

APPLICANT'S CHECKLIST

RAINE & HORNE DOUBLE BAY/BONDI BEACH PROPERTY MANAGEMENT



This checklist has been created to assist you in preparing and submitting the necessary documentation to successfully process your application.

We will not be able to process your application without this documentation.

- A Fully completed Raine & Horne Double Bay/Bondi Beach Application form.

Please complete all sections and do not leave any blank spaces, please call our office if you are unsure of how to answer any questions.

- Fully Completed and signed TICA disclosure statement.(attached)
- Photo identification e.g. Passport, driver's licence etc. – 100 points are required, please refer to page 3, section L item 10.
- References from previous landlord or Agent
- Printout of your current tenant ledger from your real estate agent
- Employment references, payslip or employment contract.
- If self employed we require Certificate of business registration and Accountants' reference.
- If you own your residence – a copy of water or council rates notice for the property

AFTER APPROVAL

Once the owner has approved your application, you will need to pay a holding fee of one week's rent to secure the property - the property will remain on the market and may even be offered to another applicant until such time as the holding deposit has been received.

We are unable to accept cash or personal cheques.

We are not legally permitted to accept more than one week's rent as a deposit so please ensure your holding deposit is exactly one week's rent.

You will forfeit the holding deposit if you do not proceed to sign a lease within 2 days of the property becoming vacant or within 7 days of lodging your holding deposit.

On signing your lease you will be required to pay the bond and the balance of the initial rent. This payment **MUST** be in the form of a bank cheque or postal order. No other payment can be accepted.

We hope your application is successful and look forward to welcoming you as a tenant of our office.

Residential Application Form

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

A. AGENCY DETAILS

Raine & Horne Double Bay/Bondi Beach

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

Phone Number: (02) 9327 7971

Fax Number: (02) 9302 1555

Email: reception@rhdb.com.au

Web: www.rhdb.com.au

Property Manager

B. PROPERTY DETAILS

1. Have you applied or been accepted for any public housing, nursing homes or retirement villages?

Yes No

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

Postcode

3. Lease commencement date?

Day Month Year

4. Lease term?

Years Months

5. How many tenants will occupy the property?

Adults Children Ages of Children

6. Are you applying with any other person(s)?

Yes No

Name

Mobile

Name

Mobile

7. Have you applied for a property elsewhere?

Yes No

C. PERSONAL DETAILS

8. Please give us your details

Mr Ms Miss Mrs Other

Given Name/s Surname

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)

Smoker? please circle

Yes / No

9. Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email address

D. UTILITY CONNECTIONS (Free Service)



Fast Connect is a free service to help you with connection of your utilities

Upon application, Fast Connect will lodge your request to make sure your utility provider has all the information required to connect you on your requested date.

Please indicate the utilities you would like connected (tick)

Electricity Internet
Mains Gas Pay TV
Telephone

NSW ENERGY SUPPLY ARRANGEMENT DISCLOSURE

Both Fast Connect and your Agent may receive a fee for a successful connection.

PLAN: AGL Select Zero Electricity and/or Dual Fuel Plan with NO FIXED TERM OR TERMINATION FEES.

Retailer: AGL contact number: 131245, Marketer: Fast Connect contact number: 1300 661 464

Tariff Rates are specified via a link emailed to you upon receipt of your connection request(s).

Full Plan Details (incl cooling off and your rights under consumer law) will be sent in your AGL Welcome Pack by email unless you advise AGL otherwise. AGL can vary rates, tariff structure, charges, bill frequency and terms of this plan any time by writing to you. Some payment methods incur a 0.6% processing fee.

14 Day Cooling Off Period commences upon receipt of your welcome pack. You can cancel this plan during the cooling off period by using the cooling off notice provided, calling or writing to AGL.

Your Personal Information and contact details are used by AGL compliant with the Privacy Act and AGL Privacy Policy. You permit AGL to contact you about AGL offers and products. You can contact AGL if you would like to change these preferences.

AGL Dispute Resolution Policy outlines your rights to make a complaint to AGL or the Energy Ombudsman and is detailed in your Welcome Pack and on the AGL Website.

An Energy Price Fact Sheet outlining this plan is available on the AGL website or on request.

Customer Explicit Informed Consent:

I understand and agree that AGL may vary the market energy rates which are used to calculate my charges from time to time, and can vary my tariff structure, charges, billing frequency, and the terms of my energy plan at any time by advising me in writing.

I understand & agree to the terms and conditions of this offer and that if AGL is not my current retailer this agreement constitutes my consent to transfer my fuel/s to AGL.

Signed: _____ Date: ___/___/___

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;

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 TICA (Tenancy Information Centre Australia)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

Signature - Please sign

Date

F. APPLICANT HISTORY**10. What is your current residential address?**

Postcode

11. How long have you lived at your current address?

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

12. Why are you leaving this address?

--

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

Name of agency OR name of private landlord

--

Landlord/Agent's Name

--

Weekly Rent Paid

\$

Address

--

Phone

--

Mobile

--

Email

--

14. What was your previous residential address?

Postcode

15. How long did you live at this address?

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

16. 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?

--

G. EMPLOYMENT HISTORY**17. 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

Reference Name

--

Position

--

Phone no.

--

Email

--

Mobile

--

Length of employment

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

Net Income (p/a)

\$

Gross Income (p/a)

\$

G. EMPLOYMENT HISTORY (cont.)**18. Please provide your previous employment details**

Occupation?

--

Employer's name

--

Contact name

--

Phone no.

--

Length of employment

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

Net Income

\$

H. CONTACTS / REFERENCES**19. Please provide a next of kin contact in case of emergency who will NOT be living with you at this property.**

Surname

--

Given name/s

--

Relationship to you

--

Phone no.

--

20. 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**21. Car Registration**

--

22. Please provide details of any pets

Breed/type

Council registration / number

1.
2.

J. SERVICES

Are you looking to purchase a property in the next 12 months, if so, can we pass your details on to the relevant people that may help you with your purchase?

YES **K. HOLDING DEPOSIT INFO**The holding deposit can **only** be **accepted** after the application for tenancy is **approved** by owner.

The holding deposit (not exceeding 1 week's rent) keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding deposit paid by the prospective tenant, the landlord's agent acknowledges that:

(i) The application for tenancy has been approved by the landlord; and

(ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement;

and

(iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the **whole fee**;

and

(iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.

(v) The whole of the fee will be refunded to the prospective tenant if:

(a) 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

(b) 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 (Must be filled out)

I confirm the following:

- 1) Have you inspected the property? Yes No
- 2) During my inspection of the property I found it to be in a reasonably clean condition? Yes No
- 3) I acknowledge and accept the property in its current condition. Yes No
- 4) I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval. I am aware the landlord may receive a copy of the information contained within this application if requested.
- 5) I confirm having received a copy of this application for my retention.
- 6) I consent to the information provided in this application being verified and a reference check on the National Tenancy Database (NTD) and Tenant Reference Australia (TRA) being undertaken.
- 7) I, the Applicant declare that I am not bankrupt or an undisclosed bankrupt and the information provided here is **true and correct**.
- 8) I have inspected the premises and wish to apply for tenancy of the premises for a period of:
- months, at a rental of \$ per week.
- 8) This agency does not accept bond transfers and nor do we transfer bond details
- 9) If successful, I undertake to pay a rental bond by way of bank cheque or money order to the rental bond board and to **pay the first months rent by bank cheque or money order to Raine & Horne Double Bay/Bondi Beach prior/upon signing of the residential tenancy agreement**
- 10) I have provided 100 points of ID using the following proof of identification;

• Drivers Licence	40 Points	• Previous Tenancy Reference	20 Points
• Passport	40 Points	• Previous 2 Rent Receipts	20 Points
• Other Photo Identification	30 Points	• Motor Vehicle Registration Cert.	10 Points
• Birth Certificate	30 Points	• Bank Statement	10 Points
• Medicare Card	20 Points	• Telephone Account	10 Points
• Credit Card	20 Points	• Electricity Account	10 Points
• Current Wage Advice	20 Points	• Gas Account	10 Points

Please sign below:

Applicants Signature

Date

M. PRIVACY STATEMENT (Must be signed to proceed)

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 landlord, referees, other agents and third party operators of tenancy reference databases.

Information already held on these databases may also be disclosed to the landlord and us. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that 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 you do not provide the information required from you, we may not be able to process your application and manage your tenancy.

Please sign below:

Applicants Signature

Date



PO Box 120
CONCORD NSW 2137
Phone: 02 97431800 **Fax:** 02
987434844
Email: enquiries@tica.com.au
ACN: 087 400 379
ABN: 84 087 400 379
DEFAULT TENANCY CONTROL P/L

Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

This form provides information about how we the below named agent handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application.

Member Name: Raine & Horne Double Bay/Bondi Beach
Address: 385 New South Head Road Double Bay, NSW 2028
Phone: 02 9327 7971 Fax: 02 9302 1555
Email: reception@rhdb.com.au

As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office on the above numbers or addresses. Primary Purpose before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property. In order to assess your application we disclose your personal information to

- The Lessor / Owners for approval or rejection of your application.
- TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application.
- Referees to validate information supplied in your application
- Other Real Estate Agents to assess the risk to our clients.

We may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

Secondary Purpose During and after the tenancy we may disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property.
- Tribunals or Courts having jurisdiction seeking orders or remedies.
- Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you.
- TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Lessors / Owners insurer in the event of an insurance claim.
- Future rental references to other asset managers / owners.

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently we cannot provide you with the property you requested to rent.

TICA Statement

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the National Privacy Principles in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by any of the following ways: Phone: 190 222 0346 calls are charged at \$5.45 per minute including GST (higher from mobile or pay phone) Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30

Primary Purpose

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group. The personal information that the TICA Group may hold is as follows Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Further Information About TICA

Full details about TICA can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy Policies or by contacting The TICA Group on our Helpline 190 222 0346 calls charged at \$ 5.45 per minute including GST (higher from mobile and pay phones) If you're personal information is not provided to The TICA Group the member may not proceed with assessing your application and you may not be provided with the rental property.

Signed By the Applicant:

Signature

Print Name

Date