

## TENANCY APPLICANTS PLEASE NOTE:

Before completing the application please read through the following:

We require the following information to be supplied for photocopying to process an application:

1. Photograph identification – Passport or Australian Driver's License
2. Medicare Card or Key Card
3. Proof of present address –Current telephone or mobile bill, electricity or gas bill, bank statement.
4. Copies of current rental receipts or a rental ledger. If you rent privately a written reference is required.
5. Proof of Income – current pay slips, bank statement, a written reference from employer on company letterhead stating your current wage.

Our office has the right to allow for any changes or additions to the above information. Should an applicant fail to provide the above details the application may not be processed. An application will only be processed on a fully completed and signed application.

Upon approval of your application a reservation fee of (1) weeks rent will be required, payment must be made by EFT, BANK CHEQUE or MONEY ORDER (personal or company cheques will not be accepted) within 2 days to secure the property in your favour.

**SHOULD THE APPLICANT DECIDE NOT TO PROCEED, THE DEPOSIT WILL NOT BE REFUNDED  
\*\* THESE MONIES MUST BE PAID BY BANK CHEQUE OR MONEY ORDER ONLY\*\***

**PLEASE NOTE:** Ray White Picton has the right to accept more than one tenancy application on any one property.

## **PRIVACY ACT ACKNOWLEDGEMENT FORM FOR TENANT APPLICANTS**

This section provides information about how we Ray White Picton handle your personal information as required by the national privacy principals in the privacy act 1998. If you do not consent to the disclosure of your personal information we can not process your application.

Name of Agent: Ray White Real Estate Picton  
Address: Shop 2, 72-80 Argyle Street, Picton NSW 2571  
Phone: (02) 4677 1302 Fax: (02) 4677 20271  
Email: [picton.nsw@raywhite.com](mailto:picton.nsw@raywhite.com)

As a professional asset manager we collect personal information about you. The information we collect can be accessed by you contacting our office on the above information.

### **Primary Purpose**

Before a tenancy is accepted we collect your information to assess 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 we disclose your personal information to:

1. The lessor/owners for approval or rejection of your application.
2. TICA default Tenancy Control Pty Ltd and TRA Trading Reference Australia Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application.
3. Referees to validate information supplied in your application
4. Other Real Estate Agents to assess the risk to our clients.

### **Secondary Purpose**

During and after the tenancy we may need to disclose your personal information to:

1. Tradespeople to contact you for repairs and maintenance of the property.
2. Refer to tribunals or courts having jurisdiction seeking orders or remedies.
3. Refer to Debt Collection Agencies where Tribunal/Court have been awarded.
4. Refer to TICA default Tenancy Control Pty Ltd and TRA Trading Reference Australia Pty Ltd to record details of your tenancy history.
5. Refer to the lessors/owners insurer in the event on an insurance claim.
6. To provide the future rental references to assist other asset managers/owners.

If you fail to provide your personal information and do not consent Ray White Real Estate Picton we can not properly assess the risk to our client or carry out our duties as an asset manager. Consequently we can not provide you with the property you requested to rent with us.

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Applicant's Signature

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Print Name

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Date

## Tenancy Applicaton

Ray White Picton Shop 2, 72 – 80 Argyle Street, Picton (02) 4677 1302

Address of property applied for: \_\_\_\_\_

All adults living at the premises are to fill out an application for tenancy

### **PERSONAL DETAILS**

Title: Mr/Mrs/Miss/Ms Full Name: \_\_\_\_\_

DOB: \_\_\_/\_\_\_/\_\_\_

Current Address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Email: \_\_\_\_\_

### **EMPLOYMENT HISTORY**

Employed by: \_\_\_\_\_ Boss/supervisor \_\_\_\_\_

Employers address: \_\_\_\_\_ Phone: \_\_\_\_\_

Position held: \_\_\_\_\_ Period of employment: \_\_\_\_\_

Net Wage: \_\_\_\_\_ per week Full time / Part time / Casual

Office use only:

### **PREVIOUS EMPLOYER (if less than 3 years)**

Employed by: \_\_\_\_\_ Boss/supervisor \_\_\_\_\_

Employers address: \_\_\_\_\_ Phone: \_\_\_\_\_

Position held: \_\_\_\_\_ Period of employment: \_\_\_\_\_

Net Wage: \_\_\_\_\_ per week Date left employment: \_\_\_\_\_

Office use only:

### **PERSONAL REFERENCES (Must not be relative, boss or supervisor)**

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

Address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (M) \_\_\_\_\_

Relationship to you: \_\_\_\_\_ Known for: \_\_\_\_\_ years

Office use only:

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

Address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (M) \_\_\_\_\_

Relationship to you: \_\_\_\_\_ Known for: \_\_\_\_\_ years

Office use only:

**EMERGENCY CONTACT (In case of emergency, name a friend or relative, this person must not be living at the premises)**

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

Address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (M) \_\_\_\_\_

Relationship to you: \_\_\_\_\_ Known for: \_\_\_\_\_ years

**TENANCY HISTORY – CURRENT**

Name of Landlord/Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Landlord/Agent address: \_\_\_\_\_

Address of premises rented: \_\_\_\_\_

Period of tenancy: \_\_\_\_\_ Vacate date: \_\_\_\_\_ Given Notice: Yes/No

Current rent paid: \_\_\_\_\_ p/w Reason for leaving: \_\_\_\_\_

Office use only:

**TENANCY HISTORY – PREVIOUS**

Name of Landlord/Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Landlord/Agent address: \_\_\_\_\_

Address of premises rented: \_\_\_\_\_

Period of tenancy: \_\_\_\_\_ Vacate date: \_\_\_\_\_

Current rent paid: \_\_\_\_\_ p/w Reason for leaving: \_\_\_\_\_

Office use only:

**If you have not rented before and you currently own your own home or are selling please provide details:**

Address of property: \_\_\_\_\_

Name of selling Real Estate: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of sales person: \_\_\_\_\_ Settlement date: \_\_\_\_\_

Office use only:

**PERSONAL IDENTIFICATION:**

D/L or passport number: \_\_\_\_\_ State/Country: \_\_\_\_\_ Expiry Date: \_\_\_/\_\_\_/\_\_\_

Medicare number: \_\_\_\_\_ Motor vehicle make: \_\_\_\_\_

Registration number: \_\_\_\_\_ Registration expiry date: \_\_\_/\_\_\_/\_\_\_

**NUMBER OF PERSONS WHO WILL OCCUPY PREMISES:**

Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Ages of children: \_\_\_\_\_

Do you have any pets: \_\_\_\_\_ if **YES** how many & what breed: \_\_\_\_\_

Ideal length of tenancy agreement: 6 months / 12 months

Ideal move in date: \_\_\_/\_\_\_/\_\_\_ Smoker: Yes / No

I, \_\_\_\_\_ (the applicant) state that the above written details are true and correct and given in support of my tenancy application to Ray White Real Estate Picton. I also understand that this information will be used to assess my application of tenancy and I authorise Ray White Real Estate Picton to make inquiries about the information included on my tenancy application. Further, I confirm the weekly rental of \$\_\_\_\_\_ and also acceptance of suitability and that the property has been inspected by me.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## Annexure to Tenancy Application

### PART A

I the applicant have inspection the premises and agree to take the property as it is offered and confirm acceptance of suitability.

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Applicant's Signature

### PART B

1. To complete your application you must answer all questions to the best of your ability. Any false information could jeopardise your application.
2. The completion on this annexure does not constitute an offer or acceptance of your application.
3. Any information provided in this application or annexure may be passed onto Tenancy Information Centre Australia or Trading Reference Australia in the event of default occurring.
4. Upon approval of your application, a reservation fee of (1) week will be required, payment must be made by EFT, BANK CHEQUE or MONEY ORDER (personal or company cheques will not be accepted) within (2) two days to secure the property in your favour. The property will not be taken off the rental list until deposit is paid and the balances of monies are paid by the same method upon signing the residential tenancy agreement.

**SHOULD THE APPLICANT DECIDE NOT PROCEED, THE DEPOSIT WILL NOT BE REFUNDED.  
\*\* THESE MONIES MUST BE PAID BY BANK CHEQUE OR MONEY ORDER ONLY\*\***

### PART C

1. Have you even been evicted by any landlord or agent? Yes / No  
If yes give details: \_\_\_\_\_
2. Have you ever applied for a property through any landlord or agent and were unsuccessful?  
Yes / No If yes give details: \_\_\_\_\_
3. Are you in debt with another landlord or agent? Yes / No  
If yes give details: \_\_\_\_\_
4. Is there any reason known to you that would affect your rent payment? Yes / No  
If yes give details: \_\_\_\_\_
5. Were any deductions made from your rental bond at your last address?  
If yes give details: \_\_\_\_\_

I, the applicant hereby authorise you as an agent to conduct an inquiry with tenancy information centre Australia and any other searches which may verify the information provided by me. I understand that this information will be used to assess my application for tenancy.

I \_\_\_\_\_ so solemnly and sincerely declare that the written details above are true and correct and has been willingly supplied to assist in the assessment of my application to Ray White Real Estate Picton.

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Applicant's Signature

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Date