

Tenancy Application Form

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 (PLEASE PRINT CLEARLY)

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 BIRTH CERTIFICATE, 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. This Application cannot be processed until it is complete with copies of supporting documents attached.

Minimum 100 Points Required

<input type="checkbox"/> Drivers licence	30	<input type="checkbox"/> Previous two (2) rent receipts	20
<input type="checkbox"/> Passport	30	<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"/> Pension Card	10	<input type="checkbox"/> Electricity account	10
<input type="checkbox"/> Previous tenancy rental ledger	20	<input type="checkbox"/> Gas account	10
<input type="checkbox"/> Medicare card	20	<input type="checkbox"/> Health care card	10
<input type="checkbox"/> Two (2) Written References (Character or Employment)	20	TOTAL POINTS	100
		PROOF OF INCOME MUST BE ATTACHED	

OFFICE USE ONLY

HOLDING FEE AND ACKNOWLEDGEMENT OF RESERVATION CONDITIONS

It is hereby acknowledged:

1. That the Approved Applicant has paid a Holding Fee of \$_____ equivalent to seven days (1 weeks) rent (maximum) to reserve the premises for the Applicant for a period of seven (7) days. I confirm the applicant has been approved by the landlord.
2. The premises will be reserved for the Applicant for a period of 7 days or _____ (if agreed) by the tenant/landlord. The fee is not to exceed one (1) week's rent.
3. If a tenant has paid a holding fee, the landlord must not enter into a residential tenancy agreement for the residential premises with any other person within 7 days of payment of the fee (or within such further period as may be agreed with the tenant) unless the tenant notifies the landlord that the tenant no longer wishes to enter into the residential tenancy agreement.
4. A holding fee may be retained by the landlord only if the tenant enters into the residential tenancy agreement or refuses to enter into the residential tenancy agreement.
5. Despite subsection (4), a holding fee must not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord's agent.
6. If a residential tenancy agreement is entered into after payment of a holding fee, the fee must be paid towards rent.

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
<input type="checkbox"/> Copy of Payslip		/ /	am/pm

Tenancy Application Form



RENTAL PROPERTY	Address 1	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Address 2	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Address 3	<input type="checkbox"/> YES	<input type="checkbox"/> NO

How did you find out about this property? Newspaper Walk-in Website _____ Other Agent
 For Rent Sign Referral Other _____

Applicant's full name and address Full Name _____
Present Address _____

Applicant's contact details AH phone _____ BH phone _____
Mobile _____ Email _____

Personal details Date of birth _____ / _____ / _____
Drivers licence no. _____
Passport no. _____

Australian citizen Yes No - supply copy of Passport and Visa Visa expiry _____ / _____ / _____

Banking details Bank / building society _____ Branch _____
BSB _____ - _____ Account number _____

Current rental details Present Address _____
Rent per week \$ _____ Period of occupancy _____ years _____ months
Agent/Landlord _____ AH phone _____
Fax _____ BH phone _____
Do you expect the bond to be refunded in full? Yes No Why _____
Never Rented Previously owned home

Previous address Address _____
Rent per week \$ _____ Period of occupancy _____ years _____ months
Agent/Landlord _____ AH phone _____
Fax _____ BH phone _____

Employment/Accountant if self employed Current employer: _____ Full time Casual
Address: _____ Part time Contract
Your position _____ Supervisor / manager's name _____
Length of employment _____ years _____ months BH Phone _____
Date commenced _____ / _____ / _____ Fax _____
Net income \$ _____ per week \$ _____ per month
Currently I am paid on the _____ of each week / fortnight / month (circle relevant)

Previous Employer Previous employer _____ Full time Casual
 Part time Contract
Your position _____ Supervisor / manager's name _____
Fax _____ Length of employment _____ years _____ months
BH phone _____

Copy of pay slip or proof of income must be provided

Pets Yes No

All pets are to be outside at all times

Number of Pets

Type	Breed
Age of Pets	

Smoker(s) Yes No

Vehicle information Total number of vehicles to be kept at the premises

Registration no. State	Model	Owned / Hire purchase (circle relevant)
Registration no. State	Model	Owned / Hire purchase (circle relevant)

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
Relationship
Address
AH phone
BH phone
Mobile

Other financial commitments

Car loan repayments \$	week / month
Credit card/s limit \$	O/S balance \$
Personal loans \$	week / month
Other loans / payment \$	week / month

Personal reference(s)

Name	Occupation	Contact

All personal/character references MUST be in writing

I confirm the following:

1. Have you ever been evicted by any Landlord or Agent?	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____
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	_____

THE TENANT MUST LEAVE IN THE SAME CONDITION ANY TELEPHONE SERVICE, ANTENNA SOCKETS OR ANY OTHER DEVICES INSTALLED IN THE PREMISES AT THE COMMENCEMENT OF THE TENANCY.

The Landlord gives no guarantee to whether the telephone line, Internet, aerial sockets or other such devices are connected and working at the premises and is not responsible for the cost of connection. Tenants are to attend to their own enquiry as to the operation of same.

I/we, the above applicant, understand and agree to the following tenancy conditions with Raine & Horne Dubbo:

1. I understand that should my/our application not be accepted, the Agent is not required or obliged to disclose why or supply any reasons for the application being declined.
2. I understand that should my/our application not be accepted, the Agent will keep a copy of the full application and supporting documents on file for one month only. The original application and supporting documents can be returned to the Applicant if requested.
3. I understand that should my/our application be approved, a holding deposit of 1 weeks' rent is due and payable within 24 hours. The remainder of the rent and bond is to be paid in the following manner:
Bank cheque or money order.
4. I understand that the preferred method of payment is via Raine & Horne Pay Card from your nominated account. I/we must provide relevant account details on the previous page.
5. I understand that if **I/we haven't inspected the property** with a representative of Raine & Horne Dubbo, my/our application **will not be formally approved** until such an inspection has taken place.
6. I consent to the information provided in this application being verified and a reference check on TICA & TRA being undertaken and also consent to information being obtained from landlords, agents and personal referees.

CONFIRMING THE FOLLOWING:

1. During my inspection of this property I found it to be in a reasonably clean condition. Yes No
2. If "No", I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the landlord's approval.

3. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
4. I confirm having received a copy of this application for my retention.
5. I consent to the information provided in this application being verified and a reference check on Trading Reference Australia (TRA) and TICA being undertaken.

Application:

I apply for approval to rent the premises referred to in this form. I acknowledge that my application will be referred to the Landlord of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared.

I declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the premises and wish to apply for tenancy of the premises for a period of _____ months, at a rental of \$_____ per week.

I undertake to pay monies detailed below by a **bank cheque or money order** made payable to Raine & Horne Dubbo upon signing the Residential Tenancy Agreement.

Statement of Costs:

Rental bond (equivalent to 4 weeks rent)

\$

Rent (First 2 weeks rent)

\$

TOTAL

\$

Less 1 week holding deposit (If applicable)

\$

TOTAL

\$

Privacy statement

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your 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 these databases may also be disclosed to us and the landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your property manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy. I agree that I am the telephone account holder or a person nominated by the account holder, and understand that Raine & Horne Dubbo MAY use the phone details provided here to contact me for marketing purposes until I advise otherwise.

Applicant's Name: _____

Signature: _____

Date: _____ / _____ / _____

We will only disclose the above mentioned information to other parties as required to perform our duties under any agreement, to achieve the purposes specified above and to provide an effective service, or as otherwise allowed under the Privacy Act 1988. Real estate and tax laws require some of the above mentioned information to be collected. If the information is not provided, we may not be able to act effectively or at all. If you would like to access this information you can do so by contacting us at the corner of Macquarie & Cobra Streets, Dubbo, Phone (02) 6882 1755, Fax (02) 6884 2229 and e-mail pm@rhdubbo.com.au. You can correct this information if it is inaccurate, incomplete or out of date. This business is independently owned and operated by the Proprietor: Sabaze Pty.