

# Individual Application Form

Raine&Horne®

Proposed Property:

Rent per week for proposed property:

Proposed leased term:

Proposed commencement date:

Are you a smoker? Yes No

How many tenants will occupy the property? Adults Ages Children Ages

Pets: Yes No Number: Breeds: Inside/outside

I have personally inspected the property (please sign) Date:

## APPLICANT ID CHECKLIST

### Must Include:

Drivers Licence/Photo ID  
Medicare Card

### Plus 3 Of The Following:

Electricity Account  
Gas Account  
Vehicle Registration  
Phone Account  
Foxtel Account  
Private Health Insurance  
Pension Card  
Council/Water Rates  
Birth Certificate

## PROOF OF INCOME CHECKLIST

### Attach Applicable Documents:

4 Recent Payslips  
Current Bank Statement  
Centrelink Statement  
Recent Tax Assessment

### 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 Application Form**



**Raine&Horne Dubbo**

T. 02 6882 1755

1st Floor, Cnr Macquarie & Cobra Sts

E. leasing@rhDubbo.com.au

## APPLICANTS CURRENT DETAILS:

Mr Ms Miss Mrs Other

Given Names:

Surname:

Date of Birth:

Drivers Licence:

Drivers Licence: Expiry Date:

Drivers Licence State:

Registration Number:

Home Phone Number:

Mobile Phone Number:

Work Phone Number:

Email Address:

## CURRENT APPLICANT ADDRESS:

What is your current address?

Are you the: Owner Tenant

Why are you leaving this address?

Landlord/Agents Name:

Landlord/Agents Phone No.

Weekly Rent Paid:

# Individual Application Form

## CURRENT EMPLOYMENT DETAILS

Please provide your employment details

Occupation:

Are you Full Time, Part Time or Casual:

Employer's Name: (inc accountant if self-employed or institution of student)

Employer's Address:

Contact:

Phone:

Length of Employment:

Net Income:

Week/Fortnight/Month

**SELF EMPLOYED** (please provide the following)

Company Name:

Address:

Lessor/Agent:

ABN:

Accountant:

Phone:

**CENTERLINK DETAILS** (If Applicable)

Pension Type: Amount:

Pension Type: Amount:

**STUDENT DETAILS** (If Applicable)

Place of Study:

Course Name:

Course Length: Student No:

Campus Contact: Phone:

Coordinator: Phone:

## PREVIOUS EMPLOYMENT HISTORY

Please provide your previous employment details

Occupation:

Employer's Name:

Contact:

Phone:

Length of Employment:

## PREVIOUS ADDRESS

What was your previous residential address?

Are you the: Owner Tenant

How long did you live at your previous address?

Years

Months

Why did you leave this address?

Landlord/Agents Name:

Landlord/Agents Phone No:

Weekly Rent Paid:

## CONTACTS/REFERENCES

Please provide a contact in case of an emergency  
(not living with you)

Surname:

Given Name/s:

Relationship to you:

Phone Number:

Please provide 2 personal references (not related to you)

1. Surname:

Given Name/s:

Relationship to you:

Phone Number:

2. Surname:

Given Name/s:

Relationship to you:

Phone Number:

## ADDITIONAL QUESTIONS

Has your tenancy ever been terminated? Yes No

Reason:

Are you in debt to another agent/landlord? Yes No

Reason:

Have any deductions ever been made from your rental bond? Yes No

Reason:

## 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 authorise 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 am aware that i may access my personal information by contacting -

- \* TICA: 1902 220 346
- \* NTD: 1300 563 826
- \* TRA: (02) 9363 9244

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 is as follows: 1 weeks rent plus a rental bond (equivalent to 4 weeks rent). Payment options include money order, bank cheque, Eftpos facilities available charges may apply to some credit cards) & cash if absolutely necessary.
4. I understand that the preferred method of payment is via a re-occurring direct deposit from your nominated bank account with your first and last name as a reference.
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

Applicants Name:

Signature:

Date:

# Raine&Horne®

Raine&Horne Dubbo

1st Floor, cnr Macquarie & Cobra Streets

T. 02 6882 1755

F. 02 6884 2229

E. leasing@rhdbubbo.com.au

W. www.rh.com.au/dubbo

## 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 in "Consent Section". 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@rhdbubbo.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

## NOTICE TO PROSPECTIVE TENANT

The availability of telephone lines; internet services; analogue; digital or cable television (and adequacy of such devices); are the sole responsibility of the tenant(s) and the tenant(s) 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 and antenna sockets or other such points located in the property are serviceable or will otherwise meet the requirements of the tenant and tenants must rely upon their own enquiries

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

CHECKLIST	INITIAL	CHECKLIST	INITIAL	Raine&Horne Staff
<input type="checkbox"/> Application Received	<input type="text"/>	<input type="checkbox"/> Compare Signatures to Originals	<input type="text"/>	Name <input type="text"/>
<input type="checkbox"/> Sighted Original ID	<input type="text"/>	<input type="checkbox"/> Checked All Consents Signed	<input type="text"/>	Signature <input type="text"/>
<input type="checkbox"/> All Copies of Supporting Documents Received	<input type="text"/>	<input type="checkbox"/> Checked Application is Completed in Full	<input type="text"/>	Date <input type="text"/>

## REFERENCE CHECK & RETURN DETAILS

If would be greatly appreciated if you could please **RETURN** this request to us **URGENTLY** to the below contact  
**In accordance with the Privacy Act, I/we the undersigned authorise the recipient of this reference check to give information to Raine&Horne Dubbo, regarding my/our history**

I/we understand this information will be used to assess my/our application

Signature of Applicant:

Date:

Applicants Name:

Property Applied For:

Current Rental Property Address:

From:

To:

Rent Paid Per Week:

Company Managing the Rental Property:

Contact Agents Name:

Phone No. of Agent/Private Owner:

Email Address of Agent/Private Owner:

## TENANCY REFERENCE (AGENT TO COMPLETE)

Was the above tenant listed as a lease holder? Yes  No

Rent per week: \$

Tenancy dates: From:  To  Or ongoing

Would you rent to these tenants again? Yes  No  Details:

Was the tenant ever in arrears? (please attach ledger) Yes  No

Were any termination notices issued? Yes  No

If yes, for what reason?

Were routine inspections carried out? Yes  No

Please state results

Were the lawns and gardens maintained? Yes  No

Did the tenant have any pets? Yes  No

Type of pet:  Any damage caused:

If vacated, was the property left in good condition? Yes  No

If no, please provide details:

If vacated, was the tenant's bond returned in full? Yes  No

If no, please provide details:

Have you taken the tenant to tribunal? Yes  No

If yes, please provide details:

Has there been any social media comments posted by the known occupants that would damage the landlord/agents reputation? Yes  No

If yes, please provide details: