



TENANCY APPLICATION FORM

✓ Check List:

1. Fill in Tenancy Application. Ensure all pages are completed and signed.

2. Identification is required with this application. All identification documents must be attached to this Tenancy Application.

- Drivers Licence & Bank Statement & Rent Ledger (Compulsory)
- Current Telephone Account & Electricity / Gas Account
- Passport or Other Photo I.D
- Current Wage Advice

3. Send Tenancy Application to admin@rhburwood.com.au

Note:

Acceptance of this Tenancy application will not be acknowledged until all pages are completed and signed.

Applications will only be processed if you have viewed the property with one of our Property Managers.

If your application is accepted a non-refundable holding deposit of one week's rent is required as soon as possible to secure the property.

1. Property Applying For

Address _____

Suburb _____ Postcode _____

Lease Term Years Months

Date Property to be occupied / /

Rent Payable for Property _____

Name(s) of other Applicants to Occupy Property _____

2. If self-employed, please complete the following

Company Name _____

Company Address _____

Suburb _____ Postcode _____

Business Type _____

Position Held _____

A.B.N. _____

Accountant Name _____

Accountant Phone _____

Solicitor Name _____

Solicitor Phone _____

3. Personal Details

Title First Name _____

Last Name _____

Date of Birth / /

Current Address _____

Suburb _____ Postcode _____

Drivers Licence Number _____ State of Issue _____

Car Registration Number _____

Alternate ID (eg passport) No

Pension Type No

Home Phone Number _____

Mobile Phone Number _____

Email _____

Occupation _____

Employers Name _____

Employer Phone Number _____

Please provide a contact number you are available on all day

Contact number: _____

4. Utility Connection Service

This is a free service that connects all your utilities



Once we have received this application we will call you to confirm your details.

Please tick utilities as required.

- Electricity Gas Phone
 Internet Pay T.V.
 Cleaning Contents Insurance
 Removal Truck Hire

DECLARATION AND EXECUTION: By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice 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 I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility 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 and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

Signed: _____ Date / /

P: 1300 664 715 F: 1300 664 185. www.directconnect.com.au

5. Current Situation

Are you the Owner Tenant

Duration at your current address? Years Months

Name of Landlord/Agent (If applicable)

Phone Number

Rent Paid per month

Reason for leaving

Was bond repaid in full? Yes No, If No, please specify

6. Previous Rental History

Were you the Owner Tenant

Previous Address

Suburb Postcode

Duration at your previous address? Years Months

Name of Landlord/Managing Agent/Selling Agent

Phone Number

Rent Paid per month

Reason for leaving

Was bond repaid in full? Yes No, If No, please specify

7. Other Information

Number of persons occupying property Adults Children

Please specify the ages of any children.

Do you have pets? No Yes, if Yes, please specify

Type of pet Breed of pet

8. Next of Kin

Emergency Contact Relationship

Address Ph

Mobile Other

13. Declaration

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997.

I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from 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.

9. Current Employment Details

Employment Address

Suburb Postcode

Contact Name

Length at current employment Years Months

Net Income \$ Per Week \$ Per Month

10. Previous Employment Details

Occupation

Employers Name

Employment Address

Suburb Postcode

Employer Phone Number

Contact Name

Length at previous employment Years Months

Net Income \$ Per Week or Per Month (please circle)

11. Personal Referees

1. Reference name

Occupation

Relationship Ph

2. Reference name

Occupation

Relationship Ph

12. If Student, please complete the following

Place of Study

Course being undertaken

Course Length

Enrolment Number

Parents Name Ph

Campus Contact Ph

Course Co-ordinator Ph

Income:

Parents Address Overseas:

I authorise the Agent to obtain details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, any record, listing or database of defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.

Signed: Date / /

Please turnover & complete all pages

This form is to be accompanied by an Application for Tenancy. Your Application for Tenancy cannot be accepted unless this has been completed in full and signed.

Due to recent changes in the Privacy laws, from 21st December 2001, all real estate agencies must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully, and once completed return it to this office with your tenancy application.

As professional property managers, Raine & Horne collects personal information about you. To ascertain what personal information we have about you, you can contact us by the following ways:

Telephone: 02 9745 1955
Facsimile: 02 9744 3447
Email: admin@rhburwood.com.au
In Person: 185F Burwood Road, Burwood 2134

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested and if the risk is considered acceptable, to provide you with a lease/tenancy of the premises.

To carry out this role, and during the term of your tenancy, we usually disclose your personal information to the following:

The landlord, the landlord's lawyers, the landlord's mortgagee – for mortgage purposes, referees you have nominated, organisations/tradespeople required to carry out maintenance to the premises, rental bond authorities, Residential Tenancies Tribunals/Courts, collection agencies, National Tenancies Database Pty Ltd, Remington White, other real estate agents and landlords, utilities companies such as gas, electricity, water connection, telephone connection, banks – for rental payment facilities and financial records, employers – for reference purposes.

PLEASE NOTE:

1. This application is subject to the owner's approval and may take 2-3 days to process.
2. All applicants must complete an application form.
3. Initial bond payment must be paid in the form of a bank cheque or money order made payable to the **Raine & Horne Burwood** (personal cheques or cash will not be accepted).
4. Initial rental payments must be paid by cheque or money order to Raine & Horne Burwood
5. The applicant hereby agrees to a credit check being carried out by the National Tenancy Database.
6. The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.

TENANCY ACCEPTANCE

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fill out ALL required details on the application and ensure your completed application is returned to our office as quickly as possible.

UNSUCCESSFUL APPLICATIONS

Should your application be unsuccessful you will be advised. However, should you wish to apply for another property we will hold over your application for you.

SUCCESSFUL APPLICATIONS

Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require the leases to be signed and the bond to be paid in full to secure the tenancy. The property manager will supply you with these amounts at the confirmation of your tenancy. Keys will only be handed out when all parties have signed the tenancy agreement, Bond Lodgement Form, all monies have been paid and the tenancy has commenced. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.

Signing of tenancy agreements and the payment of the bond can be undertaken at the office indicated by your property manager. It is a policy of Raine & Horne Estate that all rental payments are made via cash, cheque, direct debit or rent card as payment of rent.

Signed by the:

Applicant

Print Name

Date

Witness

Date to sign lease: _____ Time: _____

Bond (4weeks rent): \$ _____

Rent (2weeks advance): \$ _____

Total Payable \$ _____

Less Deposit: \$ _____

Balance Due: \$ _____

Please pay by Money Order or Bank Cheque

NO CASH WILL BE ACCEPTED FOR ANY PAYMENTS AT RAINE & HORNE BURWOOD