

APPLICATION FOR RESIDENTIAL TENANCY

IMPORTANT – To Consider Your Application, We Require You To:

- **FILL IN COMPLETELY AND SIGN THE APPLICATION FORM** with all relevant information and reference details, and all persons wishing to reside clearly indicated. **WE CANNOT PROCESS THIS FORM UNLESS ALL PARTS HAVE BEEN FULLY COMPLETED.**
- Read and Sign the **Privacy Act Acknowledgement Form**
- Provide identification to pass our 100 POINT CHECK

PROOF OF IDENTIFICATION REQUIRED – 100 POINT CHECK

We require each applicant to provide the following:

WE REQUIRE IDENTIFICATION FROM ALL THREE CATEGORIES WITH A TOTAL SUM OF 100 POINTS OR MORE

CATEGORY	IDENTIFICATION REQUIRED PER APPLICANT	POINT VALUE
1 ☐ Tick	Current Agent Rent History Ledger/Record	50 points
1 ☐	Passport (only if Non-Australian Resident)	40 points
1 ☐	Passport (Australian Resident)	50 points
1 ☐	Latest Telephone Account (Landline Only)	40 points
1 ☐	Latest Electricity or Gas Account (With Address)	40 points
1 ☐	Current Driver's Licence (With Photo)	40 points
1 ☐	Proof of Age Card (With Photo)	40 points
2 ☐	Tertiary Education Photo ID	30 points
2 ☐	Current Vehicle Registration	30 points
3 ☐	Medicare Card	10 points
3 ☐	Citizenship Certificate	10 points
3 ☐	Birth Certificate	10 points
3 ☐	Debit/Credit Card	10 points

PROCESSING AND APPLICATION ACCEPTANCE/NON ACCEPTANCE

PLEASE READ CAREFULLY

- Your application will be processed with the information provided and submitted to the landlord for their acceptance or non-acceptance for tenancy. This is always a landlord decision.
- **IMPORTANT – We are unable to give any reason for non-acceptance, if your application is not approved for tenancy.**
- Should your application be accepted, you will be asked to pay the bond/first month's rent and sign the lease as soon as possible. You will be asked to pay the monies in cash, bank cheque or money order.
- Please note if you are approved for the property, keys will not be handed to you earlier than the tenancy agreement start date.
- Should your application be unsuccessful you may be notified by sms messaging.
- It is a tenant responsibility to arrange connection of electricity, telephone and gas supply to the property once the application is approved.
- Please ask your property manager if they are able to assist with utility connection services.

Residential Application Form

For your application to be processed you must answer all questions (including the reverse side).

Ray White®

A. AGENT DETAILS

RAY WHITE LILYDALE

Address: 164 Main Street Lilydale 3140, Victoria

Phone: 03 9735 5050

Email: lilydale.vic@raywhite.com

Property Manager:

B. 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	\$		per calendar month
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5. How many people will usually occupy the property?

	Adults		Children		Ages	
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6. Names of other applicants

7. Car Registration

8. Do you have any pets? ☐ YES ☐ NO

Breed/Type/Age	Council Registration Number

9. Have you inspected this property? ☐ YES ☐ NO

C. PERSONAL DETAILS

9. Please give your details

☐ Mr	☐ Ms	☐ Miss	☐ Mrs	☐ Other
Surname		Given name/s		

Date of birth	Driver's licence number

Driver's licence expiry	Driver's licence state

Passport number	Passport country

Passport number	Passport country

10. Please provide your contact details

Home phone number	Mobile phone number

Work phone number

Email address

D. UTILITY CONNECTIONS



on the move

Let **On The Move** reduce your stress and save you time by arranging your utility connections at the property ... at no extra cost! We will contact you within 2 hours to confirm.

ELECTRICITY, GAS, TELEPHONE, BROADBAND, FOXTEL

Ph: 1300 850 360 Fax: 1300 661 160

☐ **YES!!** I would like On The Move to contact me to arrange my utility connections.

☒ **WATER** (standard connection with all applications)

Terms and Conditions - By ticking the box above you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. Please see On The Move's Privacy Policy at www.onthemove.com.au. On The Move and your agent may receive a benefit for arranging your services. On The Move and your Agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees and bonds may apply.

E. 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 1997.

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 such as NTD or TICA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting:

- NTD: 1300 563 826
- TICA: 1902 220 346

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 and Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database) Phone 1300 563 826 – Email info@ntd.com.au
- (h) transfer water account details into my name

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

If Section D is completed, I consent to the disclosure of this page of the application form to On The Move for the purpose of enabling On The Move to offer the connection and disconnection services to me. I consent to On The Move disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I acknowledge that neither On The Move nor the Agent 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.

We hope this information is of value to you. If there is anything we can do to make the 'moving in' process easier for you, please let us know. It is our aim to provide you with every assistance possible to ensure that your association with this office is an enjoyable one.

☐ I have acknowledged that I have read and understood the Privacy Act 1988: APP privacy policy for applications for a residential tenancy.

Signature

Date

x	/	/
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OFFICE USE ONLY

Application received: Date / / Time :

- ☐ Application submitted to On The Move (if required)
- ☐ Transfer or ☐ New Applicant
- ☐ Supporting documents received
- ☐ Privacy statement signed
- ☐ Tenant informed / ☐ Landlord informed
- ☐ Landlord approved

F. APPLICANT HISTORY

11. What is your current address?

Postcode

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

		Years			Months
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13. Please tell us about this residential address

Name of landlord ☐ Agent ☐ Private

--

Landlord/agent's phone number \$ Weekly rent

Reason for leaving this address?

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14. What was your previous residential address?

Postcode

15. How long did you live at this address? Years Months

16. Please give us further information about this residential address

Name of landlord or agent

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Landlord/agent's phone number \$ Weekly rent

Was bond refunded in full? If NO why not?

☐ YES ☐ NO

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G. EMPLOYMENT HISTORY

17. Please provide your employment details with proof of income (eg. payslip, bank statement, centrelink statement)

What is your occupation?

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What is the nature of your employment? (FULL TIME / PART TIME / CASUAL)

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Employer's name (inc. accountant if self employed or institution if a student)

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Employer's address

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Postcode

Contact name Phone number

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Length of employment Years Months

\$ Weekly income \$ Other income

H. PREVIOUS EMPLOYMENT DETAILS

18. Please provide your employment details Occupation?

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Employer's name

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Length of employment Years Months

Contact name Phone number

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I. CENTRELINK BENEFITS

19. Type

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\$ Per Week \$ Per Month

J. CONTACTS / REFERENCES

20. Please provide next of kin details (not living with you)

Surname	Given name/s
Relationship to you	Phone number

21. Please provide two personal referee (not related to you)

1. Surname	Given name/s
Relationship to you	Phone number
2. Surname	Given name/s
Relationship to you	Phone number

K. IF STUDENT PLEASE COMPLETE

22. Place of Study

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Course being undertaken

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Course Length Enrolment Number

Campus Contact Phone	Course Co-ordinator Phone

Parent's Name Parent's phone number

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Parent's Address Overseas

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\$ Income

DISCLAIMER

I confirm the following:

☐ During my inspection of the property, I found it to be in a relatively clean condition

OR

☐ I believe the following items should be attended to prior to my tenancy commencing.

I acknowledge that these items are subject to the owners approval

PLEASE NOTE

Initial payments must be made by bank cheque, money order or direct deposit into nominated trust account within 24 hours after approval of application. No personal cheques or cash accepted for rent or bond. Keys will not be handed over until the lease agreement has been signed by all applicants and first month rent and Bond has been paid. 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.

☐ I have read and agree to the above.

L. PLEASE PROVIDE US WITH 100 POINTS OF I.D.

Minimum of 100 points must be provided. Please tick what you are providing.

- | | |
|---|-----------|
| ☐ Driver's licence / Passport | 40 Points |
| ☐ Last four rent receipts | 50 Points |
| ☐ Proof of income | 40 Points |
| ☐ References from previous landlords | 20 Points |
| ☐ Birth Certificate | 10 Points |
| ☐ Concession / Pension Card | 10 Points |