

TENANCY APPLICATION FORM

Raine & Horne

Dee Why

9971 9000

Raine & Horne – Dee Why

685 Pittwater Road

DEE WHY NSW 2099

Phone: 02 9971 9000

Fax: 02 9982 6446

Email: deewhy@rhdeewhy.com.au

Our Agency welcomes your Application and any queries you may have.

The following information and checklist will assist you to complete the Tenancy Application so it can be processed as quickly as possible.

Please read prior to completing your Application

- RESERVATION FEE** (If Applicable) - The Applicant undertakes to pay a Reservation Fee of equivalent to one weeks rent. If the Landlord of the property accepts the Application the Reservation Fee will be credited against the statement of costs owing prior to moving in. If this Application is not accepted the Reservation Fee will be refunded to the Applicant by CHEQUE ONLY. If the Applicant decides not to take the premises after the Landlord accepts this Application the Agent may retain the Reservation Fee (reduced to a daily fee) for each day the premises are being held for the Applicant and will refund the balance. Any Reservation Fee is accepted subject to the Landlords approval.
- Applications are required to inspect the premises prior to final approval of the Application
- A Lease Preparation Fee equivalent to \$15.00 is payable by the successful Applicant/s on signing of the lease.
- One Application is to be completed per person.
- Applicants are to supply their own photocopies of documentation required. This Application must be accompanied by copies of documents from those listed below for the 100 points Identification Check. PLEASE NOTE THIS MUST INCLUDE A DRIVER'S LICENCE, OR PASSPORT. Your original driver's licence, or passport will be required to be sighted at the time of handing in your Application. If you are not able to provide 100 ID points please speak to the Property Manager.

<input type="checkbox"/>	Drivers Licence	40	<input type="checkbox"/>	Previous two (2) rent receipts	20
<input type="checkbox"/>	Passport	40	<input type="checkbox"/>	Motor Vehicle/Bike registration	10
<input type="checkbox"/>	Birth Certificate	30	<input type="checkbox"/>	Bank Statement	10
<input type="checkbox"/>	Other Photo ID	30	<input type="checkbox"/>	Telephone Account	10
<input type="checkbox"/>	Current Wage Advice	30	<input type="checkbox"/>	Electricity Account	10
<input type="checkbox"/>	Previous Tenancy Reference	20	<input type="checkbox"/>	Gas Account	10
TOTAL POINTS					

- This Application cannot be processed until it is complete with copies of supporting documents attached.
- Our agency staff will contact you within 24-48 business hours. If the Application is approved, a Reservation Fee/Holding Deposit of equal to one week rent is to be paid by money order or bank cheque within 24 hours of acceptance.

OFFICE USE ONLY – AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT			
CHECKLIST	STAFF MEMBER	DATE	TIME
<input type="checkbox"/> Application received		/ /	am/pm
<input type="checkbox"/> Sighted original ID		/ /	am/pm
<input type="checkbox"/> Compared signatures to original		/ /	am/pm
<input type="checkbox"/> Checked ALL Consents signed		/ /	am/pm
<input type="checkbox"/> Checked Application is completed in full		/ /	am/pm
Name of nominated Applicant to contact in relation to Application		Name	Phone

RENTAL PROPERTY	ADDRESS			
How did you find out about this property	<input type="checkbox"/> Newspaper <input type="checkbox"/> Website _____ <input type="checkbox"/> For Rent Sign <input type="checkbox"/> Walk-in <input type="checkbox"/> Referral <input type="checkbox"/> Other Agent <input type="checkbox"/> Other _____			
Lease Term Applied For	6 / 12 month lease (please circle) at \$ _____ p/w beginning on ____/____/2010			
Method of rent payment	I wish to pay my rent by Paycard <input type="checkbox"/> Cheque <input type="checkbox"/>			
Applicant's full Name and Address	Name Address			
Personal Details	Date of Birth / /		Place of Birth	
	Drivers Licence No.		Expiry Date	
	Passport No.		Expiry Date	
Applicant's Contact Details	☎ Home		☎ Business	
	☎ Mobile		Email	
Current Rental Details	Rent per week \$		Period of occupancy	Months Years
	Agent/Landlord		☎ Home	
	Fax		☎ Business	
	Do you expect the Bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No Why _____			
Previous Address	Address			
	Rent per week \$		Period of occupancy	Months Years
	Agent/Landlord		☎ Home	
	Fax		☎ Business	
Employment/Accountant if self employed	Current Employer		<input type="checkbox"/> Full Time <input type="checkbox"/> Casual <input type="checkbox"/> Part Time <input type="checkbox"/> Contract	
	Your Position		Supervisor's Name	
	Length of Employment	Years	Fax	
		Months	☎ Business	
	Net Income \$		per week \$ per month	
	Currently I am paid on the _____ of each week / fortnight / month (circle relevant)			
Australian Citizen	<input type="checkbox"/> Yes <input type="checkbox"/> No – supply copy of Passport and Visa Visa Expiry / /			
Pets	No <input type="checkbox"/> Yes <input type="checkbox"/>		Type Breed	
	Reg No Council		Reference is attached Yes <input type="checkbox"/>	
Vehicle Information	Total number of vehicles to be kept at the premises			
	Registration No	Model	Owned / Hire Purchase	
	State			
	Registration No	Model	Owned / Hire Purchase	
	State			
Occupancy Details Full names, current addresses and ages of all people (including children) who will reside at this property	Name		Address	Age
Emergency Contact Details of closest relatives who will not be residing with you If a student provide a campus contact also.	Name		Name	
	Relationship		Relationship	
	Address		Address	
	☎ Home	☎ Work	☎ Home	☎ Work
	☎ Mobile		☎ Mobile	

Personal Reference(s)	Name	Occupation	Contact

I confirm the following:

- | | | |
|--|--|---------------------|
| 1. Have you ever been evicted by any Landlord or Agent? | <input type="checkbox"/> No <input type="checkbox"/> Yes | Detail _____ |
| 2. Have you been refused another property by a Landlord or Agent? | <input type="checkbox"/> No <input type="checkbox"/> Yes | _____ |
| 3. Are you in debt to another Landlord or Agent? | <input type="checkbox"/> No <input type="checkbox"/> Yes | _____ |
| 4. Is there any reason known to you that would affect your ability to pay rent when due? | <input type="checkbox"/> No <input type="checkbox"/> Yes | _____ |

**PRIVACY DISCLOSURE STATEMENT OF
Raine & Horne Dee Why
of 685 Pittwater Road, Dee Why 9971 9000**

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 databases operated by TICA Default Tenancy Control Pty Ltd (TICA) and National Tenancy Database (NTD). You can find out more information about these databases on their websites www.tica.com.au and www.ntd.net.au. Your consent to us collecting this information is set out below, in the Privacy Consent section.

COLLECTION NOTICE

The personal information you provide in this application or our Agency collects from other sources is necessary for **Raine & Horne Dee Why** to verify your identity, to process and evaluate the application and to manage the tenancy. If the application is successful, personal information collected about you in this application and during the course of your tenancy, may be disclosed for the purpose for which it was collected to other parties including the Landlord/s, referees, other Agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to **Raine & Horne Dee Why** and/or the Landlord. If you enter into a Residential Tenancy Agreement and if you fail to comply with your obligations under this agreement, the facts and other relevant personal information collected about you during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your application is not successful it will be stored securely for a period of one month only. If you decide not to collect your application **Raine & Horne Dee Why** will destroy your documents to comply with privacy legislation.

If you do not complete this form or do not sign the consent below then your application for residential tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the application.

PRIVACY CONSENT

I, the Applicant acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of **Raine & Horne Dee Why**. I authorise **Raine & Horne Dee Why** to collect information about me from:

- My previous letting Agents and/or Landlords;
- My personal referees, employers and all other references on this application;
- Any Tenancy Default Database (including TICA & NTD) which may contain personal information about me. I also authorise **Raine & Horne Dee Why** 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 to include TICA and NTD.

I authorise **Raine & Horne Dee Why** to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Landlord, other Agents, database operators, other Property Managers, body corporate offices, insurance companies, financial services (to assist with home loan applications, if required in the future) and to authorities as required by law.

I agree to be contacted by electronic and or/SMS methods.

APPLICANT TO COMPLETE SECTION BELOW

Applicant Name		
Applicant Phone Number/s	<input type="checkbox"/> As detailed in this Application Form	<input type="checkbox"/> Other: _____
Applicant Signature		
Date		
Time		

TRADING REFERENCE AUSTRALIA

Agency Name:- Raine & Horne Dee Why

Agency Phone:- (02) 9971 9000

Agency Fax:- (02) 9982 6446

Address Property Applied For

Suburb **State** **Post Code**

TRA DISCLOSURE

I understand this agent is a member of Trading Reference Australia Pty. Ltd. (TRA) and may conduct a reference check with that organisation on myself and the company whose name appears on the lease. I authorise this Agent to provide any information about me or the company to TRA / Landlord for the purpose of the check and I acknowledge that such information may be kept and recorded by TRA. I realise that if a search is performed on the TRA database and my identification and / or the company whose name appears on the lease with the label "Refer to Agent" beside my name and / or the company name, the agency who conducted the search and as a matter of procedure will call the listing agency to exchange information and establish why my name and / or the company's details have been entered on the register and in turn provide my contact details to the listing agency for the purpose of resolution and the removal of my name and / or the company details from the database. The agency that searched will then inform me of the listing / listings, the listing agency name and contact details giving me right of reply. I accept that if I and / or the company whose name appears on the lease are currently listed as a defaulter with TRA, this Agency / Landlord has the authority to reject my application. I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused. I acknowledge that if I default on my tenancy / rental obligations in future, which means in breach of my contract / lease agreement for residential or commercial property and / or in accordance to the Property Stock and Business Agents Amendment (Tenant Databases) Regulation 2004. I and / or company whose name appears on the lease may be listed with TRA, until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent / Landlord or in accord with the new regulations. The same applies to me if I am a Commercial Tenant and or Holiday Tenant and in breach of my contract whatever the stipulations are within that contract with the said agency. I hereby authorise this agent to provide information about me to TRA and my default to TRA in connection with that listing. I also understand that my agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard. I will not hold TRA accountable for the inaccurate keying in of information by TRA members therefore delivering an incorrect search as I understand faults can be made within this process due to human error. It is also understood that technical failure can cause errors and I do not hold TRA or the Agent responsible for same. I understand that if the said eventuates I may question the source and understand this will be thoroughly investigated and corrected immediately. Furthermore I authorise the agent to contact my employers past and present to confirm my employment history and my previous Landlord / Agency to verify details of my tenancy. I also authorise the agent to contact two personal referees to establish my identification / location and concede that those referees have given permission for me to use them. Those referees nominated have signed the Disclosure so that their identity can be confirmed as natural persons on the identifier sections of the TRA database. **It should be noted that if the referee signs this document they are in no way accountable for the behaviour of the tenant legally or financially.**

Print Name of Referee 1 **Gender** **DOB**

Address **Home Phone**

Mobile **Signature of Referee**

Print Name of Referee 2 **Gender** **DOB**

Address **Home Phone**

Mobile **Signature of Referee**

I recognize that my photo id may be scanned onto TRA for absolute identification. I, the tenant, I, the referee, do acknowledge that information provided to TRA and/or the agent by these authorities given by me may be available to: a) Real Estate Agents and Landlords to assist them in evaluating applications for leases. c) Real Estate Agents, Landlords, Video stores, Banks, Utility companies, Commercial Agents, organisations or any other members for the purpose of locating me for any legal matter. Should this Agent transfer its agency business to another person, I consent to the new agent (and any further person to whom that business may be transferred) taking any step which the former agent could have taken.

(If more than one applicant, "I" means "We" in this form). "I have read and I understand the above information"

Print Name of Tenant

Signature of Tenant **Date**

TRA adheres strictly to requirements of the Privacy Laws and therefore does not use the information supplied by the tenant for advertising purposes. Trading Reference Australia may be contacted at the above address during business hours 9-5 Monday to Friday regarding any records kept concerning you. However, we do not give information out over the phone regarding whether an individual is listed or not. To validate and correct inaccurate information we require a signed Personal Disclosure form. An Urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page.

This document can only be used by current TRA members and is Copyright to Trading Reference Australia Pty Ltd 2006