

RENTAL APPLICATION FORM

Raine & Horne South West Rocks

11 Paragon Ave
(PO Box 12)
South West Rocks NSW 2431
ABN 62 001 865 452

Telephone 02 65 666 116

Fax 02 65 666 165

Email rhswr@bigpond.net.au

Date: / /		
Proposed property address:		
Required date: / /	Length of tenancy required:	Affordable rent: \$
Applicants name:		
Home phone:	Work phone:	Mobile:
Email address:		DOB: / /
Drivers license:	Pension number:	
Current employer:		
Position:		Length of employment::
Contact name:		Contact phone:
Current address:		
Rent per week: \$	Length of tenancy:	
Agent or landlord:		Contact phone:
Reason for leaving:		
Previous address:		
Rent per week: \$	Length of tenancy:	
Agent or landlord:		Contact phone:
Reason for leaving:	Bond re-paid in full? Yes No If "no" why?	
Number of occupants:	Adults:	Children:
Pets? Yes No	If "yes" type:	
Have you ever been evicted or refused another property? Yes No	If "yes" why?	
Are you in debt to another landlord or agent? Yes No	If "yes" why?	
Is there any reason that would affect your rent payment? Yes No	If "yes" what?	
Emergency contact name:		Contact phone:
Relationship to you:		

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References: (Please provide two personal references from persons not related to you)	
Name:	Contact phone:
Relationship to you:	
Name:	Contact phone:
Relationship to you:	

DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the amounts as specified by the Agent. I acknowledge that this application is subject to the approval of the owner/landlord and the present tenant giving vacant possession. I declare that all information contained in this application 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, 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 organisations / tradespeople to contact me
- (d) lodge/claim/transfer to/from the Renting Services NSW Office of Fair Trading
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)

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.

Signed: _____

Date: _____

PLEASE NOTE:

We require the following information to be supplied to process an application:

1. **Photograph identification - passport or drivers licence**
2. **References from previous landlords or agents with contact numbers**
3. **Proof of last residential address - ie: Telstra account, Electricity or Gas supply account, Bank or Credit Card statement.**
4. **Copy of previous rental history ledger.**
5. **Supporting proof of income for payment of rental.**

Application will only be processed on a completed & signed tenancy application.

OFFICE USE:

\$ _____ per week

First payment of rent in advance \$ _____

Rental bond (4 weeks rent) \$ _____

Lease preparation fee \$ _____

Amount payable on signing of tenancy agreement \$ _____

Lease start date / /

Lease end date / /

New let fee \$ _____

TICA checked Yes No

Comments - _____

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Telephone (02) 6566 6116

Fax (02) 6566 6165

Email rhw@bigpond.net.au

Web www.rhsouthwestrocks.com.au

RENTAL REFERENCE CHECK

TO:

Property Manager:

Real Estate:

Address:

.....

Fax number:

This business is independently owned and operated by Remerra Pty. Ltd.
ABN 62 001 865 452 2431

In accordance with the Privacy Act, I/we authorise the recipient of the facsimile to provide the rental information to Raine & Horne South West Rocks. I/we understand this information will be used to assess my/our Tenancy Application.

Signature of Applicant: _____ Date: _____

Signature of Applicant: _____ Date: _____

Please sign above and return with your Application

RECIPIENT USE ONLY

Tenant:

Address:

.....

Period of tenancy: from to Rent \$.....

Was rent paid on time and in advance?

How was the property maintained?

Were there pets at the premises?

If so, did they pose any problems?.....

Was a Termination Notice ever issued?.....

Would you rent to them again?

Any further comments:.....

.....

.....

Name of person completing this form:

Position held:

Signature: Date:

***Please complete and return with a copy of the tenants' ledger by facsimile to:
Property Manager, Raine & Horne South West Rocks. Fax: 02 6566 6165***

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LETTING POLICY OF RAINE & HORNE SOUTH WEST ROCKS

1. Raine & Horne South West Rocks is aware at all times of its obligations to follow the law. This includes anti-discrimination laws.
2. We will treat all property owners and their representatives, and all applicants fairly. We will not discriminate because of race, ethno-religion, sex, marital status, disability, sexual preference or age. We will not discriminate against any person because of race, ethno-religion, sex, marital status, disability, sexual preference or age of relatives, friends or colleagues of property owners, their representatives or any applicant.
3. We cannot take any instructions from property owners who want us to break anti-discrimination laws.
4. We may accept more than one application for a rental property and we will keep you informed of the procedure.
5. We may refuse an application if
 - a. the property is physically not able to accommodate as many people as apply to occupy it
 - b. the property cannot be made to suit the needs of the applicant, eg, if wheelchair access is required and the property is up a flight of stairsWe recognise that people with disabilities have the same right to rent a property as people who do not have disabilities. We will do our best to negotiate any adaptations or changes that a person with a disability needs, in order to live in, or use a particular property. However, we recognise that the owner does not have to adapt or change the property if doing so will cause him / her unjustifiable hardship.
6. We assess the ability of the applicant to pay the rent and to look after the property. We will endeavour to verify the tenant's last two (2) references.
7. We may refuse an application if rental references are not acceptable, or if they are less acceptable than the references of the successful applicant. This means that we are aware of the opinion based on the references, that
 - a. either the applicant is unable to pay the rent, and / or look after the property
 - b. or, the applicant is less able than the successful applicant to pay the rent and / or look after the property.
8. The final decision to accept the application will be made by the property owner or their representative.

If you have any questions relating to our management of your rental property, please contact our office on 65666116 – your opinion DOES matter to us.

THIS POLICY HAS BEEN PRODUCED BY THE REAL ESTATE INSTITUTE OF NSW IN ASSOCIATION WITH THE ANTI-DISCRIMINATION BOARD.