

# TENANCY APPLICATION FORM

Raine & Horne Dee Why welcomes your Tenancy Application and any queries you may have. The following information will assist you to complete the Tenancy Application so it can be processed as quickly as possible.

## Please read prior to completing your Application

1. **One Tenancy Application is to be completed per person.**
2. 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 FORM OF PROOF OF INCOME & 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.

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

3. This Application cannot be processed until it is complete with copies of supporting documents attached.
4. Applicants are required to inspect the premises prior to final approval of the Application.
5. We will contact you within 24-48 business hours. If the Application is approved a Holding Deposit equal to one weeks rent is due by Money Order or Bank Cheque within 12 hours of acceptance. If after putting a Holding Deposit on a property the Applicant decides to withdraw the full amount of the Holding Deposit will be forfeited.
6. Once the Tenancy Application is complete please fax, email or drop the Application to our office.

### Rental Property:

Property Address

### Tenancy Requirements:

Length of tenancy

Rent \$

per week

Commencement Date

### Occupancy Details:

No. Of occupants who will live in the property?

No. And ages of children - if any?

Pets – if any?

Smoker or Non-smoker?

### Applicant's Details:

Name

Email

Address

Home Phone

Work Phone

Mobile Phone

### Applicant's Identification Details:

Date of Birth

Drivers Licence Number

Drivers Licence State of Issue

Passport Number

Country of Issue

Car Rego

### Emergency Contact Details:

Name

Relationship

Contact Phone

### Personal/Business References: (not relatives)

Name

Occupation

Contact Phone

Name

Occupation

Contact Phone

**Current Rental Details:**

Current Rent \$ _____ per week	How long have you live there? _____ months / years	Reason For Leaving  
Agent / Landlord	Work Phone	Do you expect your bond returned in full? Yes / No

**Previous Rental Details:**

Previous Property Address		
Current Rent \$ _____ per week	How long did you live there? _____ months / years	Reason For Leaving  
Agent / Landlord	Work Phone	Was your bond returned in full? Yes / No

**Current Employer:**

Current Employer (Company)		
Contact Name (Manager)	Contact's Work Phone	Your Position
Length of Employment (if less than 6 mths complete Previous Employment Details) _____ months / years	Net Income \$ _____ per week / month	Full Time, Part Time or Casual?

**Previous Employer:**

Previous Employer (Company)		
Contact Name (Manager)	Contact's Work Phone	Your Position
Length of Employment _____ months / years	Net Income \$ _____ per week / month	Full Time, Part Time or Casual?

**Property Occupancy Details:**

Name	Age	Name	Age
Name	Age	Name	Age



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**Your Free No Obligation Utility Connection Service**

Please tick utilities as required (we will call you to confirm your details and connection timings)

Electricity  Internet  Gas  Phone  Pay TV  Insurance

**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.**

**I confirm the following:**

1. Have you ever been evicted by any Landlord or Agent?
2. Have you been refused another property by a Landlord or Agent?
3. Are you in debt to another Landlord or Agent?
4. Is there any reason known to you that would affect your ability to pay rent when due?

**Detail**

- No  Yes \_\_\_\_\_
- No  Yes \_\_\_\_\_
- No  Yes \_\_\_\_\_
- No  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](http://www.tica.com.au) and [www.ntd.net.au](http://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:

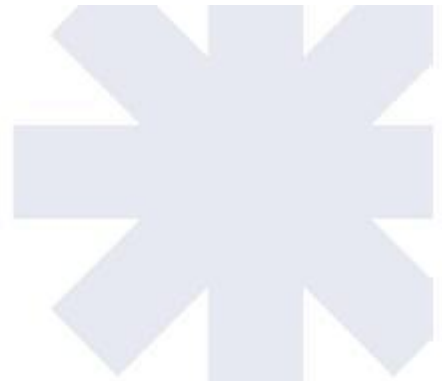
Applicant's Signature

Date

Time

Applicant's Contact Number

# DISCLOSURE



## 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 the company whose name appears on the lease with the label "Refer to Agent" beside my name and the company name, the agency who conducted the search as a matter of procedure will call the listing agency to exchange information and establish why my name and 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 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 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 the 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.

I recognize that my photo id may be scanned onto TRA for absolute identification. I, the tenant, 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 and b) Real Estate Agents, Landlords, Dentists, Video stores, Banks, Utility companies, Commercial Agents, organisations or any other members for the reason of locating me for any lawful purpose. 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. To validate and correct inaccurate information we require a signed Personal Disclosure form and photo id. An urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page.

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