

# Tenancy Application

# Raine & Horne®

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:
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### 2. What date did you view the property?

Day	Month	Year	

### 3. Lease commencement date?

Day	Month	Year	

Rental Per Week:

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### 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
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2. Breed/ Type
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## B. PERSONAL DETAILS

### 7. Please give us your details:

Mr  Ms  Miss  Mrs  Other

Surname

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Given Names

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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?

Years

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"/>
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Is there any reason that would effect your rental payment?

<input type="text"/>	<input type="text"/>
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12. What was your previous residential address?

Postcode:

13. How long did you live at this address?

Years

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)

<b>TOTAL</b>	<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](http://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: \_\_\_\_\_

## Your Personal Information

As professional property managers Raine & Horne Sans Souci we collect use and disclose your personal information in accordance with the Australian Privacy Principles of the Privacy Act 1988.

### Collection, use and disclosure by Raine & Horne Sans Souci

We collect, use and disclose your personal information for the following purposes:

1. The provision of rental property services to you;
2. To assess your application for a rental property we may disclose your personal information to NTD (National Tenancy Database) which is part of the Equifax Pty Ltd of companies;
3. To residential tenancy tribunals, Australian courts and Australian rental bond board;
4. Where required or authorised by law to disclose your personal information;
5. To mercantile agents for the collection of debts owed by you that are overdue;
6. To the landlord;
7. To referees nominated by you;
8. We may also obtain and provide information about you from other real estate agents as part of the assessment of a rental application by you;
9. To tradespeople and others who are required to carry out maintenance or other work at the rental premises.

### If you do not provide your consent

If your personal information is not provided to us we will not be able to assess your application for a rental property and will not be able to proceed with your application for a rental property.

### Privacy Policy

For further information about the collection, use and disclosure of your personal information by Raine & Horne Sans Souci go to <http://rh.com.au/sanssouci>

### Acknowledgement

By signing this document, you consent to the collection, use and disclosure of your personal information for some or all of the purposes set out above.

\_\_\_\_\_  
FULLNAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE OF WITNESS

\_\_\_\_\_  
DATE

© Equifax Pty Ltd. This document does **not** represent legal or compliance advice from NTD and is provided as **a** sample only. We recommend that you obtain your own independent legal advice with respect to any documents dealing with the Privacy Act 1988 and consent.

# 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**