



Tenancy Application Form

GOULBURN

149 Auburn Street, Goulburn NSW 2580

P: 02 4821 9088 | F: 02 4822 2939

E: reception@goulburn.rh.com.au

W: raineandhorne.com.au

Raine&Horne.

Important Notice to Applicants

- o Incomplete applications will not be processed
- o You must provide 100 points of I.D
- o Unsuccessful Applications will be destroyed after 28 days
- o We do not accept bond transfers
- o If your application is successful you will be asked to pay 1 weeks rent as a non refundable holding deposit

100 points must be provided including photo I.D

- o Current drivers license (40 points) **or**
- o Passport (40 points)
- o Proof of age card (30 points)
- o Birth Certificate (30 points)
- o Medicare card (20 points)
- o Motor vehicle registration (10 points)
- o Bank statement (10 points)
- o Telephone account (10 points)
- o Gas account (10 points)
- o Electricity account (10 points)

Please also attach the following documents:

Proof of rental history:

- o Last four rental receipts **or**
- o Printout of tenancy history

Proof of current address:

- o Utility accounts
- o Council rates notices

Proof of income:

- o 3 Previous pay slips **or**
- o Bank statement **or**
- o Letter of employment **or**
- o Centrelink statement
- o If self-employed – tax returns

APPLICATION FOR PETS

Property:

Owner of pet:

Name of Pet/s:

Age of Pet/s:

Specify Breed/s:

Sex:

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Are they registered with any organisation or council?

Yes No

If yes, who?

Size:

Small Medium Large

I/we

confirm our pet does not come inside the home.

Signed by Prospective Tenant(s)

Date

Residential Application Form

For your application to be processed you must answer all questions (Including the reverse side)



A. AGENT DETAILS

Raine & Horne Goulburn

Address: 149 Auburn Street Goulburn NSW 2580
Phone: (02) 4821 9088
Fax: (02) 4822 2939
Email: reception@goulburn.rh.com.au
Website: www.raineandhorne.com.au

B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

 Postcode

2. Lease commencement date?

 Day Month Year

3. Lease term?

 Years Months

4. How many tenants will occupy the property?

 Adults Children Ages of Children

C. PERSONAL DETAILS

5. Please give us your details

Mr Ms Miss Mrs Other

Surname Given Name/s

Date of Birth Driver's licence number

Driver's licence expiry date Driver's licence state

Passport no. Passport country

Pension no. (if applicable) Pension type (if applicable)

6. Please provide your contact details

Home phone no. Mobile phone no.

Work phone no. Fax no.

Email address

7. What is your current address?

 Postcode

8. How did you find out about this property?

Newspaper The Internet Local Paper
 Office Office Window Sign Board at property
 Referral Other (specify)

Application sent to MyConnect (if Required)

D. UTILITY CONNECTIONS

Our complementary partner On The Move can connect your utilities;

- It's a free and simple service
- Your connection is guaranteed by the On The Move promise
- There is no obligation to proceed with connections

Terms & Conditions: **Unless you advise us otherwise, by signing this application you are consenting to On The Move contacting you to arrange the connection of your utility services.** On The Move may need to disclose personal information to utility companies to arrange your services. On the Move and Raine & Horne may receive a benefit for arranging your services. Please see On The Move's Privacy Policy at: www.onthemove.com.au/legal-and-privacy. Standard connection fees may apply.

No, I will connect the required utilities of my own accord.



We guarantee that your electricity and gas will be connected on your agreed move-in date*.

*Terms and conditions apply.
Full details at onthemove.com.au/on-the-move-promise-terms-and-conditions

E. DECLARATION

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 in to 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, the tenant, accept the property in the condition it was in when inspected.

I authorise the Agent to obtain personal information about me from:

- (a) The owner or the Agent of my current or previous residences;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants;
- Any record listing or database of defaults by tenants such as TICA, NTD or TRA for the purpose of checking your tenancy history.

I am aware that I may access my personal information by contacting:

TICA 1902 220 346
NTD 1300 563 826
TRA (02) 9363 9244

I am aware that the Agent will use and disclose my personal information within this application in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow trades-people 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 check with Tenancy Databases

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. I am aware that I may access personal information on the contact details above.

Unless I have otherwise indicated, I consent to the disclosure of this page of the application form to **On The Move** ABN 84 101 648 257 for the purpose of enabling **On The Move** to offer the connection and disconnection of my utility services.

I am aware that if I do not consent to the disclosure of my personal information for the purposes set out above, I may not be eligible to lease this premises. Where **On The Move** is requested to arrange for the provision of services, I consent to **On The Move** disclosing personal information it has collected about me to the applicable utility service provider for that purpose and to obtain confirmation of the connection or disconnection.

I acknowledge that Raine & Horne does not accept any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I acknowledge that Raine & Horne, its employees and **On The Move** may receive a benefit in relation to the connection of a utility service.

Signature

Date

F. APPLICANT HISTORY

9. How long have you lived at your current address?

	Years		Months
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10. Why are you leaving this address?

11. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

 \$

12. What was your previous residential address?

Postcode

13. How long did you live at this address?

	Years		Months
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14. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

 \$

Was bond refunded in full?

If not why not?

G. EMPLOYMENT HISTORY

15. Please provide your employment details

What is your occupation?

What is the nature of your employment?
(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

Net Income

	Years		Months
--	-------	--	--------

 \$

16. Please provide your previous employment details

Occupation?

Employer's name

Contact name

Phone no.

Length of employment

Net Income

	Years		Months
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 \$
H. CONTACTS / REFERENCES

17. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

18. Please provide 2 personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

I. OTHER INFORMATION

19. Car Registration

20. Please provide details of any pets

Breed/type

Council registration / number

J. PAYMENT DETAILS

Property Rental

\$ per week

First payment of rent in advance

 \$

Rental Bond (4 weeks rent):

 \$

Sub Total

 \$

Less: Holding deposit (see below)

 \$
Amount payable on signing tenancy agreement (bank cheque or money order only)
 \$
K. HOLDING FEE

The holding fee can only be accepted after the application for tenancy is approved.

The holding fee (not exceeding 1 week's rent) of keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

- (i) The application for tenancy has been approved by the landlord; and
 - (ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement; and
 - (iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee; and
 - (iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
- rent for the residential premises concerned.
- (v) The whole of the fee will be refunded to the prospective tenant if:
- (a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period
 - (b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

Signature of Landlords agent

Date

Signature of Applicant

Date