

Tenancy Application Form

Please be advised, this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form.



A. AGENCY DETAILS

Agency Name: Raine & Horne Caloundra

Address: 91 Bulcock St, Caloundra QLD 4551
Phone Number: 07 5491 3555
Fax Number: 07 5491 8188
Email: info@caloundraproperty.com.au
Web: www.rhq.com.au

Property Manager

B. PROPERTY DETAILS

Address of Property:

Lease Commencement Date:

Day Month Year

Lease Term

please circle: 6mths or 12 mths

How many tenants will occupy the property?:

Adults Children Name & Ages of Children

C. PERSONAL DETAILS

5. Please give us your details

Mr Ms Miss Mrs Dr Other

Surname Given Name/s

Date of Birth Driver's licence number

Driver's licence expiry date Driver's licence state

Passport no. Passport country

Pension no. (if applicable) Pension type (if applicable)

6. Please provide your contact details

Home phone no. Mobile phone no.

Work phone no. Fax no.

Email address

7. What is your current address?

8. How did you find out about this property?

Newspaper The Internet Local Paper
Office Office Window Sign Board at property
Referral Other (specify)

D. UTILITY CONNECTIONS

This is a free service that connects all your utilities

r&h direct

powered by Direct Connect

Once we have received this application we will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this Application to confirm the information on this Application and explain the details of the services offered. Direct Connect is a utility one stop connection service.

Please tick utilities as required

Electricity Gas Phone Internet
Insurance Pay TV Removals

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.

Signature Date

PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F:1300 664 185. www.directconnect.com.au

E. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence;
 - (b) My personal referees and employer/s;
 - (c) Any record listing or database of defaults by tenants;
- If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with TICA (Tenancy Information Centre Australia)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

Signature Date

OFFICE USE ONLY

Application submitted to Direct Connect (If Required)

F. APPLICANT HISTORY

9. How long have you lived at your current address?

	Years		Months
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10. Why are you leaving this address?

11. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.	Weekly Rent Paid
<input style="width: 95%; height: 20px;" type="text"/>	\$ <input style="width: 95%; height: 20px;" type="text"/>

Landlord/agent's Fax no.

12. What was your previous residential address?

13. How long did you live at this address?

	Years		Months
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14. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.	Weekly Rent Paid
<input style="width: 95%; height: 20px;" type="text"/>	\$ <input style="width: 95%; height: 20px;" type="text"/>

Was bond refunded in full?

If not why not?

G. EMPLOYMENT HISTORY

15. Please provide your employment details

What is your occupation?

What is the nature of your employment? (circle)

FULL TIME	PART TIME	CASUAL
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Employer's name (accountant if self employed or institution if student)

Employer's address (accountant if self employed or institution if student)

Contact name Phone no.

Length of employment Years Months Net Income

Length of employment Years Months Net Income

16. Please provide your previous employment details

Occupation?

Employer's name

Length of employment Years Months Net Income

H. CONTACTS/REFERENCES

17. Please provide a contact in case of emergency

Surname	Given name/s
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>

Relationship to you	Phone no.
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>

18. Please provide 2 personal references (not related to you)

1. Surname	Given name/s
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>

Relationship to you	Phone no.
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>

2. Surname	Given name/s
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>

Relationship to you	Phone no.
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>

I. OTHER INFORMATION

19. Car Registration

20. Please provide details of any pets
 Breed/type Council registration / number

1.

2.

J. PAYMENT DETAILS

Rent per week
 \$ p/w

Rental Bond (4 weeks rent): \$

First weeks rent payable within 24 hrs of approval: \$

Second weeks rent payable with rental bond: \$

Full amount payable (bank cheque, cash or money order only. No eft or credit cards) \$

K. 100 POINTS OF IDENTIFICATION CHECKLIST

Prior to any tenancy application being considered each applicant must produce 100 points of identification. Items marked with an asterisks(*) must be provided.

<input type="checkbox"/> Last 4 Rent Receipts	20 POINTS	<input type="checkbox"/>
<input type="checkbox"/> Drivers License	30 POINTS	<input type="checkbox"/>
<input type="checkbox"/> Photo ID	30 POINTS	<input type="checkbox"/>
<input type="checkbox"/> Passport	30 POINTS	<input type="checkbox"/>
<input type="checkbox"/> Birth Certificate	10 POINTS	<input type="checkbox"/>
<input type="checkbox"/> Pension/Health Care Card	15 POINTS	<input type="checkbox"/>
<input type="checkbox"/> Phone/Elec/Gas/Rates Bills	15 POINTS (each)	<input type="checkbox"/>
<input type="checkbox"/> Pay Slips _____	15 POINTS	<input type="checkbox"/>
<input type="checkbox"/> Tenancy History Ledger	20 POINTS	<input type="checkbox"/>
<input type="checkbox"/> Current Vehicle Rego Doc	15 POINTS	<input type="checkbox"/>
<input type="checkbox"/> Bank/Cr Card Statements	15 POINTS (each)	<input type="checkbox"/>
TOTAL POINTS _____		

L. RENTAL PAYMENTS

Rent is accepted by direct debit, direct credit, bank cheque and money order only.

OFFICE USE ONLY
 Signature of Landlords Agent Date

RENTAL REFERENCE

TO: _____ FAX NO: _____

TENANTS NAME: _____

PROPERTY RENTED: _____

1. Were the above applicant/s listed as tenant/s? YES/NO
2. Did your office terminate the tenancy?
If so why? _____ YES/NO
3. Are the tenants breaking their tenancy? YES/NO
4. During the tenancy were any Notice to Remedy Breach issued?
If so, what were they issued for: _____ YES/NO
5. Were routine inspections carried out regularly? YES/NO
How often were routine inspections carried out? _____
What condition was the property? _____
6. Were pets kept on the property? YES/NO
7. Would you rent to them again? YES/NO
8. When does the tenants lease expire? YES/NO
9. Period of time rented through your agency? _____
10. Amount Paid per week? _____ (Please Fax Rent Ledger)
11. Did the Applicant Make excessive complaints or requests? YES/NO

Other Comments _____

Name of Referee _____

Signature of Lessor/Agent _____

INFORMATION ATTAINMENT - DISCLAIMER AUTHORITY - PRIVACY ACT

I, the applicant do solemnly and sincerely declare:-

In accordance with Section 18(1)(b) of the Privacy Act I authorise you to give information to and obtain information from all credit providers/references and employers named in the application. I understand this information may be used to assess my application. I further authorise the letting agent to contact and/or conduct any inquiries and or searches with regards to the information and references supplied in this application.

Applicant 1

Applicant 2

Thank you for your assistance.

Raine & Horne Caloundra 91 Bulcock Street Caloundra Ph: (07) 5491 3555 Fax: (07) 5491 8188

Property Management