

# Raine&Horne®

## TENANCY APPLICATION FORM

Please note: This application will not be processed unless it is filled out completely with copies of all supporting documents attached.

Please bring all documents into our office or alternatively email to: [rentals@mossman.rh.com.au](mailto:rentals@mossman.rh.com.au)

### 1. Property Details being applied for

Address \_\_\_\_\_  
Proposed Lease Term \_\_\_\_\_ Months \_\_\_\_\_  
Proposed Lease Start Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Property Rental \$ \_\_\_\_\_ Per week \_\_\_\_\_

### 2. Personal Details

First Name \_\_\_\_\_  
Surname \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Age (Years/Months) \_\_\_\_\_  
Home Ph: \_\_\_\_\_ Mobile Ph: \_\_\_\_\_  
Email \_\_\_\_\_  
Are you an Australian Citizen/Permanent Resident? YES/NO \_\_\_\_\_ If No complete section 10  
Number & Ages of all Applicants to Occupy the Property \_\_\_\_\_  
Adults \_\_\_\_\_ Dependants \_\_\_\_\_  
Number of Pets \_\_\_\_\_ Breed \_\_\_\_\_

### 3. Current Residential Address

Current rent / mortgage \$ \_\_\_\_\_ per week \_\_\_\_\_  
Property Address \_\_\_\_\_  
Dates lived at property? Start Month & Year \_\_\_\_\_ End Month & Year \_\_\_\_\_  
Agency / Landlord Name \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_ Reason for leaving \_\_\_\_\_

### 4. Previous Residential Address

Rent / mortgage \$ \_\_\_\_\_ per week \_\_\_\_\_  
Property Address \_\_\_\_\_  
Dates lived at property? Start Month & Year \_\_\_\_\_ End Month & Year \_\_\_\_\_  
Agency / Landlord Name \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_ Reason for leaving \_\_\_\_\_

## 5. Employment Details

Occupation \_\_\_\_\_  
Employers Name \_\_\_\_\_  
Employment Address \_\_\_\_\_  
Contact Name \_\_\_\_\_ Phone No \_\_\_\_\_  
Full Time ☐ Part Time ☐ Casual ☐ Contractor ☐ Not Employed ☐ Self Employed ☐ Student ☐  
Length at current employment \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_  
Net Income \$ \_\_\_\_\_ Per week \_\_\_\_\_

## 6. Centrelink Benefits

Type \_\_\_\_\_  
\$ \_\_\_\_\_ Per week/fortnight \_\_\_\_\_

## 7. If Self Employed

Name of Business \_\_\_\_\_  
Name of Business Accountant \_\_\_\_\_  
Address of Accountant \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

## 8. Any debts/loans currently owing

1) Car Loan \$ \_\_\_\_\_ 2) Personal Loan \$ \_\_\_\_\_  
3) Credit Card \$ \_\_\_\_\_ 4) Any others \$ \_\_\_\_\_

## 9. Student, please complete the following

Place of study \_\_\_\_\_  
Course being undertaken \_\_\_\_\_ Student ID: \_\_\_\_\_

## 10. VISA

VISA type \_\_\_\_\_ VISA Expiry: \_\_\_\_\_  
Sponsorship: \_\_\_\_\_

## 11. Next of Kin (please provide an emergency contact not residing with you)

First Name \_\_\_\_\_ Surname \_\_\_\_\_  
Relationship \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

## 12. Personal Reference

1) First Name \_\_\_\_\_ Surname \_\_\_\_\_

Relationship \_\_\_\_\_ Phone No \_\_\_\_\_

Notes \_\_\_\_\_

## 13. Please answer the following questions

Has your tenancy ever been terminated by a landlord or agent? YES/NO

If yes, please give details

Have you ever been listed on a tenancy defaulting database, i.e TICA ? YES/NO

If yes, please give details

Are you in debt to another landlord or agent? YES/NO

If yes, please give details

Have deductions ever been made from your rental bond? YES/NO

If yes, please give details

Is there any reason known to you that would affect your future rental payments? YES/NO

If yes, please give details

## 14. Supporting Documentation

### Proof of Identification Supplied:

Driving Licence ☐ Passport ☐ Proof of Age Card ☐ Birth Certificate ☐

### Proof of Income Supplied

2 x Recent Payslips ☐ Recent Bank Statements ☐ Letter of Employment ☐ Centrelink ☐

### Other

Medicare Card ☐ VISA Documentation ☐

## Terms and Conditions:

I agree to provide proof of income as part of this application such as recent income verification pay slip, accountant letter or Centrelink Income statement.

I understand that should my application be accepted, that the Agency (on behalf of the lessor) will require a General Tenancy Agreement signed and monies rent and/or bond) paid within a reasonable time frame (in most cases within 24 hours of acceptance). I understand that all required tenancy documents will be given to me prior to monies being taken upon acceptance.

I consent to the use of email or fax before the tenancy commences and during the tenancy (if the application is accepted by the lessor) – I understand that the tenancy agreement and required tenancy information may be emailed or faxed to me if I am unable to attend the office at an agreed Appointment time. *(If you do not consent to the use of email or fax, please cross this term out, initial the paragraph and insert the date)*

I understand that should my application be denied by the lessor, that there is not a legal requirement to disclose reasons as to why. I also understand that my application and personal information will be disposed of accordingly having regard to the Privacy Act and the Agency Privacy Policy. (If you would like a copy of the agency privacy policy, please request one from our staff)

I understand that if I have any questions about the tenancy or the application process, that the Agency welcomes and encourages enquiries prior to applications being made. I further understand that I can request a copy of the General Tenancy Agreement including all standard terms and special terms (Form 18a) and Tenancy Information Statement (Form 17a) prior to making the application. A copy shall be provided if the tenancy application is successful before any monies (rent or bond are taken). The agreement contains the standard terms of a General Tenancy Agreement plus special terms which include pest control (if pets are approved) and water charging.

I understand that I will be required to pay a full bond (equal to 4 weeks rent) and the first 2 weeks rent, prior to commencing the tenancy. (Please ask the property manager if you are unsure of the total amount required to be paid if the application is accepted by the lessor).

I provide consent for the Agency as part of application process to contact all necessary people (such as referees, other agents, tenancy databases) to verify the application information provided and understand that all Privacy Act requirements will be adhered to by the Agency.

I consent to my information being passed on during the tenancy (should it commence) and after the tenancy if required to other third parties which include, however are not limited to, tradespeople/contractors, salespeople, body corporates, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information. The lessor of the property will be provided all relevant information. The agreement, should it commence, is a contract between the lessor and the tenant; personal information will be passed onto the lessor as the owner of the property.

I understand that if the application is not accepted, the application form and all information collected shall be disposed of within 4 weeks in accordance with the Privacy Act guidelines. I have an opportunity to collect my personal information prior to the information being destroyed by written request to the Agency.

**By signing this form, I have read and understood clearly all of the information outlined above.**

<b>NAME OF APPLICANT:</b>	
<b>SIGNATURE:</b>	<b>DATE:</b>