

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

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
Section Two		
Current Pay Slips (minimum of 3)	30	30
If new job – Letter of confirmation incl. salary	20	20
Statement of Centrelink Entitlements	20	20
Section Three		
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

Total Points

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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

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.

TENANT APPLICATION FORM

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

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: _____



TENANT APPLICATION FORM

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: _____

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: _____



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: _____

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: _____

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. _____



TENANT APPLICATION FORM

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: _____