

Phone: (07) 3812 3555
Email: reception@ipswichh.com.au
2/30 Limestone Street
Ipswich Qld 4305

NOTICE TO ALL RESIDENTIAL TENANCY APPLICANTS

Please take the time to read this information including the Privacy Policy. At Raine & Horne, we aim to process your application within two (2) business days; however, we will not accept an application until all details are completed in full and all supporting documentation supplied.

PLEASE NOTE, OUR OFFICE DOES NOT ACCEPT BOND TRANSFERS TENANCY DATASBASES

The Agency may use the following tenancy database/s to check the rental history of the Applicants

TICA

Phone: 1902 220 346 (Calls charged at \$5.45 per minute, higher from mobile and pay phones)

Address: PO Box 120, Concord NSW 2137

SUCCESSFUL APPLICATIONS

Should your application be successful, two (2) weeks rent must be paid and the tenancy signed within 48 hours. Prior to handover of keys, a full bond (equivalent to 4 weeks rent) is also to be paid.

If your Bond is a Department of Housing Bond Loan, possession of the property will not be given until our Office receives the Bond Loan verification and a signed FORM 2C.

100 POINTS OF IDENTIFICATION + PROOF OF INCOME IS REQUIRED – REFER BELOW FOR DETAILS

70 points

Passport
Full birth certificate
Citizenship certificate

40 points

Australian drivers licence
Centrelink card
Student ID card
Proof of age card
Dept of Veterans Affairs card
State/Federal Government ID

25 points

Medicare card
Telephone/elec/gas bill
Council rates notice
Bank Statement
Motor Vehicle registration
Credit Card statement

Proof of income – last 2 payslips, Bank statements, tax return or accountants' letter, Centrelink statement.

Please provide copies of your ID and proof of income. We do not offer a photocopying service in the office.

Utility Connection (Electricity, Gas, Internet, Phone etc) – DIRECT CONNECT form attached – Free Service

Should this application be on behalf of a business, or you wish to run a business from the property, please contact the office for further documentation requirements.

APPLICATION FOR TENANCY

Property Address applied for _____

This application is made on (Date handed to office) _____

In order to process this application all questions must be answered fully. The completion of this application is not an acceptance. Failure to fully complete this application may result in the application not being processed.

I, the said applicant declare that all the information contained in this application is true and correct, and that the information is provided of my own freewill. I further authorise the agent to contact any of the referees or references supplied by me in this application for verification of the details provided.

I declare the following:-

1. I wish to apply to rent the above property for a period of months commencing on.....
2. I agree that the rent is \$..... per week and that the rental bond is \$.....
3. I, the applicant declare that I am not bankrupt and that I have not entered into any scheme of arrangements for payment of monies to any other creditors. I further declare that I am not paying off any previous rental debt.
4. I authorise the agent to access and check any information that may be listed on me on the TICA DEFAULT TENANCY DATABASE and any other tenancy database that may be available.
5. **I agree and understand that in the event of this application being rejected there is no requirement by law for the agent to disclose to me any reason for such rejection. I also agree that I will not raise any objection for not being provided a reason for any rejection of this application.**
6. I agree and understand that in the event of this application being provided by the agent, the agent may report any defaults that may occur from time to time in the tenancy with TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available. I understand that in the event of a default being reported to TICA DEFAULT TENANCY DATABASE or any other tenancy database, the removal of such information is subject to the guidelines of the database companies.
7. I agree and understand that in the event of this application being approved I will be required to sign a General Tenancy Agreement within 48 hours and pay two (2) weeks rent. The Bond monies are due and payable on or before the commencement date of the lease.
8. I agree that no keys will be provided by the agent to me until such time as all monies owed are paid in full in accordance with clause 7 above. All rental payments are to be made by Direct Deposit, internet Transfer or EFTPOS only. No cash payments are accepted. (In the event that a cheque payment is dishonoured – there will be fees due and payable.)
9. I agree that I will abide by the policies of the office of the agent as may be provided to me in relation to this tenancy.
10. I agree to allow the agent to photocopy the information supplied by me for their records.
11. I agree to my personal details being recorded on Raine & Horne Springfield database and used for Real Estate purposes.
12. I agree to allow Raine & Horne Springfield to take photos of the premises both internal and external as required at any time.
13. I agree to allow Raine & Horne Springfield to use my email address for the purpose of issuing and sending related tenancy notices and correspondence should this application be accepted.
14. **I have attended a viewing at the property - (Please Circle) Yes / No**

Applicant 1 Signature:

Applicant 2 Signature:

APPLICANTS PERSONAL DETAILS

Application Address _____
 Total Number of Occupants Adults _____ Children _____ Ages _____
 Number of Vehicles to be kept on premises _____
 Vehicle Make _____ Rego _____
 Pets _____ Breed _____ Pet/s Registered with council _____

FIRST APPLICANT

Email Address for Applicant: _____

Surname _____ Given Names _____
 D.O.B. _____ Drivers Licence _____ State _____ Passport _____
 Contact Numbers (H) _____ (W) _____ (M) _____
 Are you a Smoker? Yes / No _____
 Occupation _____ Employer _____
 Address _____ Phone _____ Net Income \$ _____ WK _____
 Period of Employment _____ Contact _____ FAX: _____
 Previous Employer _____ Period _____
 Address _____ Phone _____ Contact _____
 Additional Income or Benefits _____ Net Income \$ _____ WK _____
 Dependants Name _____ D.O.B _____
 Name _____ D.O.B _____
 Name _____ D.O.B _____

*** Please write additional children on the back page of this form***

CURRENT ADDRESS

Period of Occupancy _____ Rent Paid \$ _____ Bond \$ _____
 Reason for Leaving _____
 Agent/Landlord _____ Phone _____

PREVIOUS ADDRESS

Period of Occupancy _____ Rent Paid \$ _____
 Reason for Leaving _____
 Agent/Landlord _____ Phone _____

Person to contact in emergency

(Other than second applicant) _____ Relationship _____
 Address _____ Phone _____

Nearest relative not living with you

Relationship _____ Address _____ Phone _____

SECOND APPLICANT

Email Address for Applicant: _____

Surname _____ Given Names _____

D.O.B. _____ Drivers Licence _____ State _____ Passport _____

Contact Numbers (H) _____ (W) _____ (M) _____

Occupation _____ Employer _____

Are you a Smoker? Yes / No _____

Work Address _____ Phone _____ Net Income \$ _____ WK _____

Period of Employment _____ Contact _____ FAX: _____

Previous Employer _____ Period _____

Address _____ Phone _____ Contact _____

Additional Income or Benefits _____ Net Income \$ _____ WK _____

Dependants Name _____ D.O.B _____

Name _____ D.O.B _____

Name _____ D.O.B _____

PRESENT ADDRESS

Period of Occupancy _____ Rent Paid \$ _____ Bond \$ _____

Reason for Leaving _____

Agent/Landlord _____ Phone _____

PREVIOUS ADDRESS

Period of Occupancy _____ Rent Paid \$ _____

Reason for Leaving _____

Agent/Landlord _____ Phone _____

Person to contact in emergency

(Other than applicant 1) _____ Relationship _____

Address _____ Phone _____

Nearest relative not living with you

Relationship _____ Address _____ Phone _____

If self employed evidence will be required such as Tax or Annual Returns.

Company or Business name _____

ACN or Business registration number _____ Date Formed _____

Accountant _____ Contact _____

**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.**

I HAVE INSPECTED THE PREMISES AT.....AND
 WISH TO APPLY FOR TENANCY FOR A PERIOD OF.....MONTHS. AT A RENTAL OF \$.....PER WEEK.

I WISH TO START THE LEASE ON...../...../.....

SIGNATURE/S PHONE NUMBER.....

DISCLAIMER/AUTHORITY

I the said applicant do solemnly and sincerely declare that the information contained in this application is true and that all of the information was given of my own free will. I further authorise the letting agent to contact and or conduct any enquiries and or searches with regard to the information and references supplied in this application.

I the said applicant do solemnly and sincerely declare that I am over 16 years of age and are eligible to enter into this agreement.

I the said applicant do solemnly declare;

1. I have inspected the property located at.....
2. I have of my own accord decided that I wish to rent the aforementioned property commencing...../...../..... for a period of.....
3. I have been informed, understand and agree that the rental for the aforesaid property is to be \$.....per week and that this rental is within my means to support.
4. I have been informed, understand and agree that the rental for the aforesaid property is to be paid on the said day nominated on the General Tenancy Agreement and is to be one week in advance at all times.
5. I have been informed, understand and agree that the bond for the aforesaid property will be \$.....and I further agree and undertake to pay the said bond upon signing the General Tenancy Agreement. I further authorize Raine & Horne to attend to all details regarding lodgement of the said rental bond with the appropriate authorities.
6. I have been informed, understand and agree that should the full bond and two weeks rent for the aforesaid property not be paid by the commencement date of the Tenancy Agreement, I will not be permitted to access the property. I have been informed, understand and agree that I will still be liable to pay rent from the commencement date of the Tenancy Agreement despite not being permitted to enter the premises until the aforesaid monies are paid in full to Raine & Horne.
7. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on this application for tenancy submitted by me.
8. I have been informed, understand and agree that should there be a requirement to commence proceedings of recovery of rent, repairs or damages to the aforesaid property during the term or at the expiration of the Tenancy Agreement all costs associated with these proceedings shall be able to be recovered from me.
9. **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.**
10. 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.

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.....

APPLICANT NAME.....

APPLICANT SIGNATURE.....DATE.....