Residential Tenancy Application Form

Please complete this form in full for your application to be processed. Page 1 of 5

1. Property Applying For	
Address	
Suburb	Postcode
Lease term	Years Months
Lease commencement date	/ /
Rent amount	
Names of other applicant 2	
Names of other applicant 3	
Names of other applicant 4	

2. If self employed, please complete the following	
Company name	
ABN	
Company address	
Suburb	Postcode
Business type	
Position held	
Accountant name	
Accountant phone	
Solicitor name	
Solicitor phone	

3. Personal Details	
Title	First name
Last name	
Date of birth	/ /
Current address	
Suburb	
Driver's licence number	
Car registration number	
Alternate ID (e.g, Passport)	
Pension type	
Email	
Mobile phone	
Work phone	
Home phone	
Occupation	
Employer's name	
Employer's phone number	

4. Ray White Connect	Connecting utilities has never been easier!

Free Utilities Connection Service

Ray White Connect is a simple and convenient time saving service assisting with your Telephone, Electricity & Gas and water connections. Ray White Connect also provide a range of additional services to compliment your household utilities, such as Internet &Pay TV.

This is a value-added service independent of your tenancy application - you are not obligated to use Ray White Connect.
If you would like Ray White Connect to contact you to discuss any of the above services please tick the box and a Ray White Connect representative will make all reasonable efforts to contact you within one working day of receiving an application. If we are unable to contact you within this period please contact Ray White Connect on 1300 556 325 to ensure connection can be completed by your requested date.

It is the responsibility of the Tenant to ensure that the Main Electricity Switch is in the "Off Position" between 7am & 7pm on the day connection is required and that there is easy access to the property.

While the connectnow service is FREE, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the Ray White Connect service.

Please note that the following terms will apply if you ask us to contact you. Firstly you will be consenting to connectnow Pty.Ltd. A.B.N. 79 097 398 662 arranging for the connection and disconnection of the nominated home services and to providing information contained in this application to the service providers for this purpose. I agree that neither connectnow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames and terms and conditions once the client has agreed to use the chosen service provider. I authorise the obtaining of a National Metering Identifier (N.M.I.) on my residential address to obtain supply details. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that connectnow Pty Ltd will be paid a fee by the service provider and will be paying a fee to the Agent in respect of the provision of the service being provided to me by connectnow Pty Ltd. Note: Connection of your utilities will only be initiated once a representative has discussed your connection with you and obtained your consent to the terms and conditions of supply of the relevant utility service provider(s).

PRIVACY POLICY: The privacy of our customers is of vital importance to connectnow. You have the right to access our records of your information under the Privacy Act. We will not release your personal information to any third party other than for the purposes of connecting the nominated utility service, unless required to do so under law or government order.

Call me to connect ☐ YES

Signed: **Date:**

5. Current Situation

Are you the ☐ Owner ☐ Tenant

Duration at this address?

Please complete the below if you are a tenant

Name of Landlord/Agent

Phone number

Rent paid per month

Reason for leaving

Was bond repaid in full? ☐ Yes ☐ No

If no, please provide details:

8. Current Employment Details

Company name

Address

Contact name

Length of Employment Years Months

Net income $per week or $per month

9. Previous Employment

Company name

Address

Contact name

Length of Employment Years Months

6. Previous rental history	
Are you the □ Owner □ Tenant	**10. Personal References**
Duration at this address?	1. Reference name
Please complete the below if you are a tenant	Occupation
Name of Landlord/Agent	Relationship Phone
Phone number	2. Reference name
Rent paid per month	Occupation
Reason for leaving	Relationship Phone
Was bond repaid in full? □ Yes □ No	**11. Family Contacts**
If no, please provide details:	1. Reference name
7. Other Information	Occupation
Number of persons occupying property	Relationship Phone
Please specify the ages of any children	2. Reference name
Do you have pets □ No □ Yes	Occupation
Type of pet Breed	Relationship Phone
13. How did you find out about this property	**12. Next of Kin**
□ Office □ Online □ Sign □ Newspaper □ Other	Name
	Phone
	Address
	Relationship to you

Important Information and Tenancy Declaration

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

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.

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.

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.

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:

- Bank Account: $1.65 inc GST
- Credit Card: $2.2% inc GST
- BPAY: $3.00 Inc GST

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.

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.

Signed by the Applicant

Print Name

Date

Witness

Tenancy Privacy Statement

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

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.

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:
Address: LG 630 Little Collin Street, Melbourne VIC 3000
Fax: 03 8678 1101
Email: rental.melbournecbd.vic@raywhite.com

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.

To carry out this role, and during the term of your tenancy, we usually disclose your personal information to the following:

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.

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 National Tenancy Database(NTD)

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:

- 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).

PLEASE NOTE: This application is subject to the owner"s approval and may take 2-3 days to process.

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 the Residential Tenancies Bond Authority (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.
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(NTD)
6. The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.

Signed by the Applicant: _____
Print Name: _____
Date: _____
Witness: _____

PRIVACY STATEMENT

PRIVACY PRIVACY DISCLOSURE STATEMENT

n independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess cation for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and ees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this n relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors r'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 n 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 ay not be considered by the owner of the relevant property or, if considered, may be rejected.

CONSENT

I the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise the Agent to collect information about me from:

1. My Previous letting agents and/or landlords;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorize the Agent 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) and/or Trading Reference Australia (TRA).

I authorize the Agent to disclose the personal information collected about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.

Where Ray White Connect is requested by me to arrange for the provision of connection and disconnection services, I consent to Ray White Connect 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 consent to Ray White Connect disclosing confirmation details (including NMI, MIRN and telephone number) to the Agent. I acknowledge that neither Ray White Connect nor the Agent accepts 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. The Agent has a commercial relationship with Ray White Connect. I acknowledge that Ray White Connect, the Agent and its employees may receive a fee and/or benefit from a utility service provider in relation to the connection of a utility service. There is no charge to me for the Ray White Connect service; normal service provider fees or bonds may apply.

Tenant Name		**Signature**		