



APPLICATION FOR TENANCY

Best Contact Number:..... **Date:**.....

Name:

Accommodation Sought: House/Unit (Please circle) **Bedrooms:** Two/Three/Four **Bathrooms:** One/Two

Requested Properties:

Car Accommodation: Carport/One Garage/Double Garage **Price between:** \$_____ to \$_____

I/We are offering a 3 months/ 6 months/12 month lease term (please circle applicable choice)

I/We want to commence the lease from:

Number of occupants (adults)..... **Children** (Under 18) Name/s.....

I/We have the following pets (Please state breed & size of pet):

E-mail address.....

Please answer the following questions to the best of your ability. Any false information provided will void your application. Any information that you provide in your application may be passed onto a Tenancy Information Centre or Insurance company, in the event of a default occurring.

Please ensure each applicant completes each section in full

Full Names of applicants	Date of Birth	Occupation	Annual Income

Drivers Licence #	State	Rego #	Make/Model of car	Colour

Present Address	Contact Phone #
App 1.	
App 2.	
App 3.	

Present Agent/Owner	BH Phone #	Weekly rent paid	Term of rental
App 1.			
App 2.			
App 3.			

Previous Address	From	To
App 1.		
App 2.		
App 3.		

Previous Agent	BH Phone #	Weekly rent paid	Term of Tenancy

Employers name & address	BH Phone #	Period of employment



PART B:

- a) Have you ever been evicted by any landlord or agent? (Yes/No). If yes, give details:

- b) Have you ever been refused another property by any other landlord or agent? (Yes/No) If yes, give details:

- c) Are you in debt to another landlord or agent? (Yes/No) If yes, give details:

- d) Were any deductions made from your rental bond at your last address? (Yes/No) If yes, give details:

- e) Do you agree not to let your rent fall into arrears:

- f) Will you agree to pay your rent by electronic banking by periodical payment

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.

Applicant 1 Signature: _____ Date _____
Applicant 2 Signature: _____ Date _____
Applicant 3 Signature: _____ Date _____

IMPORTANT NOTICE TO APPLICANTS:

Every person over the age of 18 must complete an application and provide references.

The application must be completed in full, it will not be processed without a photocopy of the following documents:
This application will take a minimum of 24 hours (once we have the above documents) to be processed. (Applications are not processed at weekends).

We do not accept transfer of bonds

You are responsible to arrange facilities such as electricity, gas and telephone.

The agent reserves the right to deny or accept this application. No further correspondence will be entered into.

The following items are to be included for any application to be considered complete:

RENTAL LEDGER OR RENT RECEIPTS showing history of your rental payments

PHOTO IDENTIFICATION of drivers licence, passport or proof of age card

MEDICARE CARD for all applicants over 18

ACCOUNT/INVOICE WITH YOUR CURRENT ADDRESS e.g. Phone, electricity, credit card, bank statement.

PROOF OF INCOME - pay slips, bank statements or written references, if you are self employed a letter from your accountant or your last tax return. If applicant is unemployed a letter from Department of Social Security confirming your payments will be required.

REFERENCES a written rental reference and any other written references. If you have sold your home provide a copy of your rate notice or water bill and the selling agent's details.



Tenant Reference Request

ATTENTION: Property Manager

Date:

Agency:

Agents Fax No.:Agents Ph No:

Tenant Name:

Property Address:

Duration of Tenancy:

I/We (Tenants)

hereby authorise Raine & Horne SWR to make enquiries for the purpose of acquiring all necessary information with regards to my/our application for rental.

SIGNED: _____ DATE: _____

SIGNED: _____ DATE: _____

1. How long was the tenant renting through your agency? _____

2. Weekly rental amount? _____

3. Was the tenant ever in arrears? YES/NO If yes, how long? _____

4. Did your office terminate the tenancy? YES/NO If yes, why? _____

5. Routine Inspections – was there cause to complain? YES/NO

If yes, why

6. Did the tenants receive warning letters regarding any breaches of the tenancy agreement during the term of the agreement? YES/NO

If yes, please detail:

.....
.....

7. Was the property well maintained during the tenancy? YES/NO

8. Was there pets kept without permission? YES/NO

9. Was the bond refunded? YES/NO

10. Are there any outstanding issues between the tenant and your agency? YES/NO

If so, please detail:

.....

11. Would you rent to these tenants again? YES/NO

If no, why?

.....

12. How would you rate the tenants (1=bad/10=great) 1 2 3 4 5 6 7 8 9 10

Could you please complete the above and fax back with a copy of the tenant's history.
Thank you for your time and assistance.

NAME: _____ POSITION _____

AUTHORISE SIGNATORY: _____ DATE: _____

Pet Application Form

Property: _____ Date: _____

Applicant(s): _____

We request the landlord's permission to keep a pet, as detailed below, on the premises

Type _____

Size _____ Weight _____ Colour _____

Baby/Teenager/Adult/Elderly (Circle one)

Security/Pet _____ Pet's Name _____

I/We agree to comply with the following strict conditions:

- To keep the yard clean and free from animal droppings.
- That, in the event of any fleas being present as a result of the animal, we will arrange for flea fumigation of the property prior to vacating the premises.
- We will not allow the animal inside the residence.
- We will repair any damage to the premises caused by the animal.
- Other than any pet listed above and approved by the owner, we will not keep any other animals of any kind on the rental premises, (even on a short-term or temporary basis), including dogs, cats, birds, fish, reptiles, or any other animals.
- We agree that this agreement is only for the specific pets described above and we will not harbour, substitute or "petsit" any other pet, and we will remove any of the pet's offspring within 30 days of birth (should this occur).
- We agree not to leave food or water for the pet outside the premises where it may attract other animals and/or insects (pests).
- We agree to abide by all local, city or state laws, licensing and health requirements regarding pets, including vaccinations.
- The pet shall not cause any sort of nuisance or disturbance to neighbours. Noise, day or night, must not disturb others.
- We agree to do whatever is necessary to keep our pet from making noise that would annoy others, and we will take steps to immediately rectify complaints made by neighbours or other tenants.

We understand that failure to comply with these terms shall give the owner the right to revoke permission to keep the pet, and is also grounds for further action.

Pet References: The agency has permission to call any/all of these listed to verify the information given by the tenant.

Veterinarian _____ Phone: _____

Address: _____

Your previous residence _____

Landlord/Agent (circle one): _____ Phone: _____

Address: _____

Pet's emergency caretaker Name: _____ Phone: _____

Address: _____

Should you wish to meet our pet please advise us and we would be happy to accommodate you.

Yours sincerely,

Applicant(s) signature