



Raine&Horne®

Tenancy Application Form

Raine & Horne Sans Souci
357 Rocky Point Road
Sans Souci NSW 2219

Phone: (02) 9583 1616

Fax: (02) 9583 1740

Raine & Horne Assist: help@rhassist.com.au

Raine & Horne Sans Souci require 100 points of identification prior to approval of your application.

If you receive any form of Government Assistance written confirmation MUST be included or if you are self-employed a copy of your Profit and Loss Statement and Accountant details will be required as proof of income.

ESSENTIAL REQUIREMENTS NEEDED TO COMPLETE THE TENANCY APPLICATION: Please provide copies of the documents. A \$1.00 surcharge applies per copy if not provided by you.

Proof of Income and photo identification ARE COMPULSORY and your application will not be processed until these are received.

Drivers Licence OR Proof of Age Card OR Current Passport - Compulsory	30
Proof of Income – Recent Payslip OR Bank Statement OR Centrelink Statement – Compulsory (Bank Statement from the internet without name and address will not be accepted)	30
Your last 4 rent receipts OR rental ledger OR front page of current RTA	20
Medicare Card OR Health Care Card	10
Electricity / Gas OR Phone Invoice with current address	10
Motor Vehicle OR Motor Bike Registration	10
Copy of Birth Certificate	10
Debit/Credit Card	10
Water OR Council Rates with Current Address	10
Number of Points	TOTAL

Special Conditions:

- The tenant confirms and agrees that they have been advised that the Strata Managing Agents will require an annual Fire Safety Inspection of the property and that the tenant will be required to give access to the property on a date and time advised by the Strata Manager. The tenant confirms that access will be given during the time specified by the Strata Managers and that failure to give access may result in a fine being issued by the Strata Managers and will be paid by the tenant.
- In the event that a Direct Debit is returned to the landlord, the tenant shall compensate the landlord immediately for the costs incurred.
- The tenant understands and agrees that the landlord's agent can use the office set of keys to the property described in the lease for all future routine inspections that are carried out during the fixed term or continuation period of this tenancy and they also understand and agree that the landlord may accompany the agent and that digital photographs and a video may be taken.
- It is the tenant's responsibility to pay for any installation or connection fee for telephone, internet connects and permission must be sought and given for the installation of Pay TV dish to the building or connection for Cable TV.
- Where a pet has been approved the tenant agrees to keep the property free of animal droppings and make good any damage to lawns and gardens caused but the animal during the tenancy.
- The tenant understands and agrees that if any keys supplied at the start of the tenancy are not returned up on vacant possession the tenant will be required to have the locks changed and new keys supplied at their own expense.
- The tenants are not to smoke inside the property.
- Break Fee – should the tenant vacate the premises prior to the expiry of the fixed term of this agreement, the tenant agrees that the break fee will be as per the standard terms and conditions of the lease.
- Where there are gardens or lawns, the tenant is responsible for the upkeep of these, paying attention to the way the grounds were presented at the commencement of the tenancy agreement.
- The tenant acknowledges and agrees they have been advised that if the property is in a strata complex there is a driveway and/or walkway within the complex which other persons are legally entitled to share.

Signed by the Applicant

Print Name

Date

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How did you find out about this property? Internet Signage Rental Listing
 Window Display Agent Called Other

Property Manager

Yes, Please contact me for Utilitu connection service

Property Details
 Address
 State Postcode
 Rental Amount \$ Commencement date Length of Tenancy

How many people will occupy the property Adults Children Aged
 Pets Breed Council Registration

Personal Details
 Title Surname First name
 Middle name Preferred name Date of birth
 Mobile Number Phone number First Language

e-mail address Emergency Contact 'Next of Kin'

Current address

Suburb State Postcode

Current Landlord or Agent Current Rent per week \$ Contact #

Reason for leaving How long have you lived at this address

Have you ever been evicted by any landlord or agent Yes No
 Are you in debt to another landlord or agent Yes No
 Have you ever been refused another property Yes No
 Is there any reason that would effect your rental payment Yes No

What was your **previous** residential address?

How long did you live at this address?
 Years Months Rent paid per week \$

Agent Details?

Are you in debt with another Landlord or Agent Yes No

Employment details

Current Employer	Your Position	Length of Employment
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Name	Employees Address	
<input type="text"/>	<input type="text"/>	
Net Weekly Income	Contact#	Full time/Part time
<input type="text"/>	<input type="text"/>	<input type="text"/>

PERSONAL REFERENCES (NON-RELATED)

Name	Address	
<input type="text"/>	<input type="text"/>	
Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile Number	Phone number	
<input type="text"/>	<input type="text"/>	

Name	Address	
<input type="text"/>	<input type="text"/>	
Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile Number	Phone number	
<input type="text"/>	<input type="text"/>	

1. During my inspection of this property I found it to be in a reasonable and clean condition Yes No
2. If 'No', I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the Landlord's approval.

Comments

3. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
4. I confirm having received a copy of this application for my retention.
5. I consent to the information provided in this application being verified and a reference check on the VEDA National Tenancy Database.

PRIVACY STATEMENT

The personal information you provide in this or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, this information may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to the Landlord and us. If you enter into a Residential Tenancy Agreement and you fail to comply with the obligations under that Agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operations of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your Property Manager. You can also correct this information if it is inaccurate, incomplete or out of date. If you do not provide the information required from you, we may not be able to process your application and manage your tenancy.

Application
 I, the Applicant apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the Landlord of the property for his/her/their acceptance and if the application is approved, to prepare a Residential Tenancy Agreement for the premises.

I, the Applicant, declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the above premises and wish to apply for tenancy of the premises for a period of _____ weeks, at a rental of \$_____ per week/fortnightly/month.

I, the Applicant, have read, and understand, and accept the Privacy Statement contained in this Application.

Statement of Costs

Rental Bond (4 week's rent)		\$ _____
Rent in advance (2 weeks rent) from _____ to _____		\$ _____
		\$ _____

PLEASE NOTE THAT ALL INITIAL PAYMENTS MUST BE MADE BY BANK CHEQUE, MONEY ORDER or BPAY TRANSFER

NOTE: IF A HOLDING FEE IS BEING PAID ON THE PROPERTY, THE FOLLOWING CONDITIONS WILL APPLY

It is hereby acknowledged:

- When the application has been approved by the Landlord. The Applicant will then pay a Holding Fee of \$ _____ equivalent to 7 days rent to reserve the premises in favour of the Applicant for a period of 7 days.
- That during this period, the premises will not be reserved for any other Applicant, nor will a Holding Fee be received from any other Applicant.
- That should the Landlord accept this application the Holding Fee will be paid towards the rent for the premises.
- That should the Applicant decide not to proceed, the Landlord will retain the Holding Fee equal to 7 days rent that would have been paid during the period the premises were reserved.
- That the Holding Fee will be banked into a Trust Account and any refund given will be by way of an EFT transfer.
Raine & Horne Sans Souci, acting for the Landlord of the premises, acknowledge receipt of the above Application and the accompanying Holding Deposit and agree:
 - To reserve the premises for the period and in accordance with the conditions stated above.
 - If the applicant has been approved, to prepare a Residential Tenancy Agreement for the premises

6. Office Use Only: Holding Fee Paid Yes / No Dated: _____

Signature

Date

Agent's Signature

Date

UTILITY APPLICATION FORM

Raine & Horne provide a FREE Service that takes the hassle out of moving.

help@rhassist.com.au

Simply complete the form below, select the services you would like organised and return this form to your Agent at Raine & Horne Sans Souci. Raine & Horne Assist will then contact you to confirm your details and service request.

PLEASE SELECT THE SERVICE YOU WOULD LIKE ARRANGED

Electricity	Gas	Phone	Internet
Insurance	Pay TV	Cleaning	Truck Hire

PERSONAL DETAILS

Title _____	Given name _____	
Surname _____	Date of birth _____	
Mobile phone _____	Home phone _____	Work phone _____

ADDRESS DETAILS

New address connection details – Address you are moving to	Connection date (if known)
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Please note the following terms and conditions apply

Please note the following terms and conditions apply. By signing this application form I consent to Raine & Horne Assist together with Direct Connect ABN 20 110 316 973 arranging for the connection and disconnection of the nominated home services, to providing information contained in this application to the service providers for this purpose and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue for a period of 1 year from the date of our/my execution of this application/until 28 days after we/I disconnect the last of the services in respect of which this application is made; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the 'Do not Call Register'; understand that under the requirements of the privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that the services will be provided according to the applicable regulations, service provider time frames and terms and conditions once I have agreed to use the chosen service provider. After hours connections may incur additional fees from service providers; acknowledge that the Real Estate Agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors to receive a fee or remuneration from the utility provider; confirm that I am authorised to provide consents and other undertakings set out in this application form on behalf of all the applicants included.

Signature

Raine & Horne Sans Souci
357 Rocky Point Road
Sans Souci

Date

Referral Permission Form

In accordance with the Privacy Act, I/we the undersigned authorise the recipient of this fax to give information to Raine & Horne Sans Souci regarding my/our rental history. I/we understand this information will be used to assess, my/our application for tenancy.

Applicants Name: _____

Current Rental Address: _____

Period of Tenancy from: _____ Rent Per Week: _____

Managing Agent: _____ Date: _____

Agents Phone Number: _____ Agents Fax Number: _____

Applicants Signature _____

Please fill in the above information and return with your application.
Our office will fax this to your agent and request a reference from them. Please do not fill out the lower section.

Dear Property Manager,

Please complete and return by fax (02 9583 1740) to Raine & Horne Sans Souci together with rental ledger.

Name and position of person completing this form: _____

How long has tenant been at this property? _____

What was their weekly rent? _____

Was the tenant cooperative? _____

Were there any arrears during tenancy? _____

Were routine inspections carried out? _____

Comments on routine inspections? _____

Were lawns and gardens maintained? _____

Did tenants have any pets? If so, what kind? _____

Was there any pet related damage? _____

Were tenants considerate of neighbours? _____

Were any termination notices issued? _____

Do you know the reason for vacating? _____

Would you rent to this tenant again? _____

Signature of Agent: _____

Please attach ledger, Thank you