Home _____ Work _____ Mobile _____ Relationship to you: _____
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Please provide the full names and ages of ALL OTHER persons who will be residing at the property

Name: _____ DOB _____ Name: _____ DOB _____
 Name: _____ DOB _____ Name: _____ DOB _____

Do you have any pets? YES / NO If yes, please give details:
 Breed _____ Sex _____ Age _____ Council Rego _____

Please complete the following:

Have you ever been evicted by a Landlord or Agent? YES / NO If yes, please give details of Landlord/ Agent & reason: _____

Are you in debt to a Landlord or Agent? YES / NO If yes, please give details of Landlord/ Agent & reason: _____

Is there any reason known to you that would affect your ability to pay rent? YES / NO If yes, please give details: _____

Do any of the applicants smoke? YES / NO
 NB: Smoking is prohibited inside the property

**MOVING MADLY
 UTILITIES**

Upon application Moving Madly Utilities will attempt to contact you by phone to electronically lodge your request and ensure that your utility provider has all the relevant details to connect on your requested date. Confirmation will be sent to you and your real estate agent once this is complete.

Tick to connect

Electricity	<input checked="" type="checkbox"/>	Connection Date	Do you require?	Pay TV	<input type="checkbox"/>
Gas	<input checked="" type="checkbox"/>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> / / </div>		Broadband Internet	<input type="checkbox"/>
Telephone	<input type="checkbox"/>			Wireless Internet	<input type="checkbox"/>
<i>If you do not wish Moving Madly Utilities to connect your services please tick here</i>					<input type="checkbox"/>

Rent Payment Option

Please nominate how you will pay rent: on a fortnightly or calendar month basis? _____

Once your lease is signed you will be given a PayWay Payment Card, this is a BPAY payment system. You can make manual payments through internet banking or set up a direct transfer.

Please note that Raine & Horne DOES NOT accept cash for rent payments.

Terms and Conditions

I acknowledge that I have Read, Understood and Agree with the Tenancy Privacy Statement / Collection Notice & Tenant Declaration

Name _____ Signature _____ Date _____

Name _____ Signature _____ Date _____

Tenancy Privacy Statement / Collection Notice & Tenant Declaration

1. Tenancy Privacy Statement / Collection Notice

Due to the changes in the Privacy Laws, all property managers must ensure that you (the applicant) fully understand the National Privacy Principles and the manner in which they must use your personal information in order to carry out their role as professional property managers. The information, personal or otherwise, provided by the prospective tenant in this application or that which is collected from other sources is necessary for the agent to assess the risk in providing you with the tenancy, to identify the applicants identity and to process, evaluate and manage the tenancy. The personal information collected about you (the applicant) in this application may be disclosed, by use of the internet or otherwise, to other parties, including:

The Landlord	Trades People	Financial Institutions	Government and Statutory bodies
Referees	Solicitors	Property Evaluators	Existing or potential clients of the agent
Rental Bond Authorities	Tenant Databases	Other Real Estate Agents	Other Third Parties as required by law
Collection Agents	Verification Services	Other Landlords	Body Corporates

Information already held on tenancy databases may also be disclosed to the Agent and/or landlord. Unless you advise the Agent to the contrary, the Agent may also disclose such information to The Real Estate Institute of your State and to the NTD or TICA for the purpose of documenting all leasing data in the area for the benefit of its members as part of membership services and for others in the property related industries, and so as to assist them in continuing to provide the best possible service to their clients. In providing this information, you (the applicant) agree to its use, unless you advise the Agent differently.

The privacy policy of your State's Real Estate Institute can be viewed by logging on to www.reia.com.au and selecting your State.

The privacy policy of NTD can be viewed by logging on to www.ntd.net.au.

The privacy policy of TRA can be viewed by logging on to www.tenantreference.com.au.

The privacy policy of TICA can be viewed by logging on to www.tica.com.au.

The Agent will only disclose information in this way to other parties to achieve the purposes specified above or as allowed under the Privacy Act.

If you (the applicant) would like to access this information you can do so by contacting the Agent at the address and contact numbers for the property you are interested in renting. You (the applicant) can also correct this information if it is inaccurate, incomplete or out of date.

If your personal information is not provided to the Agent and you (the applicant) do not consent to the use of this information as specified above, the Agent cannot carry out their duties and may not be able to provide you with the lease/tenancy of the premises.

If the applicant pays a holding fee, the landlords agent makes the following undertakings:

1. A Holding Fee will only be accepted once an application has been approved by the landlord.
2. The premises will not be let during the Holding Period, pending the preparation of a Residential Tenancy Agreement.
3. That during this period, the premises will not be reserved for any other applicant, nor will a Holding Fee be received from any other applicant.
4. If the Applicant decides not to enter into a Residential Tenancy Agreement, and the premises are not let or otherwise occupied during the Holding Period, the landlord will retain the entire fee representing the rent that would have been paid during the Holding Period (based upon the proposed rent).
5. If a Residential Tenancy Agreement is entered into, the fee is to be allocated towards rent for the premises.
6. That the holding fee will be banked into a trust account and any refund given will be by way of a trust account cheque.
7. If the property is currently occupied at the time of taking this holding fee, no tenancy agreement will be entered into until such time as the property is vacant and the applicant has formally been approved by the landlord or the landlord's agent. The agent in question acting for the landlord of the premises, acknowledges receipt of the application and the accompanying holding fee and agrees:
 - 7.1. To reserve the premises for the period and in accordance with the conditions stated above
 - 7.2. If the applicant has been approved, to prepare a Residential Tenancy Agreement for the premises.

2. Tenant Declaration

- I acknowledge that this is an application to lease the property for which I am applying and that my application is subject to the owner's approval and the availability of the premises on the due date. No action will be taken against the landlord or agent should the premises not be ready for occupation on the due date or if my application is unsuccessful.

- I acknowledge that the processing period for my application could be up to 2 working days and in some circumstances longer. Unless contacted earlier by Raine & Horne Mosman, I will expect this time frame.

- I acknowledge that the landlord and landlord's agent will rely on the truth of my answers in assessing the application for tenancy

- I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act.

- I acknowledge that I will be required to pay rent and a rental bond subject to the conditions of the Agent

- I acknowledge that an inquiry, independent or otherwise, may be made on all applicants applying for this property, to verify the validity of the personal details that have been supplied and to check my credit worthiness. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.

- I/we have been given the opportunity to view a copy of the standard terms and conditions that would be included in a lease, should my application be successful

- I declare that all information contained in this application is true and correct and given of my own free will and can be based as fact.

- I acknowledge that I have chosen of my own free will to send my application to the agent/landlord/property manager listed in this application and their associated principals, agents and employees.