

RESIDENTIAL TENANCY APPLICATION FORM.

For your application to be processed you must answer all questions in the attached form & supply a minimum of 100 points of identification.

Please note that your 2 x most recent payslips, evidence of rental payments OR property ownership is mandatory to supply.

Please see below for identification point chart

40 Points	30 Points	20 Points	20 Points
Drivers Licence	Birth Certificate	Medicare Card	2 x Current employment payslip
Passport		Bank statement with full name/address	Phone /electricity OR gas account
		2 x most recent/current rent receipts OR rental ledger	If you are renting through a private landlord – bank statement highlighting your rental payments

Once you have supplied your documents in full and signed the declaration/confirmation on the application form this will be processed and the Property Manager will be in contact regarding next steps/approval.

Thank you

Property Management Department

Raine & Horne Double Bay | Bondi Beach

Residential Application Form

For your application to be processed you must answer all questions (Including the reverse side)

Disclosure: All unsuccessful applications will be destroyed after 7 days.

A. AGENT DETAILS

Raine & Horne Double Bay/Bondi Beach

Address: 385 New South Head Road, Double Bay NSW 2028

19-23 Hall Street, Bondi Beach NSW 2026

Phone: (02) 9327 7971

Web: www.raineandhorne.com.au/doublebaybondibeach

B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

<input type="text"/>
Postcode

1a. Have you viewed the property? Yes No

PLEASE NOTE: Your application can only be processed on the understanding that you have inspected the property and accept the property in its current condition.

2. Lease commencement date?

<input type="text"/>	Day	<input type="text"/>	Month	<input type="text"/>	Year
----------------------	-----	----------------------	-------	----------------------	------

3. Lease term?

<input type="text"/>	Years	<input type="text"/>	Months
----------------------	-------	----------------------	--------

Price Per Week \$

4. How many tenants will occupy the property?

<input type="text"/>	Adults	<input type="text"/>	Children	<input type="text"/>	Ages of Children
----------------------	--------	----------------------	----------	----------------------	------------------

C. PERSONAL DETAILS

5. Please give us your details

Mr Ms Miss Mrs 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.

Work phone no.

Fax no.

Email address

7. What is your current address?

Postcode

8. How did you find out about this property?

- | | | |
|------------------------------------|--|---|
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> The Internet | <input type="checkbox"/> Local Paper |
| <input type="checkbox"/> Office | <input type="checkbox"/> Office Window | <input type="checkbox"/> Sign Board at Property |
| <input type="checkbox"/> Referral | <input type="checkbox"/> Other (specify) | |

D. UTILITY CONNECTIONS

Our complementary partner On The Move can connect your utilities;

- It's a free and simple service
- Your connection is guaranteed by the On The Move promise
- There is no obligation to proceed with connections

Terms & Conditions: **Unless you advise us otherwise, by signing this application you are consenting to On The Move contacting you to arrange the connection of your utility services.** On The Move may need to disclose personal information to utility companies to arrange your services. On the Move and Raine & Horne may receive a benefit for arranging your services. Please see On The Move's Privacy Policy at: www.onthemove.com.au/legal-and-privacy. Standard connection fees may apply.

No, I will connect the required utilities of my own accord.



We guarantee that your electricity and gas will be connected on your agreed move-in date*.

*Terms and conditions apply.

Full details at onthemove.com.au/on-the-move-promise-terms-and-conditions

E. 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)

Unless I have otherwise indicated, I consent to the disclosure of this page of the application form to **On The Move** ABN 84 101 648 257 for the purpose of enabling **On The Move** to offer the connection and disconnection of my utility services. I am aware that if I do not consent to the disclosure of my personal information for the purposes set out above, I may not be eligible to lease this premises. Where **On The Move** is requested to arrange for the provision of services, I consent to **On The Move** disclosing personal information it has collected about me to the applicable utility service provider for that purpose and to obtain confirmation of the connection or disconnection.

I acknowledge that Raine & Horne does not accept any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I acknowledge that Raine & Horne, its employees and **On The Move** may receive a benefit in relation to the connection of a utility service.

Signature

Date

F. APPLICANT HISTORY**9. How long have you lived at your current address?**

Years	Months
-------	--------

10. Why are you leaving this address?

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

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

 \$
12. What was your previous residential address?

Postcode

13. How long did you live at this address?

Years	Months
-------	--------

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

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

 \$

Was bond refunded in full?

If not why not?

15. If you own an investment property please specify address?

Postcode

G. EMPLOYMENT HISTORY**16. Please provide your employment details**

What is your occupation?

What is the nature of your employment?
(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

Years	Months
-------	--------

Net Income

 \$
17. Please provide your previous employment details

Occupation?

Employer's name

Contact name

Phone no.

Length of employment

Years	Months
-------	--------

Net Income

 \$
H. CONTACTS / REFERENCES**18. Please provide a contact in case of emergency**

Surname

Given name/s

Relationship to you

Phone no.

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

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

I. OTHER INFORMATION**20. Car Registration**

21. Do you smoke?
 Yes No
22. Please provide details of any pets

Breed/type

Council registration / number

J. APPLICATION DOCUMENT CHECKLIST

Please be advised that we will not be able to process your application without the below documentation. Please also make sure to complete all sections of the application form and do not leave any blank spaces.

- References/ledger & contact details from previous/current landlord OR agent
- References/payslips & contact details from your previous/current employment
- If you are self employed we require a certificate of business and your accountants contact details
- If you own your own residence we require a copy of your council/water rates notice for the property

K. HOLDING DEPOSIT

The holding fee can only be accepted after the application for tenancy is approved.

The holding fee (not exceeding 1 week's rent) of _____ keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement). In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

- The application for tenancy has been approved by the landlord; and
- The premises will not be let during the above period, pending the making of a residential tenancy agreement; and
- If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee; and
- If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
- The whole of the fee will be refunded to the prospective tenant if:
 - the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period
 - the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

L. CONFIRMATION

- Have you inspected the property. Yes No
- During my inspection of the property I found it to be in a reasonably clean condition. Yes No
- I acknowledge that this is an application to rent this property and that my application is subject to the landlords approval. I am aware that the landlord may receive a copy of the information contained within this application if requested. Yes No
- I consent to the information provided in this application being verified and a reference check on the National Tenancy Database (NTD) Equifax Pty Ltd. Yes No
- I the applicant declare that I am not bankrupt and the information provided here is true and correct. Yes No

Signature of Landlords agent

Date

Signature of Applicant

Date