

APPLICATION FOR TENANCY**APPLICATION FOR TENANCY**

Should there be more than one applicant a separate application form should be completed for each applicant.

PREMISES

Address of Premises applied for:

Car space/garage/storeroom number	Excluding:
_____	_____

APPLICANT**PERSONAL DETAILS**

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> other	Date of Birth	/	/
Full name _____			
Present address _____			
			Postcode
Phone: Work	Home		
Fax: Work	Home		
Email	Mobile		
Vehicle registration No.	Driver's Licence No.		
Passport No.	Expiry Date		
		/	/
Bank or Building Society	Branch		
BSB	/	Account Number	

PERSONAL REFERENCES

Referee 1 - Name	
Phone: Work	Mobile
Fax	Email
Referee 2 - Name	
Phone: Work	Mobile
Fax	Email

EMPLOYMENT HISTORY

Occupation of Applicant	Date commenced	/	/
Employer's name _____			
Employer's address _____			
			Postcode
Phone: Work	Mobile		
Fax	Email		

Previous employer's name _____			
Previous employer's address _____			
			Postcode
Phone: Work	Mobile		
Fax	Email		
Period of employment	/	/	to / /

EMERGENCY CONTACT - in case of an emergency, name of friend or relative

Name	Relationship
Address _____	
Postcode	
Phone: Work	Mobile
Phone: Home	Email

TENANCY HISTORY

Name of present Landlord/Agent	
Phone: Work	Mobile
Email	

Length of time at present address Current rent paid \$

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Name of previous Landlord/Agent

Phone: Work

Mobile

Email

Address of previous premises rented

Postcode

OCCUPANT(S) DETAILS

Number of persons who will occupy Premises:

Adults

Children

Ages of Children

Pets Yes No If Yes, number and typeSmoker(s) Yes No

Note: the Applicant acknowledges and consents to the Agent verifying personal and employment references and tenant history references.

Signature of Applicant

Date

DETAILS OF RENTAL

Type of Premises:

 Furnished Unfurnished

Rent \$

per

commencing from

for a period of

months/weeks

Note: A tenant must be permitted to pay the rent by at least one means for which the tenant does not incur a cost (other than bank fees or other account fees usually payable for the tenant's transactions) and that is reasonably available to the tenant.

Residential Tenancy Agreement

Residential Tenancy Agreement to be signed on

at

am/pm

INITIAL PAYMENT

Rental Bond

Note: A Rental Bond must not exceed 4 weeks rent. A Rental Bond cannot be required or received prior to the execution of a Residential Tenancy Agreement.

Rent

months/weeks

days to

/ /

\$

\$

Note: A tenant cannot be required to pay more than 2 weeks rent in advance, but may elect to do so.

Sub Total

\$

Less Holding Fee

\$

Total

\$

Initial payment must be made in cash or bank/building society/credit union cheque or money order.

Personal cheques will not be accepted.

APPLICATION

I, the Applicant hereby apply for approval by the owner of the Premises referred to in this form to become the tenant of those Premises on the terms and conditions contained in this form and in the Residential Tenancy Agreement to be drawn up by the owner's Real Estate Agent.

HOLDING FEES FOR APPROVED APPLICANTS

In accordance with Section 24 of the Residential Tenancies Act 2010, it is hereby acknowledged that the taking of the Holding Fee referred to in this Application for Tenancy Form is subject to the following conditions:

The Applicant, if approved, will pay a Holding Fee of \$ equivalent to days rent

to hold the Premises in favour of the Applicant for a period of days

from / / to / / or as varied in writing.

1. If the Applicant has paid a holding fee, the landlord must not enter into a residential tenancy agreement for the residential premises with any other person within 7 days of payment of the fee (or within such further period as may be agreed with the tenant) unless the tenant notifies the landlord that the tenant no longer wishes to enter into the residential tenancy agreement.
2. A holding fee may be retained by the landlord only if the tenant enters into the residential tenancy agreement or refuses to enter into the residential tenancy agreement.

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3. A holding fee must not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord's agent.
4. If a residential tenancy agreement is entered into after the payment of a holding fee, the fee must be paid towards rent.
5. A tenant cannot be asked to pay a holding fee unless the tenant's application has been approved by the landlord and the holding fee does not exceed 1 week's rent of the residential premises.

Details of any repairs or other work to be carried out by the Landlord:

Have you made an application for accommodation in any social housing, as defined in the Residential Tenancies Act 2010 or aged care facility? YES NO If Yes, date application made / /

I, the Applicant, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the above information is true and correct.

I have inspected the above mentioned Premises and wish to take a tenancy for such Premises for a period of

weeks, at a rental of \$ per week and that the rental to be paid is within my means. I undertake to pay a rental bond in cash or as requested upon the signing of a Residential Tenancy Agreement.

I/We,

Trading as

the Real Estate Agents, acting for the owner of the above Premises acknowledge receipt of the above Application and if the Applicant is approved to also prepare within the holding period, if any, a Residential Tenancy Agreement/Lease of the Premises.

PRIVACY POLICY

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the Application and to manage the tenancy. Personal information collected about the Applicant in this Application and during the course of the tenancy if the Application is successful may be disclosed for the purpose for which it was collected to other parties including to the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and/or other agents.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting the Agent at the address and contact numbers contained in this application. The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date.

If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

NOTICE TO PROSPECTIVE TENANTS

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

Applicant's Signature

Date / /

Real Estate Agent's Signature

Date / /

Note: A copy of this document shall immediately after signing be delivered to the Applicant for retention.

**OFFICE
USE
ONLY**

References checked by

Employment

Present Landlord/Agent

Previous Finalised Credit

Bank

References

Notes

**ADDITIONAL ESSENTIAL REQUIREMENTS
APPLICATION FOR TENANCY –
RAINE & HORNE ORANGE**



MONIES REQUIRED BEFORE TENANCY:

BOND: FOUR (4) WEEKS WORTH OF RENT & TWO (2) WEEKS OF RENT IN ADVANCE WHICH MUST BE PAID PRIOR TO COMMENCEMENT OF TENANCY.

*Please provide a copy of your drivers licence with photo or similar identification.

*Please provide employment and/or income details for the past 5 (five) years, including copies of current pay slips

***Where have you been living for the past five years?**

(Please provide full details, eg, renting, boarding, living at home, caravan and include address of premises and Real Estate Agent / Landlord contact details)

***Please attach a copy of a past/present rental receipt from your last or current Agent/Landlord**

***Department of Housing Tenants:** a copy of a rental receipt will be required and attached to this application and a written reference from the NSW Dept of Housing. This will be required as the N.S.W. Dept of Housing will not furnish Raine & Horne with rental details.

***Please provide additional names and phone numbers of 2 (two) personal references**

(not relatives or those previously noted on page 1 of the application):

1

2

THE FOLLOWING QUESTIONS MUST BE ANSWERED

- 1/ HAS YOUR TENANCY EVER BEEN TERMINATED BY A LANDLORD/AGENT?
YES / NO IF YES GIVE DETAILS _____
- 2/ HAVE YOU EVER BEEN REFUSED A PROPERTY BY ANY LANDLORD/AGENT?
YES / NO IF YES GIVE DETAILS _____
- 3/ DO YOU OWE ANY RENTAL TO ANOTHER LANDLORD/AGENT ?
YES / NO IF YES GIVE DETAILS _____
- 4/ HAVE ANY DEDUCTIONS EVER BEEN MADE FROM YOUR RENTAL BOND ?
YES / NO IF YES GIVE DETAILS _____
- 5/ I ACKNOWLEDGE THAT THE LANDLORD AND THE LANDLORD'S AGENT WILL REPLY ON THE TRUTH OF THE ABOVE ANSWERS IN ASSESSING THIS APPLICATION FOR TENANCY.
- 6/ I ACKNOWLEDGE THAT RAINE & HORNE ORANGE WILL FORWARD FROM TIME TO TIME MAIL OUT AND MARKETING INFORMATION.

**PRIVACY ACT 1988
COLLECTION NOTICE**

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purposes for which it was collected to other parties including to the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to the Agent and/or landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents.

If you would like to contact us or access the personal information that Raine & Horne Orange holds, you can do so by contacting us at our office address at

206 Lords Place, Orange, by Telephone on 02) 6362-1366, by Fax on 02) 6362-5698 or by Email at orange@rh.com.au.

You can also correct this information if it is inaccurate, incomplete or out-of-date.

If the information is not provided, Raine & Horne Orange may not be able to process the application and manage the tenancy.

The Manager

Please provide a reference either by telephone on 02) 6362-1366 or by fax on 02) 6362-5698 to Raine & Horne Orange with respect to my/our application for tenancy with that firm.

I/We of

Do hereby solemnly declare that all the above details are true and correct and that I/We have physically inspected the premises. Further, in accordance with section 18n (1) (b) of the Privacy Act. I/We authorise you to give information to and obtain information from all credit providers and referees named in this application. I/We understand this can include information about my credit worthiness, credit history and rental history. I/We understand this information may be used to assess this application.

Subscribed and declared at this day of200

Applicants Signature: Date:

Agents Signature: Date:

This is a FREE service that connects all your utilities and other services.



Direct Connect can help arrange for the connection or provision of the following utilities and services:

- Electricity Gas Phone Internet Pay TV
- Insurance Removalist Truck or van hire Cleaners

Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.

We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect 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 on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature

Date

PRIVACY ACT – 1988 – COLLECTION NOTICE
AUTHORISATION & CONSENT FOR WRITTEN RENTAL REFERENCE

I/We (Insert Name/s): _____
of (Insert Address): _____
Hereby give permission for my current or previous Real Estate Agent (insert Agents details): _____
to complete the below information with respect to my rental history, that is required by Raine & Horne Orange, to support my/our Application for a rental property, that I have applied for.

Tenants Signatures: _____

Date: _____

To

Ph: _____
Fax: _____
Email: _____

From
Raine & Horne Orange
Ph: 02 6362 1366
Fax: 02 6362 5698
Email: rentals.orange@rh.com.au

Rental Reference for: Name: _____
Property: _____

It would be appreciated, if you could complete the following questions and fax or email the completed & signed form back to our Property Management Department.

Period of Lease: _____ to _____

Date Lease expires: _____

Weekly Rental Amount: _____

Date Rent is paid to: _____

Has Notice been Served to Vacate the Property: yes no

Is rent always paid on time: yes no

Did the Tenant ever get into arrears: yes no

Did the Tenant receive any Termination Notices: yes no

Did the Tenant have any pets: yes no

If so, did the Tenant comply with Lease Conditions: yes no

Have the Tenants breached any Conditions of their Lease: yes no

If yes, please provide brief details: _____

Was the Tenant co-operative to deal with: yes no

Would you rent to the Tenants again: yes no

Condition of property during Tenancy and Routine Inspections

Excellent Good Satisfactory Poor

Was any part of the Rental Bond Claimed by the Agent: yes no

Please advise details of the Bond Claim & any other comments: _____

Reference Completed by: _____ Signature: _____

Thank you for your time & cooperation – Raine & Horne Orange

