

Tenancy Application

Raine & Horne

REAL ESTATE AGENTS

611 Ruthven Street
Toowoomba QLD 4350
Phone: (07) 4632 5111 Fax: (07) 4632 5155

Property address applying for.....
One application to be completed per person

IMPORTANT

**You are required to meet a 100 point identification criteria upon submission of your application
These are to be photocopied by Raine and Horne.**

**Failure to provide these documents may result in our office refusing to accept your application.
Raine and Horne also reserves the right to refuse incomplete application forms.**

10 Points: Medicare Card, motor vehicle registration papers

30 Points: Bank Statements, recent utility accounts eg: phone, electricity or gas

40 Points: Drivers Licence, Passport, 18+ Card, Birth Certificate

You are also required to supply the agent with proof of your income.

Employed: Last TWO pay slips

Self employed: Bank Statements , Group Certificate or Accountants letter.

Not employed: Centrelink Statement

If you are currently renting a property the last four rent receipts are required for photocopying.

This application cannot be processed until it is complete with copies of supporting documents attached. Our agency staff will contact you within 24 - 48 BUSINESS hours. If the application is approved, the General Tenancy Agreement will need to be signed by all the lessee holders and a holding deposit of one weeks rent will need to be paid in cash to the office within 24 hours of acceptance.

Applicant Checklist

Before Submitting this application you must tick off and checklist as you complete:

- Inspected the property both internally and externally
- Completed all details in full on the one application form
- Provided all contact details for references and employment
- Provided all documentation of income and identification
- Read and signed the Privacy Disclosure Statement

By submitting your signed application, you have given your consent for our office to provide your information to and access information from the tenant database - Tica (Tenancy Information Centre Australia)

OFFICE USE ONLY

100 points of Identification sighted and photocopied		Proof of Income Supplied	
Form Fully Completed and Signed by applicants		Rental Reference Faxed to other Agent/Lessor	
Received by:	Date:	Time	

Application for Residential Tenancy

Raine & Horne

Property Address applying for:

Full Name.....
Current Address.....Suburb:.....
Do you rent or own this property?.....
Phones: Work.....Home:.....
Mobile.....Email.....
Date of Birth.....Are you a smoker? Yes/No

Current Agent/Lessor:.....
.....
Lessors Address:.....
.....
Time period at premises: Years months
Phone:.....
Fax:.....
Mobile:.....
Rent per week \$.....
Bond paid on property\$.....
Reason for leaving:.....
.....

Previous Address:.....
.....
Agent/Lessor name:.....
.....
Lessors Address:.....
.....
Time period at premises: Years months
Phone:.....
Fax:.....
Mobile:.....
Rent per week \$.....
Reason for leaving:.....

Please advise the following by selecting either Yes or No

Have you ever been evicted by an agent/lessor? Yes/No

Is there any reason known to you that would affect your ability to pay rent? Yes/No

Was your rental bond at your last address refunded in full? Yes/No

If NO, please advise what deductions were made from your bond?.....

.....

Are you in debt to another agent/lessor? Yes/No

Pets - list any pets that will be residing at the property:

Type of Pets:.....

Number of Pets:.....Are they desexed:.....

Are your pets registered with the council:.....Which council:.....

Have you any dependants?.....

Number..... Full name and ages:.....

.....

How many dependants will be living at the property full time.....

Please list all vehicles that will be at the property: Number of vehicles.....

Types:..... Rego:.....

Full name of other people that will be living in the property other than dependants.

Name and ages.....

.....

If you are a STUDENT, What University, TAFE or School do you attend?.....
Student Identification Number..... Overseas Student Yes/No Visa expiry date.../.../.....

Are you employed? Yes/No
Full time/ Casual/ Part Time/ Centrelink/ Other
Occupation:.....
Company:.....
Address:.....
Length of Employment:.....
Net weekly income:\$.....
Name of Employer :.....
Phone:.....

Previous employment
Full time/ Casual/ Part Time/ Centrelink/ Other
Occupation:.....
Company:.....
Address:.....
Length of Employment:.....
Name of Employer :.....
Phone:.....
Reason for leaving:.....

If self employed Yes/No
Business Name.....
Occupation:.....
Address of Business:.....
Length of Self Employment:.....
Net weekly income:\$.....
Accountant's Name:.....
Phone:.....

Centerlink payments Yes/No
Name of entitlement:.....
Fortnightly payment received\$.....
(if two separate payments) \$.....
Will you be receiving rent assistance Yes/No
Do you receive maintenance support? Yes/No
If yes, how much per week? \$.....
Will you be applying for a Bond Loan? Yes/No

Personal References (DO NOT INCLUDE RELATIVES AND ENSURE PHONE NUMBERS ARE DAYTIME CONTACT)
Each application must have different references.

1. Name.....Phone:.....Mobile:.....
Address:.....
2. Name.....Phone:.....Mobile:.....
Address:.....

Work/Business References

1. Name.....Phone:.....Mobile:.....
Address:.....
2. Name.....Phone:.....Mobile:.....
Address:.....

Other relatives not living with you

1. Name.....Phone:.....Mobile:.....
Address:.....
Relationship to you.....
2. Name.....Phone:.....Mobile:.....
Address:.....
Relationship to you.....

Parents/Guardians

1. Parent/ Guardians name.....Phone:.....Mobile:.....
Address:.....
2. Parent/ Guardians name.....Phone:.....Mobile:.....
Address:.....

**I DELCARE THAT THE INFORMATION PROVIDED IS TRUE & CORRECT.
I CONSENT TO THIS APPLICATION BEING VERIFIED AND TO THE ACCESS OF THE TENANCY INFORMATION CENTRE OF AUSTRALIA AND NATIONAL TENANCY DATABASE RECORDS FOR INFORMATION ABOUT MY TENANT HISTORY IF APPLICABLE.
I APPLY FOR APPROVAL TO RENT THE PREMISES REFERRED TO IN THIS FORM AND ACKNOWLEDGE THAT MY APPLICATION WILL BE REFERRED TO THE LESSOR OF THE PROPERTY FOR HIS/HER CONSIDERATION. I DECLARE THAT I AM NOT BANKRUPT OR AN UNDISCHARGED BANKRUPT.**

I HAVE INSPECTED THE PREMISES AT.....AND
WISH TO APPLY FOR TENANCY FOR A PERIOD OF.....months. AT A RENTAL OF \$.....PER WEEK.
I WISH TO START THE LEASE ON/...../.....

SIGNATURE.....PHONE NUMBER.....

DISCLAIMER/AUTHORITY

I the said applicant do solemnly and sincerely declare that the information contained in this application is true and that all of the information was given of my own free will. I further authorise the letting agent to contact and or conduct any enquires and or searches with regard to the information and references supplied in this application.

I the said applicant do solemnly and sincerely declare that I am over 16 years of age and eligible to enter into this agreement.

I the said applicant do solemnly declare;

1. I have inspected the property located at.....
2. I have of my own accord decided that I wish to rent the aforementioned property commencing...../...../ for a period of.....
3. I have been informed, understand & agree that the rental for the aforesaid property is to be \$.....per week and that this rental is within my means to support.
4. I have been informed, understand & agree that the rental for the said property is to be paid on the said day nominated on the General Tenancy Agreement & is to be one week in advance at all times.
5. I have been informed, understand & agree that the bond for the aforesaid property will be \$..... and I further agree & undertake to pay the said bond on signing the General Tenancy Agreement. I further authorise Raine & Horne to attend to all details regarding lodgement of the said rental bond with the appropriate authorities.
6. I have been informed, understand & agree that should the full bond & two weeks rent for the aforesaid property not be paid by the commencement date of the Tenancy Agreement, I will not be permitted to access the property. I have been informed, understand & agree that I will still be liable to pay rent from the commencement date of tenancy agreement despite not being permitted to enter the premises until the aforesaid monies are paid in full to Raine & Horne.
7. I have been informed, understand & agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on this application for tenancy submitted by me.
8. I have been informed, understand & agree that should there be a requirement to commence proceedings of recovery of rent, repairs or damage to the aforesaid property during the term or at the expiration of the Tenancy Agreement all costs associated with these proceedings shall be able to be recovered from me.
- 9. I have been informed, understand & agree that should this application not be accepted, Raine & Horne is not required to disclose why or supply any reason for the refecton of this application.**
10. I have been informed, understand & agree that any false information I provide could jeopardise this application & any subsequent Tenancy Agreement I enter into on approval of Raine & Horne.

PRIVACY ACT ACKNOWLEDGEMENT

In accordance with Section 18n(1)(b) of the Privacy Act I authorise Raine & Horne to give information to and obtain information from the tenant database named on the front of the Application form, all credit providers, employers and references named in this application. I understand this can include information about my credit worthiness, credit standing credit history or credit capacity. I understand this information may be used to assess my application.

APPLICANT NAME.....

APPLICANT SIGNATURE.....DATE.....