

Tenancy Application Form

Ray White Waterford

Thank you for choosing Ray White Waterford. Important things you need to know about renting through our office:

1. Rent must be paid weekly, fortnightly or monthly via Ray White Payment Gateway (telephone, internet, direct debit, BPay, Post Billpay), or Money Order. [Please note charges apply for these methods of payment: \$1.65 for Ray White Payment Gateway or 2.2% of the transaction fee if paid by Credit Card via Ray White Payment Gateway; \$3.00 for BPay; \$4.00 for Post BillPay; And from \$7.95 for Money Order under \$1,000. Please note Money Orders to the value of \$1,000 or more are charged at \$8.95 (prices quoted correct as at November 2012).
2. Bond equivalent to four (4) weeks rent + three (3) weeks rent must be paid prior to moving in.
3. All applicants must attend the tenant induction and sign up which takes 45min-60min to complete.
4. Please phone our office to book a 10-15 minute appointment to come and hand your completed application and identification in.

****WE DO NOT ACCEPT CASH, BUSINESS OR PERSONAL CHEQUES WITHIN OUR OFFICE!****

Acceptable Forms of ID: (Total of 100 points required per application):

FORM OF ID	EXAMPLE	POINTS
**Nationally recognized Photo ID (Compulsory)	Drivers Licence 18 + Card Passport	40 Points each
**Proof Of Income (Compulsory)	Most Recent Four weeks of pay slips Recent Centrelink Statements (must incl. name & address) ATO Statement (If Self Employed) Child Support Payment Statement	30 Points
**Proof of Current address (Compulsory)	Phone/Electricity/Gas Accounts Car Registration	10 Points
**Proof of Government Housing (Compulsory)	Please provide letter of reference if your current or previous address was through Government Housing.	10 Points
Other Photo ID	Employment / Club Membership / School ID cards	30 Points
Birth Certificate		30 Points
Mortgage Statement		20 Points
Past Lease Agreement		20 Points
Rental Ledger		10 Points
Bank Statement (must incl. name & address)		10 Points
Pension Card		10 Points
Medicare Card		5 Points
Debit Card		5 Points

****PLEASE NOTE THAT THE DATE PROPERTIES ARE LISTED AS AVAILABLE MAY BE SUBJECT TO CHANGE WITHOUT NOTICE AND RAY WHITE WATERFORD WILL NOT BE LIABLE FOR ANY INCONVENIENCE OR COSTS INCURRED BY INCOMING TENANTS****

****ALL DOCUMENTS COLLECTED FOR SUCCESSFUL APPLICATIONS WILL REMAIN ON FILE ****

****FINAL APPLICATION APPROVAL IS AT LANDLORDS DISCRETION - NO REASON SHALL BE GIVEN FOR UNSUCCESSFUL APPLICATIONS, ALL UNSUCCESSFUL APPLICATIONS WILL BE SHREDDED TO MAINTAIN YOUR PRIVACY****

APPLICATION CHECKLIST

Before I submit this application, I have

- ☐ Attached photocopies of documents to meet 100 points of identification
- ☐ Inspected the property both internally & externally
- ☐ Completed all details, in full, on the application form
- ☐ Provided all contact details and documentation for confirmation of income
- ☐ Read & signed the Privacy Disclosure Statement and Privacy Consent

****Please note: Applicants to supply own photocopies of documentation totalling 100 points, otherwise fee of \$1.00 per page (\$2.00 for colour) for photocopying applies****

Tenancy Application Form

Ray White Waterford

OFFICE USE ONLY

Date Received: _____ Time Received _____ Received By (Staff) _____

Address of Property: _____

Applicant's Name: _____

Associated Applications: _____

100 POINT IDENTIFICATION CHECK - The following identification has been photocopied and is attached to this application

Item	<input checked="" type="checkbox"/>	Initial		<input checked="" type="checkbox"/>	Initial
Drivers Licence/18 + Card (40 Points)	<input type="checkbox"/>		Mortgage Statement (20 Points)	<input type="checkbox"/>	
Passport (40 Points)	<input type="checkbox"/>		Bank Statement (10 Points)	<input type="checkbox"/>	
Other Photo ID (30 Points)	<input type="checkbox"/>		Utility Account (10 Points)	<input type="checkbox"/>	
Birth Certificate (30 Points)	<input type="checkbox"/>		Motor Vehicle Registration (10 Points)	<input type="checkbox"/>	
Proof Of Income (30 Points)	<input type="checkbox"/>		Pension Card (10 Points)	<input type="checkbox"/>	
Previous Tenancy Agreement (20 Points)	<input type="checkbox"/>		Other...	<input type="checkbox"/>	
Other...	<input type="checkbox"/>		Other...	<input type="checkbox"/>	

PROGRESS CHECKSHEET

Item	<input checked="" type="checkbox"/>	Initial		<input checked="" type="checkbox"/>	Initial
TICA Checked and attached	<input type="checkbox"/>		Applicant Notified	<input type="checkbox"/>	
Current Agent Lessor Checked	<input type="checkbox"/>		Current Agent Lessor Received	<input type="checkbox"/>	
Previous Agent Lessor Checked	<input type="checkbox"/>		Previous Agent Lessor Received	<input type="checkbox"/>	
Employment Confirmation Checked	<input type="checkbox"/>		Employment Confirmation Received	<input type="checkbox"/>	
SMS Applicant Update #1	<input type="checkbox"/>		SMS Applicant Update #2	<input type="checkbox"/>	
App rec'd: Lessor Notified SMS or Email	<input type="checkbox"/>		App finalised: Lessor Notified <u>SMS & Email</u>	<input type="checkbox"/>	
SMS Applicant App Gone to Lessor for review	<input type="checkbox"/>				

APPROVAL CHECKSHEET

Item	Date	Time		Date	Time
Sign-up Appointment			Entered Into Console		
Full Bond Received			Three Weeks Rent Received		
Payment Gateway Set-up			Ray White Connect Set-up		
Smoke Alarm Serviced					

INVOICING CHECKSHEET

Item	JNL	Amount		JNL	Amount
Internet Listing Fee			Database Checking Fee		
Other Fees:					

COMPLETED BY

Property Manager Name

Signature

Date

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BEFORE COMPLETING YOUR APPLICATION:

1. One application is to be completed, per person over 18, wishing to reside at premises
2. Applicants to supply own photocopies of documentation totalling 100 points, otherwise fee of \$1.00 per page (\$2.00 for colour) for photocopying applies
3. **Ray White Waterford cannot accept your application until it is complete with copies of your supporting documentation attached.**
4. Ray White Waterford staff will contact you within 48 business hours. If your application is approved, a bond equivalent to four (4) weeks rent must be paid via bank cheque or money order within 12 hours of acceptance. A balance of three (3) weeks rent will be required prior to the commencement of tenancy. Should you decide you no longer wish to rent the property, this first deposit is **NON-REFUNDABLE**.

1. Property Details

Address		
Suburb	Postcode	
Lease Term	Years	Months
Date Property is to be occupied	/	/
Number of Adults	Dependants	
Names & Date of Birth of ALL other occupants		

2. Personal Details

Title	First Name	Initial
Last Name	Maiden Name	
Date of Birth	/	/
Age (Years / Months)		
Drivers Licence Number	State of Issue	
Alternate ID (eg passport)	No	
Pension Type (if applicable)	No	
Please provide contact details:		
Home Ph	Mobile Ph	
Email		
Occupation	Work No	
Current Residential Address		
Suburb	Postcode	

3. Emergency Contact

Please provide an emergency contact not residing with you		
First Name	Surname	
Relationship	Phone No	
Address		
Suburb	Postcode	

4. Payment Details – For Property You Are Applying For

Property Rental	\$	Per Week
First Payment of Rental Bond (4 Weeks Rent)	\$	
Rent in Advance (3 Weeks Rent)	\$	
Transaction Fees (per transaction): BPay \$2.00, Post Billpay \$3.00, Payment Gateway \$1.65 or 2.2% for Credit Card transactions	\$	N/A
Subtotal	\$	

5. Applicant History

How long have you lived at your current address?	Years	Months
Name of Landlord/Agent (If applicable)		
Phone No	Fax No	
Rent Paid per week \$		
Reason for leaving		
Was bond repaid in full? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, please specify why:		
What was your previous residential address?		

Suburb	Postcode
How long did you live at your previous address?	Years Months
Name of Landlord/Agent (If applicable)	
Phone No	Fax No
Rent Paid per week \$	
Reason for leaving \$	
Was bond repaid in full? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, please specify why:	

6. Employment Details

Occupation		
Employers Name		
Employment Address		
Suburb	Postcode	
Employer Phone No	Fax No	
Contact Name		
Length at current employment	Years	Months
Net Income \$	Per Week	

7. Previous Employment Details

Occupation		
Employers Name		
Employment Address		
Suburb	Postcode	
Employer Phone No	Fax:	
Contact Name		
Length at previous employment	Years	Months
Net Income \$	Per Week	

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8. Social Security Benefits

Type

\$ Per Fortnight

9. If Student, please complete the following

Place of Study

Course being undertaken

Course Length

Enrolment Number

Campus Contact Ph

Course Co-ordinator Ph

Income

10. Personal Referees

1. Reference name

Relationship Phone No

2. Reference name

Relationship Phone No

11. Other information

Car Registration

Do you have pets? ☐ Yes ☐ No If Yes, please specify type, breed etc:

12. Privacy Disclosure Statement of Ray White Waterford

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current employer and your referees. Your consent to us collecting information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the landlord's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the Owner of the relevant property or, if considered, may be rejected.

13. Privacy Consent

I, the Applicant, acknowledge that I have read the Privacy Notice of Ray White Waterford. I authorise Ray White Waterford to collect information about me from:

1. My previous letting agents and/or landlords
 2. My current and/or previous employer and/or tax accountant
 3. My personal referees
 4. Any Tenancy Default Database which may contain personal information about me. I also authorise Ray White Waterford to disclose details about any defaults by me under the tenancy to which this application relates, to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD), Barclays MIS, Australian Business Register (ABR) and/or Trading Reference Australia (TRA). I also authorise Ray White Waterford to disclose my current contact details to the above databases should I have any outstanding debts or listings.
- I authorise Ray White Waterford to disclose the personal information it collects about me to the owner of the property, even if the owner is a resident outside Australia, and to any third parties – valuers, contractors, sales people, insurance companies, body corporate, other agents and tenancy default databases.

Applicant Name Signature Date

14. Declaration

During my inspection of the Property on / / I found it to be in a satisfactory condition. Yes No. If No, I request the following items be attended to prior to my tenancy, subject to the Owner's approval:

I declare that the information contained in this application is true and correct and that all of the information was given of my own free will. I further authorise the letting agent to contact and/or conduct enquiries and/or searches with regard to the references supplied in this application. I consent to this application being verified and to the access of Tenancy Information Centre of Australia and National Tenancy Database records for information about my tenancy history if applicable. I apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the Owner of the property for consideration. I understand that should this application not be accepted, Ray White Waterford is not required to disclose any reason for the rejection of this application. I understand that if this application is approved by the Owner:-

1. Upon approval, a bond equivalent to four (4) weeks rent MUST be paid within 12 hours of approval. This is NON-REFUNDABLE should I decide not to proceed.
2. I understand that rent must be paid via the Ray White Payment Gateway System. I understand that this does incur a transaction fee between \$1.65 and \$3.00 per transaction, possibly more if a credit card is used. I understand that these fees are added to the payment at the time of the transaction.
3. I understand and agree that all copies of relevant documents provided with this application will remain on file.

Applicant Name Signature Date

Ray White Connect

P: 1300 556 325 | F: 1300 889 598
www.raywhiteconnect.com.au

Moving home has never been easier

Ray White Connect is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire.

What's more, you pay no extra charges as a result of using the Ray White Connect service. We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call 1300 556 325 to ensure your services can be addressed by the required date.

DECLARATION AND EXECUTION/PRIVACY NOTICE: By signing this application and ticking the 'YES' box below, I: consent to the collection of my personal information by Connectnow Pty Ltd (ABN 79 097 398 662) ("connectnow") for the purposes of contacting me to talk about arranging the connection and disconnection of moving and utility services and related services and to inform me about other products and services that may complement my home/lifestyle needs; consent to the disclosure by connectnow of my personal information contained in this application to other parties, including the relevant third party service providers, connectnow's related companies and third parties who provide connectnow with services in connection with the ordinary operation and administration of connectnow's business or where otherwise required or authorised by law; understand that protecting my privacy is important to connectnow and that I can obtain further details about how connectnow manages my personal information, including how I may access and seek correction of my personal information, how I may complain about a breach of my privacy and how connectnow will deal with that complaint, by viewing connectnow's Privacy Policy at www.connectnow.com.au or contacting their Privacy Officer at info@connectnow.com.au; understand that whilst connectnow is unlikely to disclose my personal information to recipients located overseas, connectnow is not responsible for the privacy practices of any third party service providers, and accordingly, I accept that it is my responsibility to check the privacy policies of the relevant service providers if I wish to obtain further information about how they manage personal information (including whether or not they are likely to disclose such information to overseas recipients); understand that my consent to receive such marketing materials will continue until I opt-out by contacting info@connectnow.com.au; understand that the connection and disconnection of moving and utility services and related services (collectively referred to as "the nominated services") will only be initiated once a connectnow representative has discussed the details with me and obtained my consent to the terms and conditions of supply of the relevant service providers; acknowledge that, to the extent permitted by law, neither connectnow nor my real estate agent accepts liability for loss caused by delay in, or failure to, connect and disconnect or provide the nominated services; acknowledge that the nominated services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated service providers bind me and that after hours connections may incur additional service fees from utility providers; authorise the obtaining of a National Metering Identifier or a Metering Installation Registration Number for my residential address to obtain supply details; understand that it is the responsibility of the customer/homeowner to ensure that the electricity main switch is in the 'Off Position' for the required timeframe on the day of connection of the nominated utility services and that there is easy access to the meters; understand that connectnow may be paid a fee by the service provider and may pay a fee to a real estate agent in respect of the provision of the services provided to me by connectnow. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements and other undertakings set out in this application form on behalf of all applicants listed on this application form. Where I have nominated an alternative contact person on this application, I authorise connectnow to speak to them about my move and connection and disconnection needs if connectnow is unable to contact me directly.

☐ Yes, I consent to Ray White Connect contacting me to organise my move home services and other products and services to suit my home or lifestyle needs

Signed:

Date: