

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?

<input type="text"/>	Day	<input type="text"/>	Month	<input type="text"/>	Year
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3. Lease term?

<input type="text"/>	Years	<input type="text"/>	Months
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4. Property rental?

\$ <input type="text"/>	per week	OR	\$ <input type="text"/>	per month
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5. How many people will normally occupy the property?

<input type="text"/>	Adults	<input type="text"/>	Children - Ages: _____
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PERSONAL DETAILS

6. Please give us your details.

Mr Ms Miss Mrs Other

Surname	Given name/s
<input type="text"/>	<input type="text"/>

Date of Birth	Driver's licence number
<input type="text"/>	<input type="text"/>

Driver's licence expiry date	Driver's licence state
<input type="text"/>	<input type="text"/>

Passport number	Passport country
<input type="text"/>	<input type="text"/>

Pension number (if applicable)	Pension type (if applicable)
<input type="text"/>	<input type="text"/>

7. Please provide your contact details.

Home phone number	Mobile phone number
<input type="text"/>	<input type="text"/>

Work phone number	Fax number
<input type="text"/>	<input type="text"/>

Email address
<input type="text"/>

APPLICANT RENTAL HISTORY

8. What is your current address?

Postcode	

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

<input type="text"/>	Years	<input type="text"/>	Months
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10. Why are you leaving this address?

<input type="text"/>

11. Please give us further information about this rented property.

Name of landlord or agent
<input type="text"/>

Landlord/agent's phone number	Weekly rent paid
<input type="text"/>	\$ <input type="text"/>

12. What was your previous residential address?

Postcode	

13. How long did you live at this address?

<input type="text"/>	Years	<input type="text"/>	Months
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Name of landlord or agent
<input type="text"/>

Landlord/agent's phone number	Weekly rent paid
<input type="text"/>	\$ <input type="text"/>

Bond refunded in full?	If NO, why not?
<input type="text"/> YES / NO	<input type="text"/>

14. Please answer the following questions:

	YES	NO
Have you ever been evicted by a landlord or agent?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been refused another property?	<input type="checkbox"/>	<input type="checkbox"/>
Are you in debt to another landlord or agent?	<input type="checkbox"/>	<input type="checkbox"/>
Have you applied for another property?	<input type="checkbox"/>	<input type="checkbox"/>

15. Please provide your employment details.

What is your occupation?
<input type="text"/>

Full time / Part time / Casual?	<input type="text"/>
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Employer's name (include accountant details if self-employed)
<input type="text"/>

Employer's address
<input type="text"/>
Postcode

Contact name	Phone number
<input type="text"/>	<input type="text"/>

Length of employment	Net weekly income
<input type="text"/> Years <input type="text"/> Months	\$ <input type="text"/>

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)	\$ <input type="text"/>
First payment of rent in advance	\$ <input type="text"/>
Sub Total	\$ <input type="text"/>
Less: Deduct Reservation Fee	\$ <input type="text"/>
Amount payable on signing tenancy agreement (Bank Cheque or Money Order Only)	\$ <input type="text"/>

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 **connectnow** can connect your utilities;

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

Terms & Conditions: **Unless you advise us otherwise, by signing this application you are consenting to connectnow 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. **connectnow** and Richardson & Wrench may receive a benefit for arranging your services. Please see **connectnow** Privacy Policy at: <https://connectnow.com.au/privacy-policy>. Standard connection fees may apply.



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 **connectnow** may receive a benefit in relation to the connection of a utility service.

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

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.

1. I authorize the Agent to obtain personal information from: the owner or the Agent of my current or previous residence; my personal referees and employer/s; any record, listing or database of defaults by tenants;
2. I acknowledge and agree to receive notices relating to my tenancy when required'
3. 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.
4. I am aware that the Agent will use and disclose my personal information in order to communicate with the owner and select a tenant
5. Prepare lease/tenancy documents
6. Allow organizations/tradespeople to contact me
7. Lodge/claim/transfer to/from the Residential Tenancies Bond Authority
8. Refer to Tribunals/Courts & Statutory Authorities (if applicable)
9. Refer to collection agents/lawyers (where applicable)
10. Complete a credit check with NTD (National Tenancies Database)

Signature Date

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