

Residential Tenancy Application Form

For your application to be processed you must answer all questions
(Including the following pages)

1. Agent Details

Ray White Blackburn

Address: 60-64 Railway Road, Blackburn VIC 3130

Phone: 03 9878 4411 Fax: 03 9878 5100

Email: blackburn.vic@raywhite.com

2. Property Details

Address _____

Suburb _____ Postcode _____

Preferred Lease Term _____

Date property is to be occupied _____

Number of other applicants to occupy the property

Adults _____ Children _____

3. Personal Details

Title _____ First Name _____ Initial _____

Last Name _____

Male Female

Date of Birth ____/____/____

Driver's License No _____ State of Issue _____

Alternate ID _____ Place of Issue _____

Are you a smoker? Yes No

If Yes, do you smoke inside? Yes No

Contact Details

Home Ph _____ Mobile Ph _____

Email _____ Work Ph _____

Current Address _____

Suburb _____ Postcode _____

4. Emergency Contact

Please provide an emergency contact not residing with you

First Name _____ Surname _____

Relationship _____ Phone No _____

Address _____

Suburb _____ Postcode _____

5. Payment Details

Weekly Rent \$ _____ Monthly Rent \$ _____

First payment of 1 month rent in advance \$ _____

Rental Bond (1 month rent) \$ _____

Sub Total \$ _____

6. Utility Connections



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P 1800 275 369

*Let Foxye **save you time and money**
connecting your **Electricity, Gas, Water,**
Broadband, Phone and Foxtel.*

Foxye is a FREE and independent service, and in one brief phone call, your connections are organised on the offers that are right for you. No obligation, no more running around, no more phone calls.

Foxye will contact you to arrange your utilities connections. You will be advised of any associated terms and conditions, including any standard connection fees that may apply. Once you have chosen your utility provider, Foxye may then need to disclose your personal information to the selected utility company. Foxye and your Agent may receive a benefit for arranging your services. Foxye and your Agent are unable to accept responsibility for any delay or failure to connect your utility services.

Foxye is committed to protecting the confidentiality of your personal information and will at all times handle your personal details in accordance with Foxye's privacy policy available on the Foxye website. Contact Foxye at www.foxye.com.au or call 1800 275 369.

I do not want to be referred to Foxye Utility Services.

7. Applicant History

How long have you lived at your current address?

Years _____ Months _____

Name of Landlord / Agent (if applicable) _____

Phone No _____

Rent Paid per month \$ _____

Reason for leaving _____

Was bond repaid in full? Yes No

If No, please specify why _____

Previous Address _____

Suburb _____ Postcode _____

How long did you live at this address?

Years _____ Months _____

Name of Landlord / Agent (if applicable) _____

Phone No _____

Rent Paid per month \$ _____

Reason for leaving _____

Was bond repaid in full? Yes No

If No, please specify why _____

8. Employment Details

Occupation _____

Employers Name _____

Employment Address _____

Suburb _____ Postcode _____

Phone No _____ Contact Name _____

Length at current employment: Years _____ Months _____

Net Income \$ _____

Per Week \$ _____ Per Month \$ _____

9. Previous Employment Details

Occupation _____

Employers Name _____

Employment Address _____

Suburb _____ Postcode _____

Phone No _____ Contact Name _____

Length at previous employment: Years _____ Months _____

Net Income \$ _____

Per Week \$ _____ Per Month \$ _____

10. Social Security Benefits

Type _____

Per Week \$ _____ Per Month \$ _____

11. If Student, please complete the following

Place of Study _____

Course being undertaken _____

Course length _____

Enrolment Number _____

Campus Contact _____ Ph _____

Course Co-ordinator _____ Ph _____

Income _____

Parents Name _____ Ph _____

Parents Address Overseas (if applicable) _____

12. Other Information

Car Registration _____

Do you have pets? Yes No

If Yes, please specify _____

13. Personal Referees

Reference Name _____

Occupation _____

Relationship _____ Phone No _____

Notes _____

Reference Name _____

Occupation _____

Relationship _____ Phone No _____

Notes _____

Important Information and Tenancy Declaration

Your Application for Tenancy cannot be accepted unless this has been completed in full and signed.

<p>TENANCY ACCEPTANCE We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fill out ALL required details on the application and ensure your completed application is returned to our office as quickly as possible.</p> <p>UNSUCCESSFUL APPLICATIONS Should your application be unsuccessful you will be advised. However, should you wish to apply for another property we will hold over your application for you for a period of 14 days.</p> <p>SUCCESSFUL APPLICATIONS Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require the leases to be signed, a payment request form to be completed and the bond to be paid in full to secure the tenancy. The property manager will supply you with these amounts at the confirmation of your tenancy. Keys will only be handed out when all parties have signed the tenancy agreement, payment request form, Bond Lodgement Form, all monies have been paid and the tenancy has commenced. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.</p>	<p>RENT PAYMENT If your application is successful, you will make rental and other payments to the agency by either the Agent's preferred payment method Payment Gateway or by the alternative method offered by the agency as detailed below. I acknowledge the Agent's preferred payment method is Payment Gateway (IP Payments Pty Ltd) and accept that the following fees apply for rent payments made using this method:</p> <ul style="list-style-type: none"> • Bank Account: \$1.65 inc GST • Credit Card: \$2.2% inc GST • BPAY: \$3.00 Inc GST <p>I acknowledge that due to bank processing times, payments made via Payment Gateway are required to be paid 3 business days prior to the due date.</p> <p>I understand that the Agent will also offer me an alternate facility to pay rental and other payments to the agency by Personal Cheque/Bank Cheque or Australia Post Money Order</p> <p>I acknowledge that it is the office's policy to not accept cash as a method for rental and other payments because of risks associated with cash payments and keeping cash on premises.</p> <p>Signed by the Applicant:</p> <p>Print Name:</p> <p>Date:</p> <p>Witness:</p>
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Tenancy Privacy Statement

Your Application for Tenancy cannot be accepted unless this has been completed in full and signed.

<p>Due to changes in the Privacy laws, from 21st December 2001, all real estate agencies must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully, and once completed return it to this office with your tenancy application.</p> <p>As professional property managers, Ray White collects personal information about you. To ascertain what personal information we have about you, you can contact us by the following ways:</p> <p>Address: Suite 1, 60-64 Railway Road, Blackburn 3130 Phone no: 98784411 Fax: 98785100 Email:blackburn.vic@raywhite.com</p> <p>As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises which you have requested, and if the risk is considered acceptable, to provide you with a lease/tenancy of the premises.</p> <p>To carry out this role, and during the term of your tenancy, we usually disclose your personal information to the following:</p> <p>The landlord, the landlord's lawyers, the landlord's mortgagee – for mortgage purposes, referees you have nominated, organisations/tradespeople required to carry out maintenance to the premises, rental bond authorities, Residential Tenancies Tribunals/Courts, collection agencies, Tenancy Databases, other real estate agents and landlords, utilities companies such as gas, electricity, water connection, telephone connection, banks – for rental payment facilities and financial records, employers – for reference purposes.</p>	<p>I authorise the Agent to obtain details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, any record, listing and relevant Tenancy Databases which lists defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information including the National Tenancy Database 1300 563 826</p> <p>If a landlord or estate agent finds details of a prospective tenant on a database, they must advise the tenant in writing, within seven days, of:</p> <ul style="list-style-type: none"> • The name of the database and the person who listed the information • The tenant's information held in the database • How the tenant can check, change or remove the listing (ie, by contacting the person who listed them or the database operator). <p>PLEASE NOTE: This application is subject to the owner's approval and may take 2-3 days to process.</p> <ol style="list-style-type: none"> 1. All applicants must complete an application form. 2. Initial bond payment must be paid in the form of a bank cheque or money order made payable to Ray White Blackburn (personal cheques or cash will not be accepted). 3. Initial rental payments must be paid by bank cheque or money order made payable to Ray White Blackburn 4. Subsequent payments will be made by direct debit/credit via the Payment Gateway system (fees apply) or the alternate method offered. 5. The applicant hereby agrees to a credit check being carried out by National Tenancy Database 1300 563 826 6. The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected. <p>Signed by the Applicant:</p> <p>Print Name:</p> <p>Date:</p> <p>Witness:</p>
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Ray White

Application Checklist

- Application/s completed in full; 1 application per adult wishing to reside in the property.
- 100 Points of identification per person, as specified on application form/ as stated below.
- Copy of proof of income- bank statements with applicants name and /or pay slips.
- Copy of passport and visa (if applicable)

100 point checklist

Notice to all residential tenancy applications: Before any application will be considered, each applicant must achieve a minimum of 100 check points. Please make sure you have everything ready to hand over

ALREADY PHOTOCOPIED.

Drivers license.....	50 points
Passport.....	50 points
Proof of Age Card.....	50 points
Copy of gas/water/electricity accounts.	30 points
Copy of mobile phone account.....	20 points
Medicare Card.....	20 points
Students ID Card.....	10 points
Concession Card.....	10 points

Should ALL documentation not be received, your application will NOT be processed.

All applicants for a tenancy are referred to the National Tenancy Database for confirmation of details supplied. If you have any queries regarding your rental history please contact them on 1300 563 826