

Proposed Rental Property address:				Postcode	
Rent Per Week: \$		Bond Amount: \$		Have you inspected the property?: YES / NO (please circle)	
Length of tenancy:		Years	Months	Tenancy To Commence	
How many tenants will occupy the property?		Adults	Children	Ages	
Pets: Yes / No (Circle) Types:		Reg? Yes /No		Breed/s:	
Vehicle 1 Rego:		Model/Year/Colour		Vehicle 2 Rego: Mode/year /Colour	

## 1. First Applicant

Title	First Name	Initial
Last Name	Smoker	Yes / No
Other names: (Maiden, married etc)		
Date of Birth	/ /	Age (Years / Months)
Drivers Licence No.	State	
Passport	Medicare No.	Ref:
Marital status: Single Married De Facto Sep/Div Friends Relatives		
Home Ph	Mobile Ph	
Email		

## 2. Rental History - Applicant 1

Current Address		
Suburb	Postcode	
How Long at Current Address?	Years Months	Reason for Leaving:
	Rent per week: \$	
Landlord/ Agent Name:	Agent Ph:	

## 3. Previous Rental History - Applicant 1

Previous Address		
Suburb	Postcode	
Length at previous Address?	Years	Months
Reason for Leaving:	Rent per week: \$	Landlord/ Agent Name:
Agent Name:	Agent Ph:	Bond Refunded Yes / No

## 3. Employment Details - Applicant 1

Occupation		
Employers Name		
Employment Address		
Suburb	Postcode	
Employer Phone No	Contact Name	
Length at current employment	Years	Months
Net Income \$	Per Week \$	Per Month \$

## 4. Social Security Benefits OR Centrelink Payment

Pension Type	CRN:		
\$	Per Week	\$	Per Month

## 1. Second Applicant AND/OR Partner

Title	First Name	Initial
Last Name	Smoker	Yes / No
Other names: (Maiden, married etc)		
Date of Birth	/ /	Age (Years / Months)
Drivers Licence No.	State	
Passport	Medicare No.	Ref:
Marital status: Single Married De Facto Sep/Div Friends Relatives		
Home Ph	Mobile Ph	
Email		

## 2. Rental History - Applicant 1

Current Address		
Suburb	Postcode	
How Long at Current Address?	Years Months	Reason for Leaving:
	Rent per week: \$	
Landlord/ Agent Name:	Agent Ph:	

## 3. Previous Rental History - Applicant 1

Previous Address		
Suburb	Postcode	
Length at previous Address?	Years	Months
Reason for Leaving:	Rent per week: \$	Landlord/ Agent Name:
Landlord/ Agent Name:	Agent Ph:	Bond Refunded Yes / No

## 3. Employment Details - Applicant 2

Occupation		
Employers Name		
Employment Address		
Suburb	Postcode	
Employer Phone No	Contact Name	
Length at current employment	Years	Months
Net Income \$	Per Week \$	Per Month \$

## 4. Social Security Benefits OR Centrelink Payment

Pension Type	CRN:		
\$	Per Week	\$	Per Month

## 5. Referees - Applicant 1 - (NOT co-applicant)

1. Reference name

Address:

Home Phone

Mobile No

2. Reference name

Address:

Home Phone

Mobile No

## 6. Emergency Contact Details - Not same as co-applicant

Name

Phone No

Address

Suburb

Postcode

## 5. Referees - Applicant 2 - (NOT co-applicant)

1. Reference name

Address:

Home Phone

Mobile No

2. Reference name

Address:

Home Phone

Mobile No

## 6. Emergency Contact Details - Not same as co-applicant

Name

Phone No

Address

Suburb

Postcode

## 7. The Following Documents Should Be Enclosed with your Application - Bring originals for verification

**ALL DOCUMENTS ARE TO BE COPIED AND ATTACHED TO YOUR APPLICATION BEFORE SUBMITTING IT.**

Copy of Drivers Licence

☐

Copy of Passport

☐

Copy of Pay Slips

☐

Copy of Medicare

☐

Copy of Bank Statement

☐

Copy of Tenant Ledger

☐

References

☐☐

## 8. FREE Utilities Connections User Consent Form

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 other services:



MAKES MOVING EASY



Electricity

Pay TV

Gas

Cleaners

Removalist

Insurance

Phone

Water

Internet

Truck of van

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

## 9. Declaration of Authority

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 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 • TRA: (02) 9363 9244 • TICA: 1902 220 346

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 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.**

Printed Name Applicant 1:

Signature Applicant 1

Date

Printed Name Applicant 2:

Signature Applicant 2

Date

## 10. Payment Details

Property Rental Per Week

\$

Rent in Advance

\$

Rental Bond (4 weeks rent)

\$

Total Due

\$

EFT/Bank Cheque/Money Order

## ***TENANT AUTHORITY***

I/We the applicant/s do solemnly and sincerely declare that the above information is true and correct and that I/We have supplied this information of my own free will. I/We hereby authorize the letting agent to conduct any and all enquires and or searches as required to verify the information contained in this application.

I/We the applicant/s do solemnly and sincerely declare that I/We are not an undischarged bankrupt, I/We have inspected the above mentioned premises and wish to take tenancy of such premises for a period of \_\_\_\_ from \_\_\_\_ / \_\_\_\_ / \_\_\_\_ at a rental of \$\_\_\_\_ per week and that the rental to be paid is within my means. I/We also undertake to pay a rental bond of \$\_\_\_\_ upon the signing by me/us of the tenancy agreement.

This tenancy shall be binding immediately upon communication of acceptance of this application by the Lessor/Lessors agent.

I/We the applicant/s acknowledge that upon receipt of notification of my/our successful application for this property I/We will pay two weeks rent immediately as holding deposit. If I/We fail to pay the two weeks rent within 24 hours of being notified I/We are aware that the property will continue on the rental availability list and will remain open for other Applicant/s to apply for said property until two weeks rent holding deposit is made.

I/We the applicant/s acknowledge that should I/We withdraw our application 48hrs after the holding deposit is paid then I/We acknowledge that the holding deposit will be forfeited to the Lessor/Lessors Agent.

**Applicant 1:** \_\_\_\_\_  
(Signature)

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Applicant 2:** \_\_\_\_\_  
(Signature)

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

## PRIVACY DISCLOSURE STATEMENT OF RAINE & HORNE BURPENGARY / MORAYFIELD / NORTH LAKES

We are bound by the Raine & Horne Privacy Principals. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from previous landlords or letting agents, your current employers and your referees. We will also check whether any details of tenancy defaults by you are held on any tenancy default database including NTD (National Tenancy Database) and TICA.

Your consent to us collecting this information is set out below:

We may disclose personal information about you to the owner of the property to which this application relates. We may also send personal information about you to the owners of any other properties at your request.

You have the right to access personal information that we hold about you by contacting our privacy officer, Gina Wells. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or if considered, may be rejected.

### PRIVACY CONSENT

I, the applicant acknowledge that I have read the privacy notice of Raine & Horne BMN. I authorise Raine & Horne BMN to collect information about me from:

1. My previous letting agent and/or landlords
2. My personal references; and
3. Any Tenancy Default Database (including NTD & TICA), which may contain personal information about me. I also authorise Raine & Horne BMN to disclose details about any defaults by me under the tenancy to which this application related to any tenancy defaults database to which it subscribes, including NTD & TICA.

I authorise Raine & Horne BMN to disclose the personal information it collects about me to the owner of the property, even if the owner is a resident outside Australia. I also authorise Raine & Horne BMN to refer my details to an arranger of

Financial services products (to assist with home loan application)  
Insurance services (for contents insurance and other insurance products)  
Utilities (to arrange connection or transfer of telephone, gas, electricity etc) and  
Maintenance (to perform repairs on the property)

Applicant 1: \_\_\_\_\_  
(Signature)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant 2: \_\_\_\_\_  
(Signature)

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## **Annexure A to General Tenancy Agreement**

### **Rent**

A) The tenant(s) understand and agree that it is a fundamental term of this agreement to keep the rent in advance at all times.

### **Notices, Documents & Entry**

A) THE TENANT(S) AGREE AND UNDERSTAND THAT ALL ENTRY NOTICES & BREACH NOTICES WILL BE SENT VIA EMAIL. THE TENANTS AGREE TO PROVIDE US WITH A CURRENT EMAIL ADDRESS AT THE START OF THE TENANCY AND ADVISE US IF IT CHANGES AT ANY TIME DURING THE TENANCY. IF THE TENANTS DO NOT HAVE AN EMAIL ADDRESS THEY MUST NOTIFY US IMMEDIATELY.

B) The tenant/s agree and understand that it is their responsibility to keep a record of all tenancy documents (i.e Lease agreements, water invoices, entry notices, entry reports etc) If the tenant/s request copies to be resent it will incur an Admin fee of \$5.50 per request payable by the tenant/s.

C) The tenant(s) understand and agree that the agent is allowed access quarterly for the internal inspection of the property. The property must be clean and presentable inside and out at all times. Photos will be taking for our records and passed on to the Landlord along with a written report. Not allowing access to any part of the property during these inspections is a breach of your agreement.

D) The tenant(s) understand and agree that the agent is allowed access quarterly for the internal inspection of the property. The property must be clean and presentable inside and out at all times. Photos will be taking for our records and passed on to the Landlord along with a written report. Not allowing access to any part of the property during these inspections is a breach of your agreement.

### **Maintenance**

A) The tenant(s) understand that all maintenance requests must be submitted in writing using the appropriate Maintenance Request Form given to them by us either by post, hand delivered, fax or email.

B) The tenant(s) hereby authorise and agree for the Agent to provide contact details required by the necessary trades people in order to facilitate repairs and maintenance of the property during their tenancy.

C) The tenant(s) understand and agree that if the fault is found to be the cause of the tenant and not a maintenance issue caused by normal wear & tear the cost will be charged to the tenant for re-imbursement. Please ensure you are checking all possibilities before submitting a request.

D) The tenant(s) understand and agree that if entry is organised with the tenants for tradespeople to attend directly and they are not there to allow access at that time any cost incurred for re-attendance will be charged to the tenant(s).

### **Pets**

A) The tenant(s) understand and agree that all animals are not permitted in habitable areas of the house. Any damage caused by pets on the property is to be rectified immediately at the tenant's expense. This includes inside garages and laundry.

B) The tenant(s) understand and agree that during the tenancy, approval must be given by the Lessor/Agent before an animal is purchased or allowed to reside at the premises.

### **Maintaining the property**

A) The tenant(s) understand and agree that they must maintain the lawns and gardens in a neat and tidy condition at all times. Gardens are to be weeded, watered, and edged regularly. If gardens are not kept up to standard, then this office will employ a tradesperson at the tenant's expense.

B) The tenant(s) understand and agree that grass clippings are not to be placed in garden beds, near or alongside fences, near or alongside the property itself and that all garden rubbish including palm fronds etc are to be removed from the premises.

C) The tenant(s) understand and agree that they are not permitted to park vehicles on the lawns at any time.

D) The tenant(s) understand and agree that if permission is given for them to place hooks on the walls they will leave the hooks in the walls on vacating the property.

E) The tenant(s) understand and agree that Smoking is not permitted inside the house at any time. This includes inside garages, laundry & sheds. All Cigarette butts must be disposed of properly.

F) The tenants agree & understand that the pool care and monthly maintenance will be their responsibility.

### **Insurance & Damages**

A) The tenant(s) understand and agree that it is their responsibility to insure their personal property and possessions by way of personal contents insurance.

B) The tenant(s) understand and agree that any accidental damage, storm damage or break in's is to be reported to the Lessor/Agent immediately and a police report is to be filed with the QP number provided to the lessor/Agent.

## **Break Lease / End of Lease**

A) The tenant(s) understand and agree to give 2 weeks' notice in writing prior to vacating the premises at the end of the tenancy.

B) The tenant(s) understand and agree that should the lease be broken before the expiry of the lease then a cost of one weeks rent plus GST plus all advertising costs will be charged to the tenant, rent is also payable until another suitable tenant(s) moves in or the expiry of the lease, whichever occurs first.

C) The tenant(s) also understand and agree that if the lease is broken or not renewed by either party, the tenant(s) must allow the agent access to the property to show prospective tenants through, at a time that suits the agent. A reasonable amount of time will be given between viewings and the agent will make every attempt to contact the tenant(s) to arrange a time mutually suitable first - otherwise an Entry Notice will be sent.

D) The tenants(s) understand and agree that should a Notice of Intention to Leave (Form 13) be issued to our agency and a new lease is entered into with another tenant based on the agreed vacate date given and you fail to vacate the premises on the agreed date, you will be responsible for storage fees and housing costs for the ingoing tenant. You will be notified when a new tenant is found and a new lease will not be signed until at least 3 days after the agreed vacate date so that the exit condition inspection can be completed.

E) The tenant(s) understand and agree that the electricity & gas is not be disconnected until 3 business working days after the vacate date so that the Agent can test that all appliances, lights, fans etc. are in working order as per the entry condition at the start of the tenancy.

F) The tenant(s) understand and agree that upon vacating the premises the carpets are to be cleaned to the standard of the entry condition report, A pest control for cockroaches and if an animal has been residing at the premises a pest control flea treatment inside and outside the property must also be done and receipts handed to the agent.

## **AFTER HOURS SERVICE FEE**

Our operating hours are Monday-Friday 9am - 5pm. We are available after hours for EMERGENCIES only. Any after hour services required will incur a fee of \$30. This can include services such as: If you have locked yourself out of the premises and require assistance, Non-Urgent maintenance calls or requests etc.

## Pet Application Form

For more than two pets, please complete separate pet agreement.

### Pet 1

Type of pet

---

Name

---

Age

---

Desexed

Yes / No

---

Council Registration Number

---

### Emergency Pet Carer

Contact Name

---

Address

---

Contact Phone Number

---

## Terms and Conditions

The tenant/s acknowledges and agrees to the following terms:

1. Any pet other than the approved pet/s specified in the General Tenancy Agreement and this pet agreement must first be requested by tenant/s in writing giving full details and then be approved in writing by the lessor/lessors agent PRIOR to the pet/s being allowed onto the premises.  
Pet approval may be subject to specific criteria and must be complied with. Approval is not guaranteed. If approval is not granted and the tenant/s has already obtained the pet, the pet is to be removed immediately.
2. The tenant/s shall be liable for any damages or injury whatsoever caused by the pets on the property, whether they are a pet of a tenant or guest regardless of their approval status.
3. The tenant accepts full responsibility and indemnifies the Lessor for any claims by or injuries to; third parties or their property caused by or as a result of; actions by their pet/s or their guest's pet/s regardless of their approval status.
4. The tenant agrees that a flea fumigation at the end of the tenancy or at a time during the tenancy as requested by the Lessor/Lessor's Agent to be carried out by a company complying with Australian Standards.
5. The pet/s are to be outside at all times, unless specified otherwise stated in the General Tenancy Agreement.
6. By signing this pet agreement, you are only seeking approval of the above mentioned pet/s to be accepted at the property for which you are applying for or currently renting.

### Pet 2

Type of pet

---

Name

---

Age

---

Desexed

Yes / No

---

Council Registration Number

---

—

### Emergency Pet Carer

Contact Name

---

Address

---

Contact Phone Number

---

### Applicant/s Signature

Applicant 1

Name

---

Signature

Date:

---

Applicant 2

Name

---

Signature

Date:

---