

# TENANCY APPLICATION FORM



**Raine & Horne - Collaroy**  
 1020 Pittwater Street  
 COLLAROY 2097  
**Phone:** 02 9982 7733  
**Fax:** 02 9984 7355  
**Email:** [pmcollaroy@rh.com.au](mailto:pmcollaroy@rh.com.au)

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

- RESERVATION FEE** (If Applicable) - The Applicant undertakes to pay a Reservation Fee of equivalent to one weeks rent. If the Landlord of the property accepts the Application the Reservation Fee will be credited against the statement of costs owing prior to moving in. If this Application is not accepted the Reservation Fee will be refunded to the Applicant by CHEQUE ONLY. If the Applicant decides not to take the premises after the Landlord accepts this Application the Agent may retain the Reservation Fee (reduced to a daily fee) for each day the premises are being held for the Applicant and will refund the balance. Any Reservation Fee is accepted subject to the Landlords approval.
- Applications are required to inspect the premises prior to final approval of the Application
- A Lease Preparation Fee equivalent to \$15.00 is payable by the successful Applicant/s on signing of the lease.
- One Application is to be completed per person.
- 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 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.

<input type="checkbox"/>	Drivers Licence	40	<input type="checkbox"/>	Previous two (2) rent receipts	20
<input type="checkbox"/>	Passport	40	<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"/>	Current Wage Advice	30	<input type="checkbox"/>	Electricity Account	10
<input type="checkbox"/>	Previous Tenancy Reference	20	<input type="checkbox"/>	Gas Account	10
<b>TOTAL POINTS</b>					

- 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, a Reservation Fee/Holding Deposit of equal to one week rent is to be paid by money order or bank cheque within 24 hours of acceptance.

<b>OFFICE USE ONLY – AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT</b>			
<b>CHECKLIST</b>	<b>STAFF MEMBER</b>	<b>DATE</b>	<b>TIME</b>
<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
Name of nominated Applicant to contact in relation to Application	Name	Phone	

<b>RENTAL PROPERTY</b>	ADDRESS				
<b>How did you find out about this property</b>	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Website _____	<input type="checkbox"/> For Rent Sign		
	<input type="checkbox"/> Walk-in	<input type="checkbox"/> Referral	<input type="checkbox"/> Other Agent		
	<input type="checkbox"/> Other _____				
<b>Lease Term Applied For</b>	6 / 12 month lease (please circle) at \$ _____ p/w beginning on ____ / ____ / 2009				
<b>Applicant's full Name and Address</b>	Name				
	Address				
<b>Personal Details</b>	Date of Birth ____ / ____ / ____		Place of Birth		
	Drivers Licence No.		Expiry Date		
	Passport No.		Expiry Date		
<b>Applicant's Contact Details</b>	t Home		t Business		
	t Mobile		Email		
<b>Current Rental Details</b>	Rent per week	\$	Period of occupancy	Months      Years	
	Agent/Landlord		t Home		
	Fax		t Business		
	Do you expect the Bond to be refunded in full		<input type="checkbox"/> Yes		
		<input type="checkbox"/> No      Why _____			
<b>Previous Address</b>	Address				
	Rent per week	\$	Period of occupancy	Months      Years	
	Agent/Landlord		t Home		
	Fax		t Business		
<b>Employment/Accountant if self employed</b>	Current Employer		<input type="checkbox"/> Full Time	<input type="checkbox"/> Casual	
			<input type="checkbox"/> Part Time	<input type="checkbox"/> Contract	
	Your Position		Supervisor's Name		
	Length of Employment	Years		Fax	
		Months		t Business	
	Net Income		\$	per week	\$
		per month			
Currently I am paid on the _____ of each week / fortnight / month (circle relevant)					
<b>Australian Citizen</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No – supply copy of Passport and Visa		Visa Expiry ____ / ____ / ____	
<b>Pets</b>	No	<input type="checkbox"/> Yes	<input type="checkbox"/>	Type      Breed	
	Reg No	Council	Reference is attached      Yes <input type="checkbox"/>		
<b>Vehicle Information</b>	Total number of vehicles to be kept at the premises				
	Registration No	Model		Owned / Hire Purchase	
	State				
	Registration No	Model		Owned / Hire Purchase	
	State				
<b>Occupancy Details</b> Full names, current addresses and ages of all people (including children) who will reside at this property	<b>Name</b>		<b>Address</b>		
<b>Emergency Contact Details</b> of closest relatives who will not be residing with you If a student provide a campus contact also.	Name		Name		
	Relationship		Relationship		
	Address		Address		
	t Home	t Work	t Home	t Work	
	t Mobile		t Mobile		

Personal Reference(s)	Name	Occupation	Contact

**I confirm the following:**

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

**PRIVACY DISCLOSURE STATEMENT OF  
Raine & Horne Collaroy  
of 1020 Pittwater Road, Collaroy 9982 7733**

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 Collaroy** 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 Collaroy** 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 Collaroy** 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 Collaroy**. I authorise **Raine & Horne Collaroy** 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 Collaroy** 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 Collaroy** 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**

<b>Applicant Name</b>		
<b>Applicant Phone Number/s</b>	<input type="checkbox"/> As detailed in this Application Form	<input type="checkbox"/> Other: _____
<b>Applicant Signature</b>		
<b>Date</b>		
<b>Time</b>		

# TRADING REFERENCE AUSTRALIA

**Agency Name:-** Raine & Horne Collaroy

**Agency Phone:-** (02) 9982 7733

**Agency Fax:-** (02) 9984 7355

**Address Property Applied For** .....

**Suburb** .....

**State** .....

**Post Code** .....

## 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 / or 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 / or the company whose name appears on the lease with the label "Refer to Agent" beside my name and / or the company name, the agency who conducted the search and as a matter of procedure will call the listing agency to exchange information and establish why my name and / or 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 / or 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 / or 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 / or 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. Those referees nominated have signed the Disclosure so that their identity can be confirmed as natural persons on the identifier sections of the TRA database. **It should be noted that if the referee signs this document they are in no way accountable for the behaviour of the tenant legally or financially.**

**Print Name of Referee 1** ..... **Gender** ..... **DOB** .....

**Address** ..... **Home Phone** .....

**Mobile** ..... **Signature of Referee** .....

**Print Name of Referee 2** ..... **Gender** ..... **DOB** .....

**Address** ..... **Home Phone** .....

**Mobile** ..... **Signature of Referee** .....

I recognize that my photo id may be scanned onto TRA for absolute identification. I, the tenant, I, the referee, 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. c) Real Estate Agents, Landlords, Video stores, Banks, Utility companies, Commercial Agents, organisations or any other members for the purpose of locating me for any legal matter. 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. However, we do not give information out over the phone regarding whether an individual is listed or not. To validate and correct inaccurate information we require a signed Personal Disclosure form. An Urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page.

**This document can only be used by current TRA members and is Copyright to Trading Reference Australia Pty Ltd 2006**