

# TENANT APPLICATION FORM

Please read prior to completing your application.

1. This application allows two adults to apply and must be filled in for **each** adult occupant.
2. The application must be accompanied by relevant supporting documentation.
3. Only Bank Cheque or Money Order made payable to: **Raine & Horne Batemans Bay** or Eftpos - cheque or savings account (**No Credit**) will be taken as payment.
4. If you are approved you will be required to pay bond (equivalent of 4 weeks rent) and the first 2 weeks rent.
5. **All holding deposits are non-refundable.**

## Applicants Checklist

Before I submit this application, I have:

- Attached photocopies of documents to meet 100 or more points of ID (see below)
- Completed all details in full on the application form
- Provided all contact details and documentation for confirmation of income source
- Read and signed all the Privacy Disclosure Statement and Privacy Consent
- Understand that Raine & Horne have an affordability assessment criteria.

## Supporting Documentation

When submitting an application you must include at least **one** item from **each** section and total **100** points.

| Section One                                      | Applicant 1  | Applicant 2  |
|--|--|--|
| Drivers Licence / Proof of Age Card/ Passport    | 40   | 40   |
| Other Photo ID                                   | 15   | 15   |
| <b>Section Two</b>                               |  |  |
| Current Pay Slips (minimum of 3)                 | 30   | 30   |
| If new job – Letter of confirmation incl. salary | 20   | 20   |
| Statement of Centrelink Entitlements             | 20   | 20   |
| <b>Section Three</b>                             |  |  |
| Previous 4 rent receipts                         | 20   | 20   |
| Written Tenancy Reference                        | 20   | 20   |
| Council Rates                                    | 10   | 10   |
| Medicare Card                                    | 10   | 10   |
| Motor vehicle registration                       | 10   | 10   |
| Bank statement (no internet print outs)          | 10   | 10   |
| Telephone account                                | 10   | 10   |
| Utilities account                                | 10   | 10   |
| Misc documents                                   | 10   | 10   |
| <b>Total Points</b>                              | <input style="width: 100px; height: 30px;" type="text"/> | <input style="width: 100px; height: 30px;" type="text"/> |

**This application will not be processed until it is filled out completely with copies of all supporting documents attached.**

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Please return your application and supporting documents to our office at 29 Beach Road, Batemans Bay, alternatively you may fax 02 4472 6014 or email [office@rhatemansbay.com.au](mailto:office@rhatemansbay.com.au)

The property will not be held for you until the application has been approved and the holding deposit has been paid to our office in cleared funds.

- Applications will be destroyed after 28 days
- We do not accept bond transfers
- Applications are subject to an affordability assessment
- We will do a TICA reference check on all applicants
- On signing of the lease you will need to pay all monies due (the second weeks rent and the bond, the bond is equal to 4 weeks rent).

## PROCESSING AN APPLICATION

In most instances, we are able to process your application within 3 working days and advise you by telephone. If we are unable to contact all of your referees, this process may take longer.

## PAYING A HOLDING DEPOSIT ON THE PROPERTY

Once the application has been approved you will be required to pay an amount equal to 1 weeks rent to secure the property. Please note that this must be paid in cleared funds (money order, bank cheque, Eftpos or internet banking). Until a holding deposit is received from an approved applicant, the property remains on the rental list and can still be shown. **All holding deposits are non-refundable.**

## PAYMENT OF RENT & BOND

Prior to taking possession of the property, we require 2 weeks rent (this includes your holding deposit) and the bond (bond is equal to 4 weeks rent). All monies must be paid in cleared funds prior to collecting the keys. Payment of rent through Raine & Horne Batemans Bay can be made in a variety of ways. Our preference is through direct debit; however we do accept Eftpos, bank cheque, money order or internet deposit Personal cheques will not be accepted and for security reasons we request you do not bring in cash. This office does not accept bond transfers.

## SIGNING OF THE TENANCY AGREEMENT

All tenants must be present to sign the Tenancy Agreement prior to release of the keys.

## TICA

Our office is a member of TICA, which is a tenant database agency. It is important to note that should you vacate the property owing money in excess of the bond or receive a court order against you for a repeated breach, your details will be listed with this agency when your tenancy has ended. We do look forward to a harmonious agent/tenant relationship, and we will only take this course of action when absolutely necessary. If you experience financial hardship throughout the tenancy it is imperative that you contact our office to discuss the matter in further detail.

## UTILITY CONNECTIONS

It is the tenant's responsibility to connect and disconnect utilities. All connection costs and deposits are the tenant's responsibility.

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Address of property: \_\_\_\_\_

Rent: \$\_\_\_\_\_ Date you wish to move in: \_\_\_\_\_

Agreement term required: (please circle one): 6 months / 12 months

Number of all adults: \_\_\_\_\_ Number of children: \_\_\_\_\_ Ages of children: \_\_\_\_\_

Type of pet/s: \_\_\_\_\_ Breed: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_ De-sexed? Y/N

Do you own a property locally? Yes / No

If Yes – Property Address: \_\_\_\_\_

## APPLICANT ONE – PERSONAL DETAILS

Surname: \_\_\_\_\_ Given names: \_\_\_\_\_

Drivers licence No: \_\_\_\_\_ State of issue: \_\_\_\_\_ Date of birth: \_\_\_\_\_

18+ card No: \_\_\_\_\_ Passport No: \_\_\_\_\_

CONTACT DETAILS: Home Ph: \_\_\_\_\_ Mobile Ph: \_\_\_\_\_

Work Ph: \_\_\_\_\_ Email Address: \_\_\_\_\_

## ACCOMMODATION HISTORY (Five years history including your current address, attach a separate list)

1. Current Address: \_\_\_\_\_

Was the accommodation (circle one, if other provide details) Owned/Rented/Other \_\_\_\_\_

Period occupied from: \_\_\_\_\_ to \_\_\_\_\_ Weekly rent or mortgage: \$ \_\_\_\_\_

Current lease expiry date: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Name or Managing Agent or other Referee: \_\_\_\_\_

Contact No: \_\_\_\_\_ Fax: \_\_\_\_\_ Pets kept at property: \_\_\_\_\_

2. Previous Address: \_\_\_\_\_

Was the accommodation (circle one, if other provide details) Owned/Rented/Other \_\_\_\_\_

Period occupied from: \_\_\_\_\_ to \_\_\_\_\_ Weekly rent or mortgage: \$ \_\_\_\_\_

Current lease expiry date: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Name or Managing Agent or other Referee: \_\_\_\_\_

Contact No: \_\_\_\_\_ Fax: \_\_\_\_\_ Pets kept at property: \_\_\_\_\_

3. Previous Address: \_\_\_\_\_

Was the accommodation (circle one, if other provide details) Owned/Rented/Other \_\_\_\_\_

Period occupied from: \_\_\_\_\_ to \_\_\_\_\_ Weekly rent or mortgage: \$ \_\_\_\_\_

Current lease expiry date: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Name or Managing Agent or other Referee: \_\_\_\_\_

Contact No: \_\_\_\_\_ Fax: \_\_\_\_\_ Pets kept at property: \_\_\_\_\_



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### EMPLOYMENT DETAILS

Current employment (occupation): \_\_\_\_\_  
 Business name/Centrelink details/Benefit type: \_\_\_\_\_  
 Employers address: \_\_\_\_\_  
 Contact name: \_\_\_\_\_ Contact number: \_\_\_\_\_  
 Length of employment: \_\_\_\_\_ Income per week: \$ \_\_\_\_\_

### IF YOU ARE SELF EMPLOYED OR OWN YOUR OWN BUSINESS

Registered name of business: \_\_\_\_\_ ABN: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Personal Net Income per week: \$ \_\_\_\_\_ How long in business: \_\_\_\_\_  
 Name of Accountant: \_\_\_\_\_ Phone/fax number: \_\_\_\_\_  
 List one major creditor: \_\_\_\_\_ Phone/fax number: \_\_\_\_\_

### REFERENCES:-

Please provide two (2) personal references (not related to you) WITH DAYTIME CONTACT NUMBERS

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship to you: \_\_\_\_\_  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

### EMERGENCY CONTACT DETAILS: - Please provide details of your next of kin (not living with you), in case of an emergency:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

### APPLICANT TWO – PERSONAL DETAILS

Surname: \_\_\_\_\_ Given names: \_\_\_\_\_  
 Drivers licence No: \_\_\_\_\_ State of issue: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
 18+ card No: \_\_\_\_\_ Passport No: \_\_\_\_\_

CONTACT DETAILS: Home Ph: \_\_\_\_\_ Mobile Ph: \_\_\_\_\_  
 Work Ph: \_\_\_\_\_ Email Address: \_\_\_\_\_

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1. Current Address: \_\_\_\_\_  
 Was the accommodation (circle one, if other provide details) Owned/Rented/Other \_\_\_\_\_  
 Period occupied from: \_\_\_\_\_ to \_\_\_\_\_ Weekly rent or mortgage: \$ \_\_\_\_\_  
 Current lease expiry date: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
 Name or Managing Agent or other Referee: \_\_\_\_\_  
 Contact No: \_\_\_\_\_ Fax: \_\_\_\_\_ Pets kept at property: \_\_\_\_\_



# TENANT APPLICATION FORM

2. Previous Address: \_\_\_\_\_  
 Was the accommodation (circle one, if other provide details) Owned/Rented/Other \_\_\_\_\_  
 Period occupied from: \_\_\_\_\_ to \_\_\_\_\_ Weekly rent or mortgage: \$ \_\_\_\_\_  
 Current lease expiry date: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
 Name or Managing Agent or other Referee: \_\_\_\_\_  
 Contact No: \_\_\_\_\_ Fax: \_\_\_\_\_ Pets kept at property: \_\_\_\_\_

3. Previous Address: \_\_\_\_\_  
 Was the accommodation (circle one, if other provide details) Owned/Rented/Other \_\_\_\_\_  
 Period occupied from: \_\_\_\_\_ to \_\_\_\_\_ Weekly rent or mortgage: \$ \_\_\_\_\_  
 Current lease expiry date: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_  
 Name or Managing Agent or other Referee: \_\_\_\_\_  
 Contact No: \_\_\_\_\_ Fax: \_\_\_\_\_ Pets kept at property: \_\_\_\_\_

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 Contact name: \_\_\_\_\_ Contact number: \_\_\_\_\_  
 Length of employment: \_\_\_\_\_ Income per week: \$ \_\_\_\_\_

### IF YOU ARE SELF EMPLOYED OR OWN YOUR OWN BUSINESS

Registered name of business: \_\_\_\_\_ ABN: \_\_\_\_\_  
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 Personal Net Income per week: \$ \_\_\_\_\_ How long in business: \_\_\_\_\_  
 Name of Accountant: \_\_\_\_\_ Phone/fax number: \_\_\_\_\_  
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 Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

### EMERGENCY CONTACT DETAILS:-Please provide details of your next of kin (not living with you), in case of an emergency:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

### OCCUPANT NAMES:

Full name of people over the age of 18 that are not on the lease and will be residing at the property:

- 1. \_\_\_\_\_ 2. \_\_\_\_\_
- 3. \_\_\_\_\_ 4. \_\_\_\_\_



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**OTHER INFORMATION:**

Smoker: Yes / No

Other vehicles/trailers to be parked: \_\_\_\_\_

Have you ever been evicted or are you in debt to another Lessor or Agent?  Yes  No

If yes, give details: \_\_\_\_\_

**REQUEST FOR RENTAL REFERENCE**

**AUTHORITY & PRIVACY POLICY:**

The personal information the Applicant provides in this application or is collected from other sources is necessary for the Agent to verify the Applicant’s identity, to process and evaluate the application and to manage the tenancy.

Personal information collected about the Applicant in this application and during the course of the tenancy (if the application is successful) 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 tenancy reference databases may also be disclosed to the Agent, the Landlord or other agents.

If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the Landlord, other agents and third party operators of tenancy references databases.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting the Agent at the address and contact numbers contained in this application. The Applicant can also correct this information if it is inaccurate, incomplete or out of date.

If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

APPLICANTS NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANTS NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_