

Application for Tenancy

Property Address: _____

Thank you for your application,

It is required that all persons over the age of 18 years who are to reside at the property applied for, complete a separate application form in full even if they are not to be a primary lease holder.

Each applicant must supply a copy of the following:

- **Rental ledger** history of rent payments or rent receipts
- **Photo identification** such as drivers licence or passport
- **Evidence of income** such as pay slips x (2)
- **Proof of address** e.g. electricity account or Water rates
- **References** with contact details
- **Medicare card**

Only fully completed applications with the correct attached documents will be processed.

The agent/owner has the right to accept or deny this application. No further discussion or correspondence will be entered into.

The property will remain on the market until an application has been approved and deposit received.

Please phone our office after emailing the application form to make sure we have received all pages clearly.

If the application is not accepted all documents will be destroyed by shredding.

Reservation Fee:

Should the owner accept this application, a congratulations email will be sent and the reservation fee will be credited towards the rent.

If the applicant advises that he/she does not wish to take the premises once a deposit has been paid then the owner may keep the entire deposit. The reservation fee is equivalent to one week rent.

This is payable by Bank cheque, Money Order or electronic deposit.

Cash and personal cheques are not accepted.

Notice to Applicants:

- 1) Upon approval and acceptance of your application, all monies must be paid in full by Bank Cheque, Money Order or electronic deposit made payable to Raine and Horne Concord.
- 2) **You agree to take the property as it was inspected.**
- 3) Keys will not be available for collection until the lease start date and only during office hours.
- 4) We do not accept transfer of bonds
- 5) Rent payments are accepted weekly, fortnightly or calendar month in advance only.
- 6) I consent to the information in this application being verified and a reference check on (TICA) being undertaken. (Please complete page 3 & 4).

PLEASE SEND ALL APPLICATIONS TO rentals@rhconcord.com.au

Address of Premises applying for: _____

Weekly rent: \$ _____ Commencement date: ____/____/____

Length of tenancy: 26 WEEKS 52 WEEKS

Where did you find out about the property? _____

Date / Day viewed property _____

Single Couple Family _____ people Multi-tenant _____ people

Pets (Yes / No), if yes what size & type of pet _____ inside / outside

If in a shared arrangement, all other occupants **must** complete a separate application form, please provide names below & have other applicants complete a separate application and attach.

Name: _____	Age: _____	Relationship to primary lease holder _____
Name: _____	Age: _____	Relationship to primary lease holder _____
Name: _____	Age: _____	Relationship to primary lease holder _____

APPLICANT: _____

(Surname) (First) (Middle)
Date of birth: _____ Drivers licence number: _____ State: _____
Vehicle Registration: _____
Mobile: _____ Home: _____ Work: _____
Email: _____
Next of kin: _____ (not residing with you) Phone: _____
Address: _____

CURRENT ADDRESS: _____

Period of tenancy: _____ Weekly Rent: _____ (Copy of rent ledger is required)
Landlord/Agent: _____ Phone: _____
Reason for leaving current property: _____

PREVIOUS PROPERTY: _____

Period of tenancy: _____ Weekly Rent: _____ (Copy of rent ledger is required)
Landlord/Agent: _____ Phone: _____
Reason for leaving current property: _____

CURRENT OCCUPATION DESCRIPTION: _____

Company name: _____ Employer's Name: _____
Address: _____ Phone: _____
Period of employment: _____

PREVIOUS WORK DETAILS IF CURRENT EMPLOYMENT IS LESS THAN 6 MONTHS:

Company name: _____ Employer's Name: _____
Address: _____ Phone: _____
Period of employment: _____

ACCOUNTANT DETAILS IF SELF EMPLOYED:

Contact & company name: _____ Phone: _____
Your ABN/ACN number: _____/_____

PLEASE SUPPLY DETAILS & AMOUNTS OF ANY OTHER INCOME SUCH AS PENSIONS, FAMILY ALLOWANCE ETC...

**NAME & CONTACT NUMBERS OF 2 REFERENCES NOT LIVING WITH YOU:
(References must be different to other applicants-if more than one applicant)**

Name: _____ Phone: _____ Address: _____
Name: _____ Phone: _____ Address: _____

- 1). Are you (the applicant) bankrupt or insolvent? _____ YES / NO
- 2). Have you ever been refused another property by another Landlord or Agent? _____ YES / NO
If yes, please give details: _____
- 3). Were any deductions made from your bond at your last address? _____ YES / NO
If yes, please give details: _____
- 4.) **Do you agree not to let your rent fall into arrears?** _____ YES / NO
- 5). Will you agree to pay rent by: **Electronic Banking by periodical payment?** _____
- 6). The information given in this application is true and correct and the premises have been inspected

PRIVACY STATEMENT – COLLECTION NOTICE

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 landlords, 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 your obligations under that the Agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of 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.

Applicant's
Signature: _____ **Date:** _____

APPLICANT:
NEED TO SIGN AT THE BOTTOM OF THIS FORM ONLY

Date _____

To _____

TENANT REFERENCE CHECK

(As per the Privacy Act we hereby provide the following questionnaire to be completed by a Property Manager or Landlord as a Tenancy reference for our applicant.)

Applicant: _____

Current Rental Address: _____

Property Manager _____

Questions to previous Property Manager/Landlord:

Is the applicant listed on the lease? Yes No

What is the weekly rent? _____

During the tenancy has the lessee ever been in arrears? Yes No

Were pets kept on premises? Yes No

Has the property been well maintained? Yes No
If not, please specify: _____

Did the applicant ever receive any warnings? Yes No
If so, what were they for? _____

Was the bond refunded in full? Yes No
If no, please explain: _____

Is the applicant still living at the premises? Yes No

If not, was the property left in good condition? Yes No

Would you lease a property to this applicant again? Yes No

On a grade 1-10 (1 being bad, and 10 being excellent), how much would you rate this applicant?

1 2 3 4 5 6 7 8 9 10

**PLEASE EMAIL A COPY OF THE RENT LEDGER WITH THIS FORM AT YOUR VERY EARLIEST
CONVENIENCE TO RENTALS@RHCONCORD.COM.AU**

I _____ (Applicants Name) Hereby give my authority for you to provide
reference details to Raine & Horne Concord Real Estate for processing my application.
APPLICANT'S SIGNATURE: _____

This is a FREE service that connects all your utilities.

Once we have received this application we 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 upon receipt to confirm the information on this application and explain the details of the services offered.

Let us do the running around and call you to organise the connection of your utilities before you move in!

Step 1	Step 2	Step 3
Select the utilities you would like connected by ticking the relevant boxes below.	Fill out the relevant details on this form, sign it and lodge it with your property manager.	We will call you within 24 hours of the next working day, to confirm your details and connections.

Please tick utilities as required:



- | | | | |
|--------------------------------------|------------------------------------|---------------------------------|-----------------------------------|
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Gas | <input type="checkbox"/> Phone | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Removalists | <input type="checkbox"/> Insurance | <input type="checkbox"/> Pay TV | <input type="checkbox"/> Cleaners |

DECLARATION AND EXECUTION: By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made]; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

Signature:

Date:



P: 1300 664 715

F: 1300 664 185

W: www.directconnect.com.au

TENANT DETAILS:





Complete in CAPITALS.
* Agent to pre enter these fields.

Tenant Name			
Address			
Email Address <i>Required to receive Welcome Email & 'Rent Reminders'</i>			
Mobile Phone <i>Required for SMS 'Rent Reminders'</i>	04 <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Contact Number	0 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Date of Birth <i>For ID purposes only</i>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Qantas Frequent Flyer or MYER one Member Number	 Earn 1,000 Qantas Frequent Flyer points* or MYER one Shopping Credits+ with your first payment. 		
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		

PAYMENT DETAILS:

Next Rent Due*	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <i>To ensure your rent is received on time, pre-date by 3 days to allow funds to clear your account</i>	Rent Amount*	\$ <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
Rent Frequency*	<input type="checkbox"/> Monthly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Weekly	Lease End Date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <i>For information only – payments continue until cancelled by you</i>
Payment Method <i>Choose one of these payment methods</i>	'Set & Forget': <input type="checkbox"/> – Automatic rent payments when due. 'Rent Reminders': SMS <input type="checkbox"/> or EMAIL <input type="checkbox"/> – Receive reminder & simply reply 'YES' to pay.		

CARD OR BANK DETAILS:

Credit / Debit Card	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
   	Expiry Date: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> Name on Card:		
Bank Account	Bank:	Branch:	
	BSB:	Account Number:	
	Account Holder Name:		

SIGNATURE:

DECLARATION: I hereby register with Rental Rewards ACN 056881942 (RR) & authorise RR to process payments from my nominated account including the convenience fee of \$1.50 per Bank Account payment OR 1.76% of the transaction value for credit or debit card payments in accordance with this Tenant Registration Form (TRF), Direct Debit Service Agreement (DDSA) & the Terms & Conditions (TC) at www.rentalrewards.com.au. Upon registration to pay rent by bank account by a method other than online, a \$1.51 fee is applicable to set up & confirm the legitimacy of the bank details. Other fees may apply including for failed bank account payments – see full TC for details. By signing this TRF, I confirm the information above is true & correct, that I have read, understand & agree to be bound by the TRF, DDSA & TC. I understand that this arrangement will remain in place until such time as it is cancelled by me or RR. Transactions will appear on your bank statement as: "REAL ESTATE PAYMENT-RR, AUSTRALIA"

Direct Debit Request: I/we hereby request and authorise that moneys due in terms of the repayment arrangements covered by this document be drawn by Rental Rewards Pty Ltd (User Id: 470911) under the Direct Debit System from my/our account stated above. I/we acknowledge that this Direct Debitting arrangement is governed by the terms of the Direct Debit Service Agreement received from you.

Privacy Preference: We may keep you informed about other products, services and special offers from Rental Rewards and selected third parties that may be of interest to you. Select this box if you would like to receive updates from Rental Rewards.

Account Holder Signature	<i>X</i>	Date:	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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OFFICE USE ONLY:

TENANT ID / REFERENCE*		AGENT ID	210626	SOURCE	AGENT
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RETURN FORM:

Scan & Email: forms@rentalrewards.com.au OR Fax: (02) 9818 6616

Useful Information:

Why pay by credit card?

- 1. Earn credit card reward points* for holidays & more:**
Rent is likely your biggest expense - now you can use your credit card to pay your rent, and earn credit card reward points on every dollar of rent you pay*. Earn points for flights, vouchers and other rewards*.
- 2. Earn Qantas Frequent Flyer or Myer One rewards:**
Earn 1,000 Qantas Frequent Flyer points[^] or MYER Shopping Credits⁺ when you make your first payment.
- 3. Hold cash & bank funds longer:**
Better manage your cashflow and benefit from up to 55 days interest free[#].
- 4. Avoid bank dishonour fees:**
There are no failed payment fees with credit card payments.
- 5. Build Credit Rating:**
Helps you establish a credit history for when ready to buy.

Choose an easy way to pay:

- A. 'Set & Forget' Automatic Debit:**
You never have to think about paying your rent again – we'll automatically pay your rent every time it's due.
OR
- B. SMS / Email 'Rent Reminders':**
Receive a FREE SMS/Email 'Rent Reminder' every time your rent is due – just reply 'YES' to pay.

You also benefit from:

- ✓ **Save time & hassle** – no need to login to websites every time your rent is due.
- ✓ **Peace of mind** – you'll never forget to pay your rent.
- ✓ **You maintain control** – SMS/Email 'Rent Reminders' and online access to payment history and to update details.
- ✓ **Online & more** – you can also make one-off payments online, by phone or in your agent's office.
- ✓ **Exclusive offers** – you receive online access to discounts and special offers.

Answers to your questions:

- 1. What is Rental Rewards?**
Rental Rewards is this office's credit card rent payment method. You have the flexibility to pay by credit or debit card and you also receive easy payment methods.
- 2. How do I pay my rent?**
You can choose to pay ongoing rent by either automatic 'Set & Forget' payments or by simply replying to a SMS/ Email YesPay 'Rent Reminder'. With your secure web login, you can also process any one-off payments.
- 3. How does my Agent know when I pay?**
Your Agent receives daily emails & online reports of payments made so your rent payments are easily reconciled and rent allocation issues are eliminated.
- 4. What date should I put down in the 'Next Rent Due' section?**
All details about your payment frequency and amount will be in your lease. To ensure your Agent receives your rent on time, please enter a date 3 days before your rent is due to allow for funds to clear from your account.
- 5. How can I access my payment information?**
You will receive secure login to the www.rentalrewards.com.au website to view your payment history, update your personal or payment details, or to make one-off payments. Ensure you provide an email address to receive a Welcome email as soon as everything is set up. Alternatively, allow 7 days to receive a welcome letter by mail.

Terms & Conditions:

~ The earning & redemption of credit card reward points is subject to the terms and conditions of your credit card reward program - contact your card issuer for details.
The availability of interest free days on your credit card is subject to your credit card's terms and conditions - contact your card issuer for details. [^] You must be a member of the Qantas Frequent Flyer (QFF) program to earn and redeem points. Membership and points are subject to the Terms and Conditions of the QFF program. A joining fee applies to the QFF program. Registration bonus points will be awarded within 8 weeks of your first rent payment. To receive bonus points, you must provide your Qantas Frequent Flyer number on the Tenant Registration form. + Register and make your first credit card rent payment with Rental Rewards to earn 1,000 bonus MYER one Shopping Credits. Offer valid for new Rental Rewards members only and not applicable with any other Rental Rewards offer. To be eligible, you must enter your MYER one membership number on this Rental Rewards registration form. Allow 8 weeks for bonus Shopping Credits to be allocated to your MYER one account.

Direct Debit Service Agreement: Drawing arrangements:

We will advise you, in writing, the details of the direct debit drawing arrangements (amount, frequency, commencement date) at least 1 calendar day prior to the first drawing. Where the due date falls on a non-business day, we will draw the amount on the next business day. We will not change the amount or frequency of drawing arrangements without your prior approval. We reserve the right to cancel the direct debit drawing arrangements if two or more drawings are returned unpaid by your nominated Financial Institution & to arrange with you an alternative payment method. We will keep all information pertaining to your nominated Financial Institution account private and confidential. Your rights: You may terminate the drawing arrangements or stop payment of a drawing at any time by giving notice to us, which should be received by us at least 5 business days prior to the due date. You may request change to the drawing amount and/or frequency of drawings by contacting us and advising your requirements no less than 5 business days prior to the due date. Where you consider that a drawing has been initiated incorrectly, you should take the matter up directly with us. Your responsibilities: It is your responsibility to ensure that sufficient funds are available in the nominated account to meet a drawing on its due date. It is your responsibility to ensure that the authorisation given to draw on the nominated account is identical to the account signing instruction held by your Financial Institution. It is your responsibility to advise us if the account nominated by you to receive drawings is transferred or closed and to arrange with us a suitable alternative payment method if the drawing arrangements are cancelled either by you or your Financial Institution.