

# Residential Application Form

For your application to be processed you must answer all questions



## AGENT DETAILS

### Richardson & Wrench Hinchinbrook/Hoxton Park

4/441 Hoxton Park Road, Hinchinbrook NSW 2168

**Phone:** 02 8783 7700  
**Fax:** 02 8088 3802  
**Email:** rentalshp@randw.com.au

## 100 POINTS OF ID

Driver's License/Passport	30 points
Tenancy Ledger	30 points
Bank Statement (2 months)	15 points
Current 2 payslips/Centrelink income statement/if business, 2 year tax return	15 points
Medicare/Healthcare Card	15 points
Utility Bill, Car Registration	15 points
ATM/Credit Cards	10 points

## PROPERTY DETAILS

### 1. What is the address of the property you would like to rent?

[ ]	
[ ] Postcode	

### 2. Lease commencement date?

[ ] Day	[ ] Month	[ ] Year
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### 3. Lease term?

[ ] Years	[ ] Months
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### 4. Property rental?

\$ [ ] per week	OR	\$ [ ] per month
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### 5. How many people will normally occupy the property?

[ ] Adults	[ ] Children - Ages: [ ]
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## PERSONAL DETAILS

### 6. Please give us your details.

Mr <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Other <input type="checkbox"/>
Surname		Given name/s		

[ ]	[ ]
-----	-----

Date of Birth Driver's licence number

[ ]	[ ]
-----	-----

Driver's licence expiry date Driver's licence state

[ ]	[ ]
-----	-----

Passport number Passport country

[ ]	[ ]
-----	-----

Pension number (if applicable) Pension type (if applicable)

[ ]	[ ]
-----	-----

### 7. Please provide your contact details.

Home phone number Mobile phone number

[ ]	[ ]
-----	-----

Work phone number Fax number

[ ]	[ ]
-----	-----

Email address

[ ]
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## APPLICANT RENTAL HISTORY

### 8. What is your current address?

[ ]
[ ] Postcode

### 9. How long have you lived at your current address?

[ ] Years	[ ] Months
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### 10. Why are you leaving this address?

[ ]
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### 11. Please give us further information about this rented property.

Name of landlord or agent

[ ]
-----

Landlord/agent's phone number

[ ]
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Weekly rent paid

\$ [ ]
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### 12. What was your previous residential address?

[ ]
[ ] Postcode

### 13. How long did you live at this address?

[ ] Years	[ ] Months
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Name of landlord or agent

[ ]
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Landlord/agent's phone number

[ ]
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Weekly rent paid

\$ [ ]
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Bond refunded in full?

YES / NO
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If NO, why not?

[ ]
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### 14. Please answer the following questions:

YES NO

Have you ever been evicted by a landlord or agent?

<input type="checkbox"/>	<input type="checkbox"/>
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Have you ever been refused another property?

<input type="checkbox"/>	<input type="checkbox"/>
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Are you in debt to another landlord or agent?

<input type="checkbox"/>	<input type="checkbox"/>
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Have you applied for another property?

<input type="checkbox"/>	<input type="checkbox"/>
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### 15. Please provide your employment details.

What is your occupation?

[ ]
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Full time / Part time / Casual?

[ ]
-----

Employer's name (include accountant details if self-employed)

[ ]
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Employer's address

[ ]
-----

[ ] Postcode
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Contact name

[ ]
-----

Phone number

[ ]
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Length of employment

[ ] Years	[ ] Months
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Net weekly income

\$ [ ]
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## APPLICANT RENTAL HISTORY

### 16. Please provide your previous employment details.

Previous Employer

Contact name

Phone number

Length of employment

Years

Months

Net weekly income

## CONTACTS / REFERENCES

### 17. Please provide a contact in case of emergency.

Surname

Given name/s

Relationship to you

Phone number

Address

### 18. Please provide two personal references not related to you

1. Surname

Given name/s

Relationship to you

Phone number

2. Surname

Given name/s

Relationship to you

Phone number

## OTHER INFORMATION

### 19. Car Registration?



### 20. Please provide details of any pets.

Breed / type

Council registration number

## PAYMENT DETAILS

Property Rental

 \$ per week Or

 \$ per month

Rental Bond (4 weeks of rent)

\$

First payment of rent in advance

\$

Sub Total

\$

Less: Deduct Reservation Fee

\$

**Amount payable on signing tenancy agreement  
(Bank Cheque or Money Order Only)**

\$

## PLEASE NOTE:

- This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.
- Initial payments must be made by bank cheque or credit card within 24 hours of approval.
- Keys will not be handed over until the lease agreement has been signed by all applicants and all monies owing are received in full.
- Security deposits are to you paid separately by credit card or bank cheque made out to the RTBA upon collection of the keys. No personal cheques.

**\*\* A COPY OF PHOTO ID MUST BE SUBMITTED ALONG WITH THIS APPLICATION.**

## FREE UTILITY CONNECTION SERVICE

Our complementary partner On The Move can connect your utilities;

- It's a free and simple service
- Your connection is guaranteed by the On The Move promise
- There is no obligation to proceed with connections

Terms & Conditions: **Unless you advise us otherwise, by signing this application you are consenting to On The Move contacting you to arrange the connection of your utility services.** On The Move may need to disclose personal information to utility companies to arrange your services. On the Move and Richardson & Wrench may receive a benefit for arranging your services. Please see On The Move's Privacy Policy at: [www.onthemove.com.au/legal-and-privacy](http://www.onthemove.com.au/legal-and-privacy). Standard connection fees may apply.

- No, I will connect the required utilities of my own accord.



We guarantee that your electricity and gas will be connected on your agreed move-in date\*.

\*Terms and conditions apply.

Full details at [onthemove.com.au/on-the-move-promise-terms-and-conditions](http://onthemove.com.au/on-the-move-promise-terms-and-conditions)

## DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancies Agreement pursuant to the Residential Tenancies Act 2010

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) 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 organizations/tradespeople to contact me
- d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- e) refer to Tribunals/Courts & Statutory Authorities (if applicable)
- f) refer to collection agents/lawyers (where applicable)
- g) complete a credit check with NTD (National Tenancies Database)

Unless I have otherwise indicated, I consent to the disclosure of this page of the application form to **On The Move** ABN 84 101 648 257 for the purpose of enabling **On The Move** to offer the connection and disconnection of my utility services.

I am aware that if I do not consent to the disclosure of my personal information for the purposes set out above, I may not be eligible to lease this premises. Where **On The Move** is requested to arrange for the provision of services, I consent to **On The Move** disclosing personal information it has collected about me to the applicable utility service provider for that purpose and to obtain confirmation of the connection or disconnection.

I acknowledge that Richardson & Wrench does not accept any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I acknowledge that Richardson & Wrench, its employees and **On The Move** may receive a benefit in relation to the connection of a utility service.

Signature

Date

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