

DARWIN

Suite 216/12 Salonika Street, Parap
Ph 8941 8941
Fax 8941 8292

Property Address Applied For: _____

Date Property Viewed: _____

Applicant Name: _____

Commencement Lease Date: _____

Rent Per Week: _____ Bond: _____

Term of Lease: 6 months 12 months Other: _____

APPLICATION FORM CHECKLIST

The following items MUST be provided with every application submitted. Applications WILL NOT be processed until all supporting documents are received and the application is signed.

- Drivers Licence / Passport (if no Drivers Licence or Passport an 18+ Card is required) + proof of address. If you are unable to provide the above items another form of photo identification must be provided. If Drivers Licence doesn't have up to date details, please also provide a document with your current address ie PAWA or Telephone bill.
- x2 Current Payslips / Letter of Employment (reflecting earnings) / Centrelink Benefit / Bank Statement (showing income)
- If Self Employed: Bank Statement (showing income) / Last Years Tax Return / Letter from an Accountant
- If Home Owner: copy of recent Rates Notice.
- Next of Kin must be someone who is not going to be occupying the property.

PLEASE NOTE:

- An application will not be processed unless an internal inspection of the property has been carried out.
- Each person over 16 years (excluding dependents) wishing to reside at the property is required to submit an application and supporting documentation.
- To avoid delays please ensure the application form is FULLY completed and all abovementioned items are supplied. **Applications will not be processed until all information is submitted and application is signed.**
- This office is a member of TICA (Tenancy Default Database).
- Applications will normally take up to 2 business days to process.
- Owners are not required to give a reason for why an application has been unsuccessful.
- A successful applicant will be required to pay full bond (4 weeks rent) within 24 hours of approval. This payment is non-refundable should the Tenant change their mind. Two weeks rent is to be paid before the keys are handed over. These payments can be made by cash, money order or bank cheque.
- With the exception of the initial 2 weeks rent and bond payment, this office does not accept cash for payment of rent.
- The tenant will be responsible for all water consumption charges in respect to the property.

APPLICANT 1

Title: _____

Surname: _____

Maiden name: _____

Given Name(s): _____

Preferred Name: _____

Date of Birth: _____

Car Registration & State: _____

Drivers License No & State: _____

Home Phone: _____ Work Phone: _____

Mobile: _____

Email: _____

Current Address: _____

Length of residency: _____

Current Rental/Mortgage per week \$ _____

Name of Landlord/Agent: _____

Landlord/Agent Phone: _____

Landlord/Agent Email: _____

Reason for leaving: _____

Previous Address: _____

Length of residency: _____

Previous Rental/Mortgage per week \$ _____

Name of Landlord/Agent: _____

Landlord/Agent Phone: _____

Landlord/Agent Email: _____

Reason for leaving: _____

Occupation: _____

Full Time Part Time Casual Contract (____ months)

Net Weekly Income \$ _____

Employers Name: _____

Employers Phone: _____

Contact Name: _____

Previous Employment (if less than 12 months)

Occupation: _____

Employers Name: _____

Employers Phone: _____

Contact Name: _____

Next of Kin (must be someone who is *not* occupying the property)

Name: _____

Mobile: _____ Work/Home: _____

Relationship to you: _____

APPLICANT 2

Title: _____

Surname: _____

Maiden name: _____

Given Name(s): _____

Preferred Name: _____

Date of Birth: _____

Car Registration & State: _____

Drivers License No & State: _____

Home Phone: _____ Work Phone: _____

Mobile: _____

Email: _____

Current Address: _____

Length of residency: _____

Current Rental/Mortgage per week \$ _____

Name of Landlord/Agent: _____

Landlord/Agent Phone: _____

Landlord/Agent Email: _____

Reason for leaving: _____

Previous Address: _____

Length of residency: _____

Previous Rental/Mortgage per week \$ _____

Name of Landlord/Agent: _____

Landlord/Agent Phone: _____

Landlord/Agent Email: _____

Reason for leaving: _____

Occupation: _____

Full Time Part Time Casual Contract (____ months)

Net Weekly Income \$ _____

Employers Name: _____

Employers Phone: _____

Contact Name: _____

Previous Employment (if less than 12 months)

Occupation: _____

Employers Name: _____

Employers Phone: _____

Contact Name: _____

Next of Kin (must be someone who is *not* occupying the property)

Name: _____

Mobile: _____ Work/Home: _____

Relationship to you: _____

APPLICANT 3

Title: _____

Surname: _____

Maiden name: _____

Given Name(s): _____

Preferred Name: _____

Date of Birth: _____

Car Registration & State: _____

Drivers License No & State: _____

Home Phone: _____ Work Phone: _____

Mobile: _____

Email: _____

Current Address: _____

Length of residency: _____

Current Rental/Mortgage per week \$ _____

Name of Landlord/Agent: _____

Landlord/Agent Phone: _____

Landlord/Agent Email: _____

Reason for leaving: _____

Previous Address: _____

Length of residency: _____

Previous Rental/Mortgage per week \$ _____

Name of Landlord/Agent: _____

Landlord/Agent Phone: _____

Landlord/Agent Email: _____

Reason for leaving: _____

Occupation: _____

Full Time Part Time Casual Contract (____ months)

Net Weekly Income \$ _____

Employers Name: _____

Employers Phone: _____

Contact Name: _____

Previous Employment (if less than 12 months)

Occupation: _____

Employers Name: _____

Employers Phone: _____

Contact Name: _____

Next of Kin (must be someone who is *not* occupying the property)

Name: _____

Mobile: _____ Work/Home: _____

Relationship to you: _____

APPLICANT 4

Title: _____

Surname: _____

Maiden name: _____

Given Name(s): _____

Preferred Name: _____

Date of Birth: _____

Car Registration & State: _____

Drivers License No & State: _____

Home Phone: _____ Work Phone: _____

Mobile: _____

Email: _____

Current Address: _____

Length of residency: _____

Current Rental/Mortgage per week \$ _____

Name of Landlord/Agent: _____

Landlord/Agent Phone: _____

Landlord/Agent Email: _____

Reason for leaving: _____

Previous Address: _____

Length of residency: _____

Previous Rental/Mortgage per week \$ _____

Name of Landlord/Agent: _____

Landlord/Agent Phone: _____

Landlord/Agent Email: _____

Reason for leaving: _____

Occupation: _____

Full Time Part Time Casual Contract (____ months)

Net Weekly Income \$ _____

Employers Name: _____

Employers Phone: _____

Contact Name: _____

Previous Employment (if less than 12 months)

Occupation: _____

Employers Name: _____

Employers Phone: _____

Contact Name: _____

Next of Kin (must be someone who is *not* occupying the property)

Name: _____

Mobile: _____ Work/Home: _____

Relationship to you: _____

APPLICANT 1

Please provide 2 Personal References (not related to you) for contact during business hours

Name: _____

Mobile _____ Work/Home _____

Relationship to you: _____

Name: _____

Mobile _____ Work/Home _____

Relationship to you: _____

APPLICANT 2

Please provide 2 Personal References (not related to you) for contact during business hours

Name: _____

Mobile _____ Work/Home _____

Relationship to you: _____

Name: _____

Mobile _____ Work/Home _____

Relationship to you: _____

APPLICANT 3

Please provide 2 Personal References (not related to you) for contact during business hours

Name: _____

Mobile _____ Work/Home _____

Relationship to you: _____

Name: _____

Mobile _____ Work/Home _____

Relationship to you: _____

APPLICANT 4

Please provide 2 Personal References (not related to you) for contact during business hours

Name: _____

Mobile _____ Work/Home _____

Relationship to you: _____

Name: _____

Mobile _____ Work/Home _____

Relationship to you: _____

Please provide the full names and ages of ALL OTHER persons who will be residing at the property

Name: _____ DOB: _____ Name: _____ DOB: _____

Name: _____ DOB: _____ Name: _____ DOB: _____

Please complete the following:

Do you require the Defence Force Release Clause? Yes No

Do you wish to apply for an Easy Bond loan? Yes No (Refer to page 5 for details)

Have you applied for Territory Housing? Yes No

Will you apply for a Territory Housing Bond Loan? Yes No

Have you ever been evicted by a Landlord or Agent? Yes No. If yes, please give details:

Landlord/Agent & reason: _____

Are you in debt to another Landlord or Agent? Yes No. If yes, please give details:

Landlord/Agent & reason: _____

Is there any reason known to you that would affect your ability to pay rent? Yes No. If yes, please give details:

Details: _____

Do you have any pets? Yes No. If YES please provide details:

(Type/Breed/Age/Sex): _____

Do any of the applicants smoke? Yes No. NB: Smoking is prohibited inside the property.

Do you wish to be present at the Property Ingoing? Yes No

NB: Ingoings will be conducted during business hours at a time that is convenient to the Property Manager. The Ingoing report can take 3-5 hours to complete.

Please specify how many vehicles will reside at the property: _____

RENT PAYMENT OPTIONS

Please nominate how you will pay rent: Weekly Fortnightly Calendar Monthly

Please select one of the following options:

Option 1:

Internet Transfer / Direct Payroll Deduction

- You can be provided with a unique number from this office. If your employer provides the functionality of deductions from your pay the same number can be used.

Option 2:

NAB Easy Rent

- Tenants will receive an 8 digit number and a numeric password to access NAB Easy Rent online.
 - Tenants make rent payments by phone, internet, credit card, BPAY or POSTbill pay at Australia Post.
- *Fees apply to NAB Easy Rent Payments.

Option 3:

Bank Cheque / Money Order

- This can be posted or delivered to our office. Cheque / Money Order is to be made payable to Raine & Horne Darwin.
- Please note that Raine & Horne DOES NOT accept cash for rent payments with the exception of the initial bond and two weeks rent.**

REMINDER:

This application WILL NOT be processed until all supporting documents are received (refer to front cover sheet).



paying your bond by the month is easy

What is easyBondpay?

Moving home is expensive enough without the added financial stress of paying your rental bond upfront. With easyBondpay you can ease the pain of moving home and pay your rental bond over 6 or 12 monthly instalments.

Applying is easy and no credit rating is required. Simply tell your property manager you would like to pay your bond by easyBondpay and they will do the rest.

Paying your rental bond in smaller, monthly instalments lets you save your money for more important things, like enjoying your new home.

6 month lease example repayments:

\$1,500.00 rental bond =
6 equal monthly payments of \$273.25*

* Total payable \$1639.50 including interest and charges over the 6 month term.

How does it work?



Apply for rental and advise your property manager that you wish to pay your bond monthly with easyBondpay.



Your property manager processes your application and receives instant approval.



We pay your full bond the very same business day directly to your property manager.



That's it! We deduct your monthly instalments until the bond has been repaid in full.

Make bond payments EASY with easyBondpay.



NO SUPPORTING DOCUMENTS REQUIRED



INSTANT APPROVAL



6 OR 12 MONTH EASY PAYMENT OPTIONS



NO MINIMUM OR MAXIMUM BOND VALUE



SAME DAY, FULL BOND PAYMENT

EasyBondpay is a product of Principal Finance, an independent finance provider offering a range of leading edge finance products, which also include premium funding and fee funding.

www.easybondpay.com.au or call us on 1300 022 663 (1300 02 BOND)

DECLARATION

- I declare that at least one lease holder has inspected the premises I am applying for. In the event that I am offered this property I will accept this property as is in its current state and condition
- I declare that I am not bankrupt.
- 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 above. Payment to be made by Bank Cheque, Money Order or Cash. Full bond rent to be paid within 1 business day of approval and initial 2 weeks is required prior to lease commencement. I acknowledge that should I decide to not proceed with the Tenancy after paying the initial rent/bond I will forfeit said money.
- I agree that the Owner or the Agent is not required to give a reason for any application not approved.

This form provides information about how Raine & Horne Darwin (ABN: 98 021 206 469) handle your personal information, as required by the Australian Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application.

As a professional asset manager Raine & Horne Darwin collects personal information about you. The information collected can be accessed by you by contacting our office using the contact details on the front of the application form.

Primary Purpose

Before a tenancy is accepted Raine & Horne Darwin collects your personal information for the primary purpose of assessing the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property.

In order to assess your application Raine & Horne Darwin may disclose your personal information to all or any of the following:

- The Lessor / Owners for approval or rejection of your application
- TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to record details of your application for tenancy with Raine & Horne Darwin and assess the risk to our clients and verify the details provided in your application. Call 190 222 0346.
- Referees to validate information supplied in your application
- Other Real Estate Agents or asset managers to assess the risk to our clients

Raine & Horne Darwin may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

Secondary Purpose

Raine & Horne Darwin also has a number of secondary purposes for collecting your information. These purposes are related to your tenancy and as such, will only become applicable if your application for this property is successful.

During and after the tenancy Raine & Horne Darwin may disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property.
- Tribunals or Courts having jurisdiction seeking orders or remedies.
- Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you.
- TICA Default Tenancy Control Pty Ltd to record details of your tenancy history. Call 190 222 0346.
- Lessors / Owners insurer in the event of an insurance claim.
- Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant's personal information maybe recorded in the Agent's TICA Virtual Manager System, which will allow Raine & Horne Darwin to be advised of any future tenancy applications you make. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

If you fail to provide your personal information and do not consent to the uses set out above Raine & Horne Darwin cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently Raine & Horne Darwin cannot provide you with the property you requested to rent.

Signed by the Applicant/s

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____