

Tenancy Application



Raine & Horne Sans Souci
357 Rocky Point Road, Sans Souci NSW 2219
PO Box 74, Ramsgate NSW 2217
Telephone: 02 9583 1616 **Fax:** 02 9583 1740
Email: gerry.filas@sanssouci.rh.com.au
Web: www.rh.com.au/sanssouci

Each applicant is required to fill out a separate application form.

The following information needs to be provided with each application:

Current Drivers License	40 points
Bank Statement	10 points
Medicare Card	20 points
Telephone/ Electricity Bill	10 points each
Passport	40 points
Proof of Age Card	20 points
4 Most Recent Rental Receipts	
Tenant Ledger	

Centrelink Card	10 points
Credit Card	20 points
Water/ Council Rates	10 points each
Tax Return	20 points
Birth Certificate	20 points
Registration/ Insurance	20 points
4 Previous Pay Slips	
Tenancy Reference	

If self employed, business registration certificate, bank statement, tax return and proof of income must be supplied.

Applicants will be advised on the outcome of the application within 2 days.

If the application is approved, a lease commencement date must be arranged and an appointment made with this office for the signing of lease documentation.

The reservation fee/deposit must be paid in cash/bank cheque within 24 hours of approval to secure the property.

The initial payment of bond and rent must be paid in a bank cheque or money order prior to the lease commencing. Personal cheques are not accepted on any initial payment made.

Total payable upon signing the documents is as follows:

BOND: (for unfurnished/furnished properties) (equivalent to 4 weeks rent)
RENT: (equivalent to 2 weeks rent)

Please note: Any telephone connections (including brand new properties), electricity connections or gas connections will be at the expense of the lessee. Neither the agent nor the landlord will be responsible for any connection fees. Please make your own enquiries with any of the above utilities prior to commencement of any lease.

If you require any further information or assistance please do not hesitate to contact **Gerry Filas** on **02 9583 1616** or **0419 603 623**

A. PROPERTY DETAILS

1. Address of premises applying for?

	Postcode:
--	-----------

2. What date did you view the property?

	Day		Month		Year
--	-----	--	-------	--	------

3. Lease commencement date?

	Day		Month		Year
--	-----	--	-------	--	------

Rental Per Week:

--

4. Lease term?

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

5. How many tenants will occupy the property?

	Adults		Children - Ages					
--	--------	--	-----------------	--	--	--	--	--

6. Please provide details of any pets: Council Registration/ Number

1. Breed/ Type

2. Breed/ Type

B. PERSONAL DETAILS

7. Please give us your details:

Mr Ms Miss Mrs Other

Surname

--

Given Names

--

Date of Birth

--

Drivers License Number

--

Drivers License expiry date

--

Drivers License state

--

Passport no.

--

Passport country

--

Pension no. (if applicable)

--

Pension type (if applicable)

--

Home phone no.

--

Mobile phone no.

--

Work phone no.

--

Fax no.

--

Email address

8. What is your current address?

C. APPLICANT HISTORY

Postcode:

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

<input type="text"/>		<input type="text"/>	Years	<input type="text"/>		<input type="text"/>	Months
----------------------	--	----------------------	-------	----------------------	--	----------------------	--------

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:

\$

Have you ever been evicted by any landlord or agent?

Yes	No
<input type="text"/>	<input type="text"/>

Are you in debt to another landlord or agent?

Yes	No
<input type="text"/>	<input type="text"/>

Have you ever been refused another property?

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Is there any reason that would effect your rental payment?

<input type="text"/>	<input type="text"/>
----------------------	----------------------

12. What was your previous residential address?

Postcode:

13. How long did you live at this address?

<input type="text"/>		<input type="text"/>	Years	<input type="text"/>		<input type="text"/>	Months
----------------------	--	----------------------	-------	----------------------	--	----------------------	--------

14. Name of landlord or agent?

Landlord/agent's phone no:

Weekly rent paid:

\$

Was bond refunded in full?

If not why?

D. 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 a student)

Employer's address

Postcode

Contact name Phone no.

Contact Name

Length of employment Years Months Nett income? \$

Car Registration
Make / Year

16. Please provide your previous employment details

Occupation?

Employer's name:

Length of employment Years Months Nett income? \$

E. Contacts/ References

17. Please provide a contact details for two relatives in case of emergency.

Surname Given Names

Relationship to you Phone Number

Surname Given Names

Relationship to you Phone Number

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

Surname Given Names

Relationship to you Phone Number

Surname Given Names

Relationship to you Phone Number

F. 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 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
- (c) Any record listing or database of defaults by tenants;

(b) My personal referees and employer/s;

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
- (c) Allow tradespeople or equivalent organisations to contact me
- (e) Refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (g) Complete a credit check with NTD (National Tenancies Database)

- (b) Prepare lease/tenancy documents
- (d) Lodge/claim/transfer to/from a Bond Authority
- (f) Refer to collection agents/lawyers (where applicable)

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.

Signature

Date

G. PAYMENT DETAILS

Rental bond (4 weeks rent)	<input type="text" value="\$"/>
First payment of rent in advance	<input type="text" value="\$"/>

H. HOLDING DEPOSIT

ONCE TO APPLICATION HAS BEEN APPROVED YOU WILL BE REQUIRED TO PAY A HOLDING DEPOSIT (EQUIVALENT TO 1 WEEK'S RENT)

TOTAL	<input type="text" value="\$"/>
LESS Holding Deposit	<input type="text" value="\$"/>
BALANCE UPON SIGNING LEASE AGREEMENT	<input type="text" value="\$"/>

If you change your mind between lease approval (payment of holding deposit and commencement of residential tenancy agreement) you will not receive a refund of deposit paid. If the landlord does not decide to enter into a residential tenancy agreement or if the landlord does not carry out repairs of work which is a condition to enter into a residential tenancy agreement, then a full refund of deposit will be made to the applicant.

This application will not be processed unless the attached Trading Reference disclosure Statement is signed. This allows us to confirm all the information which you have provided on the attached application.

PRIVACY DISCLOSURE STATEMENT OF GERMOND PTY LTD TRADING AS RAINE & HORNE SANS SOUCI

We are an independently owned and operated business. We are bound by the National Privacy Principles. 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 your previous landlords or letting agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use the database operated by TICA Default Tenancy Control Pty Ltd. You can find out more information about this database its website at www.tica.com.au. 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. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the landlord's insurers. 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 (see contact details above). 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 _____

Current Address: _____

Current Agent: _____ FAX NO: _____

Acknowledge that I have read the Privacy Notice of Germond Pty Ltd trading as Raine & Horne Sans Souci.

I authorise Raine & Horne Sans Souci to collect information about me from:

- (a) My previous letting agents and/or landlords
- (b) My personal referees
- (c) Any tenancy default database (including TICA) which may contain personal information about me. I also authorise Raine & Horne Sans Souci to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including TICA.

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

- Financial service products (to assist with a home loan application)
- Insurance services (for contents insurance and other insurance products)
- Utilities (to arrange connection or transfer of telephone, gas, electricity)

Signed: _____
(Applicant)

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: _____ Agent Fax Number: _____

Signature of Applicant: _____

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 tenant cooperative? _____

Were there any arrears during tenancy? _____

Were routine inspection 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 reason for vacating? _____

Would you rent to this tenant again? _____

Signature of agent: _____

Please Attach Ledger, Thanking you