

**ONE APPLICATION FOR EACH PERSON**  
**PLEASE COMPLETE ALL DETAILS ON THIS FORM**  
**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

Proposed Property 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Full Name \_\_\_\_\_ D.O.B. \_\_\_\_\_

PH/Mob \_\_\_\_\_ Email Address: \_\_\_\_\_

No. Occupants to reside at proposed property \_\_\_\_\_ Relationship to you \_\_\_\_\_

Dependants/Children (Age): \_\_\_\_\_

**SMOKER** – Yes / No      **Pets** – Yes / No - Please see attached Pet Application & Agreement

Car Reg \_\_\_\_\_ State \_\_\_\_\_ Drivers Lic. No. \_\_\_\_\_ 18+Card \_\_\_\_\_

No: Cars \_\_\_\_\_ Boats \_\_\_\_\_ Motorbikes \_\_\_\_\_

## Current Address & Landlord/Agent

Address \_\_\_\_\_

Landlord/Agent \_\_\_\_\_

Phone \_\_\_\_\_ Fax: \_\_\_\_\_ Email \_\_\_\_\_

Dates of Occupancy \_\_\_\_\_ Weekly Rent \$ \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Was Bond Refunded? \_\_\_\_\_

## Previous Address

Please give details of most recent rental history.  
(If no rental history, please state your previous address & details)

### PREVIOUS ADDRESSES

1. Address \_\_\_\_\_

Agent/Landlord/Owner \_\_\_\_\_ Phone \_\_\_\_\_

Dates of Occupancy \_\_\_\_\_ Weekly Rent \$ \_\_\_\_\_

Was Bond Refunded? Yes/No - If no why \_\_\_\_\_

2. Address \_\_\_\_\_

Agent/Landlord/Owner \_\_\_\_\_ Phone \_\_\_\_\_

Dates of Occupancy \_\_\_\_\_ Weekly Rent \$ \_\_\_\_\_

Was Bond Refunded? Yes/No - If no why \_\_\_\_\_

## Occupation

(Student, Employee, Self Employed) Contact details must be provided

Current Occupation \_\_\_\_\_ Weekly Salary \_\_\_\_\_

Period of Employment \_\_\_\_\_ Type of Employment Fulltime / Part-time / Casual

Current Employer \_\_\_\_\_

Payroll / HR Phone \_\_\_\_\_ Fax / Email \_\_\_\_\_

**If Self - Employed please provide Accountant details:**

Company \_\_\_\_\_ Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**(If employed less than 12 months please supply Previous Employer details)**

Occupation \_\_\_\_\_ Employer \_\_\_\_\_ Phone \_\_\_\_\_

**If unemployed please supply Centrelink Statement**

## References (3)

(Eg: Workplace Supervisor or Co-worker, Neighbour)  
Personal Reference must be someone *not related or living with you*

Name \_\_\_\_\_

Company \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_

Company \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

**Emergency Contact / Next of Kin / Guardian**  
**(Do not include the person who is living with you)**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

# URGENT RENTAL REFERENCE

In accordance with the Privacy Act, I authorise the recipient of this fax to give the following information to Raine & Horne Mackay, in regard to my rental history. I understand that the information will be used to assess my application.

Applicants Name.....

Signature:.....

Date signed:.....

-----OFFICE USE ONLY-----

Property rented:.....

Agent/Owner:..... Fax # .....

Property rented:.....

Agent/Owner..... Fax # .....

	Please <b>COMPLETE ALL</b> relevant areas (All information is Kept strictly confidential)			
Period of Occupancy				
Weekly rent amount paid	\$			
Is rent paid on time?				
Any Remedies, How many & Reason				
Notice to Leave & Reason				
Date Vacated				
Routine Inspections	Excellent	Good	Average	Poor
Comments on Inspections				
Bond Refund	Full <input type="checkbox"/> Part Only <input type="checkbox"/> Not Yet vacated <input type="checkbox"/>			
If Part only, money was deducted for and how much?				
Any Outstanding Money Owing	\$	None		
Pets	Yes/No	Type		
Any Pet Damage on Vacate?	Yes/No	Type		
Number of occupants				
Was the Occupant easy to deal with				
Details of Disputes with Occupant (if any)				
Would you rent to this tenant again?				
Property Manager Name				

PLEASE EMAIL THIS INFORMATION BACK TO [reception@mackay.rh.com.au](mailto:reception@mackay.rh.com.au)

WITH A COPY OF TENANT LEDGER    PROPERTY ID.....

# DISCLAIMER & AUTHORITY

(NOTE: THIS PAGE **MUST BE COMPLETED** IN ORDER TO PROCESS APPLICATION)

## PRIVACY ACT ACKNOWLEDGEMENT

\* In accordance with Section 18n (1) (b) of the Privacy Act I authorise you to give information to and obtain information from all credit providers and references named in this application. I understand this can include information about my credit worthiness, credit standing, and credit history or credit capacity. I understand this information may be used to assess my application. I, the said applicant, do solemnly and sincerely declare that the information contained in this application is true and correct 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 enquiries and/or searches with regard to the information and references supplied in this application.

I, the said applicant, do solemnly and sincerely declare that:-

1. I have inspected the property at 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_.
2. I have on my own accord decided that I wish to rent the aforementioned property commencing \_\_\_\_/\_\_\_\_/\_\_\_\_ for a period of \_\_\_\_\_ months.
3. I have been informed, understand and agree that the rental for the property is to be 1. \$ \_\_\_\_\_ p/w 2. \$ \_\_\_\_\_ p/w 3. \$ \_\_\_\_\_ p/w and that this rental is within my means of support.
4. I have been informed, understand and agree that the bond for the said property will be 1. \$ \_\_\_\_\_ (4 weeks), 2. \$ \_\_\_\_\_ (4 weeks), 3. \$ \_\_\_\_\_ (4 weeks) and I further agree and undertake to pay the said bond on / before signing the tenancy agreement.
5. I have been informed, understand and agree that should the full amount of the bond not be paid by the signing of the tenancy agreement, I authorise the letting agent to apply all or part of the subsequent rental payments to be apportioned to finalising of the rental bond for the said property.
6. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on the Tenancy Application submitted to me.
7. I have been informed, understand and agree that should there be a requirement to commence proceedings for recovery of rent, repairs and/or damage to the said 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.
8. **I have been informed, understand and agree that should this application not be accepted, the agent is not required or obligated to disclose why or supply any reason for the rejection of this application.**
9. I have been informed, understand and agree that upon approval of this application the bond in the form of cash is required as a "holding deposit". I have been informed, understand and agree that the "holding deposit" will be allocated to the bond.
10. **I have been informed, understand and agree that should I then decide NOT to accept the property that 2 weeks rent will NOT BE REFUNDED.**

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

BEFORE ANY APPLICATION WILL BE CONSIDERED,  
EACH APPLICANT MUST ACHIEVE A  
MINIMUM OF 100 CHECK POINTS, AND  
PROVIDE PROOF OF INCOME  
TO SUPPORT EACH APPLICATION.

**PROOF OF INCOME MUST BE PROVIDED...**

**\*\*\*\* 2 recent payslips or Letter from Employer or \*\*\*\*  
Centrelink Statement)**

**If you are self employed please provide a statement of income  
from your Accountant, or a bank statement.**

DRIVERS LICENCE	50 POINTS
LAST 4 RENT RECEIPTS	40 POINTS
PHOTO I.D. (E.g.: 18+ etc.)	30 POINTS
PASSPORT	30 POINTS
BIRTH CERTIFICATE	20 POINTS
MEDICARE CARD	20 POINTS
SAVINGS/CREDIT CARD	20 POINTS (each)
REFERENCES FROM PREVIOUS AGENTS	10 POINTS
CURRENT VEHICLE REGO PAPERS	10 POINTS
CURRENT PHONE A/C OR ELEC A/C OR GAS A/C OR BANK STATEMENT SHOWING ADDRESS	10 POINTS (each)

**Failure OR Refusal to provide any of this information could  
result in your application not being processed.**

PLEASE COMPLETE CREDIT CARD DETAILS BELOW

*Bond will be charged to your credit card as a holding deposit, upon approval of application.*

### Credit Card:

Please tick to indicate: ☐ VISA ☐ Bankcard ☐ MasterCard

Card No: \_\_\_\_\_

Cardholder Name \_\_\_\_\_ Expiry Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Amount Paid \$ \_\_\_\_\_ Signature \_\_\_\_\_

### Direct Credit & Internet payments:

### DEFT PAYMENT SYSTEM DETAILS PROVIDED

NOTE: Credit card details will only be processed upon application approval.



## A Free Service – Connecting Your Utilities Has Never Been Easier!



connectnow is a simple and convenient time saving service assisting you to connect your Electricity, Gas, Phone, Internet and Pay-TV to a choice of Australia's leading providers. connectnow can also assist with discounted quotes for removalists, van/truck hire, cleaning services and security monitoring.

No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you – with the one phone call.

Simply sign below and a connectnow representative will make all reasonable efforts to contact you within one working day of receiving an application.

#### Declaration:

I consent to connectnow Pty Ltd A.C.N. 79 097 398 662 arranging for the connection of the nominated home services and to providing information contained in this application to the service providers. I agree that neither connectnow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames and terms & conditions once the client has agreed to use the chosen service provider. I authorise the obtaining of a National Metering Identifier on my address to obtain supply details. It is the responsibility of the Tenant to ensure that the Main Electricity Switch is in the "Off Position" between 7am & 7pm on the day connection is required and that there is easy access to the property. While the connectnow service is FREE, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the connectnow service. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that connectnow will be paid a fee by the service provider and will be paying a fee to the Agent for the service being provided to me. Note: Connection of your utilities will only be initiated once a representative has discussed your connection with you and obtained your consent to the terms and conditions of the relevant utility service provider(s).

Please Call Me ☐ Yes

Signed:.....Date...../...../.....

# Sight Unseen Letter

Application for \_\_\_\_\_ (property)

Applicant/s \_\_\_\_\_ (applicant/s names)

In reference to the above mentioned office. Please find attached my/our application form.

This letter is to acknowledge that I/we have been requested by Raine & Horne Mackay staff to view the property before applying to assess the suitability of the property to our requirements.

It has been strongly recommended by Raine & Horne Mackay that because we are unable to personally inspect the property, we have been requested to have someone who we know and trust, and/or is aware of our needs to inspect on our behalf.

We acknowledge the below

- ☐ We have had a friend view the property and are happy to proceed with our application
- ☐ We do not have anyone to inspect the property

With the above in mind, we wish to continue with our application and acknowledge that we have been informed and agree that we will be asked to sign a lease and pay the bond within 24 hours to secure the property should our application be successful. Furthermore, we have been advised that the lease is a legal binding document, so if we find the property unsuitable, the lease will stand and we will be expected to abide by all lease conditions.

We are applying for this property at our own free will.

Kind Regards

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(all applicants' signatures)

<b>PET APPLICATION &amp; AGREEMENT</b> <b>USE THIS FORM ONLY FOR PROPERTIES WHICH THE PROPERTY INVESTOR HAS INDICATED THAT PETS MAY BE ACCEPTED</b> <b>If unsure please contact our agency prior to completing this application form</b>			
AGENCY	Raine & Horne Mackay		
PROPERTY DETAILS	Address		
<b>PET DETAILS</b> <i>If more than 2 pets, print and complete separate Pet Agreement.</i>	<b>ITEM</b>	<b>PET 1</b>	<b>PET 2</b>
	TYPE OF PET/S		
	NAME/S		
	AGE		
	DESEXED	YES / NO	YES / NO
	COUNCIL REG #		
	BREED		
	PHOTO PROVIDED	YES (copy for file) / NO	YES (copy for file) / NO
ACKNOWLEDGEMENT	<p>The tenant/s acknowledges and agrees to the following terms:</p> <ol style="list-style-type: none"> <li>1. The property investor has agreed to permit pet/s at the premises as specified in the General Tenancy Agreement and this Pet Agreement.</li> <li>2. Any pet other than the approved pet/s specified in the General Tenancy Agreement and this Pet Agreement must first be requested by tenant/s in writing giving full details and then be approved in writing by the property investor PRIOR to the pet/s being allowed onto the premises. Pet approval may be subject to specific criteria and must be complied with.</li> <li>3. The tenant shall be liable for any damage or injury whatsoever caused by the pets on the property, whether they are tenant's pets or their guests pets and regardless of their approval status.</li> <li>4. The tenant accepts full responsibility and indemnifies the property investor for any claims by or injuries to third parties or their property caused by or as result of actions by their pet/s or their guests pet/s and regardless of their approval status.</li> <li>5. The tenant agrees to arrange for flea and tick fumigation at the end of the tenancy or at a time during the tenancy as required or requested by the property investor / property investor's agent to be carried out by a company complying with Australian Standards.</li> <li>6. The pet/s are to be outside at all times, unless specified otherwise in the General Tenancy Agreement or this Pet Agreement.</li> </ol>		
PLEASE NOTE	<p>By signing below you are only asking for approval of the above-mentioned pets to be accepted at the property for which you are applying.  It is your responsibility to register your pet/s with the Mackay Regional Council.  For allotments 600m2 or more up to two pet/s are allowed without approval.  For allotments less than 600m2 or multi residential premises, only one pet is allowed without approval.  Should you have more pets than the maximum allowed, please apply for an <a href="#">Additional Animal Approval</a> which can be obtained from the council  If approved, you are required to, at the time of signing the Tenancy Agreement and associated paperwork, sign the second part this application/agreement.</p>		
SIGNATURE/S	<b>Name</b>	<b>Signature</b>	<b>Date</b>
			/ /
			/ /
			/ /
PET AGREEMENT ACKNOWLEDGEMENT	<p>The abovementioned pets have been approved by the property investor of the property stated at the top of this agreement. This agreement now forms part of the Tenancy Agreement and the tenants are now bound by the acknowledgement set out in the application above.</p>		
TENANT ACKNOWLEDGEMENT	<b>Name</b>	<b>Signature</b>	<b>Date</b>
			/ /
			/ /
			/ /
AGENCY ACKNOWLEDGMENT	<b>Name</b>	<b>Signature</b>	<b>Date</b>
			/ /