

TENANCY APPLICATION

Raine & Horne®

160 Haly Street
KINGAROY QLD 4350

Email: property.kingaroy@rh.com.au

Phone: (07)41622144 Fax: (07) 41623455

Property Address applying
for:

One Application to be completed per person

You are required to meet a 100 point identification criteria upon submission of your application.
These are to be photocopied by Raine & Horne.

Failure to provide these documents may result in our office refusing to accept your application.
Raine & Horne also reserves the right to refuse incomplete application forms.

10 Points: Medicare Card, Motor Vehicle Registration Papers

30 Points: Bank Statements, recent utility accounts eg: phone, electricity or gas.

40 Points: Drivers Licence, Passport, 18+ Card, Birth Certificate

You are also required to supply the agent with proof of your income.

Employed: Last TWO Pay slips

Self Employed: Bank Statements, Group Certificates or Accountants Letter.

Not Employed: Centrelink Statement

If you are currently renting a property the last four rent receipts are required for photocopying.

This application cannot be processed until it is complete with copies of supporting documents attached.
Our agency staff will contact you within 24-48 BUSINESS hours. If the application is approved, the
General Tenancy Agreement will need to be signed by all the lease holders and a holding deposit of one
weeks rent will need to be paid in cash to the office within 24 hours of acceptance.

Before submitting this application you must tick off the checklist as you complete:

- Inspected the property both internally and externally
- Completed all details in full on the one application form
- Provided all contact details for references and employment
- Provided all documentation of income and identification
- Read and signed the Privacy Disclosure Statement

By submitting your signed application, you have given your consent for our office to provide your
information to and access information from the tenant database – TICA (Tenancy Information Centre
Australia)

OFFICE USE ONLY

100 Points Of Identification sighted and photocopied		Proof of Income Supplied	
Form Fully Completed and Signed by applicants		Rental Reference Faxed to other Agent/Lessor	
Received by:	Date:	Time:	
App ID:			

If you are a STUDENT, What University, TAFE or School do you attend?

Are you Employed? Yes/No
Full time/ Casual/ Part Time/ Centrelink/ Other
Occupation:
Company:
Address:
Length of Employment:
Net Weekly Income: \$.....
Name of Employer:
Phone:

Previous Employment
Full Time/ Casual/ Part Time/ Centerlink/ Other
Occupation:
Company:
Address:
Length of Employment:
Name of Employer:
Phone:
Reason for Leaving:

If Self Employed Yes/No
Business Name:
Occupation:
Address of Business:
Length of Self Employment:
Net Weekly Income: \$
Accountant's Name:
Phone:

Centerlink Payments Yes/No
Name of Entitlement/s:
.....
Fortnightly Payment 1 received \$
Fortnightly Payment 2 received \$
Will you be receiving rent assistance? Yes/No
Do you receive maintenance support? Yes/No
If yes, how much per week? \$.....

Personal References (DO NOT INCLUDE RELATIVES AND ENSURE PHONE NUMBERS ARE DAYTIME CONTACT) Each Applicant must have different references.
1.Name Phone Mobile:
Address:
2.Name Phone Mobile:
Address:

Work/Business References
1.Name Phone Mobile:
Address:
2.Name Phone Mobile:
Address:

Other Relatives not living with you
1.Name Phone Mobile:
Address:
Relationship to you.....
2.Name Phone Mobile:
Address:
Relationship to you.....

Parents/Guardians
1.Parent/ Guardians Name Phone Mobile:
Address:
2. Parent/ Guardians Name Phone Mobile:
Address: ...

DISCLAIMER/AUTHORITY

I confirm following:

1. **I have been informed, understand and agree that should this application not be accepted, Raine & Horne is not required to disclose why or supply any reason for the rejection of this application.**
2. **I have been informed, understand and agree that any false information I provide could jeopardise this application and any subsequent Tenancy Agreement I enter into on approval of Raine & Horne.**

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)

I DELCARE THAT THE INFORMATION PROVIDED IS TRUE & CORRECT.

I CONSENT TO THIS APPLICATION BEING VERIFIED AND TO THE ACCESS OF THE TENANCY INFORMATION CENTRE OF AUSTRALIA AND NATIONAL TENANCY DATABASE RECORDS FOR INFORMATION ABOUT MY TENANCY HISTORY IF APPLICABLE.

I APPLY FOR APPROVAL TO RENT THE PREMISES REFERRED TO IN THIS FORM AND ACKNOWLEDGE THAT MY APPLICATION WILL BE REFERRED TO THE LESSOR OF THE PROPERTY FOR HIS/HER CONSIDERATION. I DECLARE THAT I AM NOT BANKRUPT OR AN UNDISCHARGED BANKRUPT.

APPLICANT NAME

APPLICANT SIGNATURE

PRIVACY ACT ACKNOWLEDGEMENT

In accordance with Section 18n (1)(b) of the Privacy Act I authorise Raine & Horne to give information to and obtain information from the tenant database named on the front of the Application form, all credit providers, employers and references named in this application. I understand this can include information about my credit worthiness, credit standing, credit history or credit capacity. I understand this information may be used to assess my application.

APPLICANT NAME

APPLICANT SIGNATURE DATE.....