

## Tenancy Application Form *(Each applicant must submit an individual form)*

Please be advised that this application will only be processed once ALL details have been completed and all copies of all supporting documents attached.

### PROPERTY DETAILS (Applying for)

Address of Property:	
Number and type of pets:	Are your pets registered with the Council? Yes/no
Names of all other occupants for the property:	
Names and ages of any children to occupy the property:	
Vehicle/s type & Registration numbers:	

### PERSONAL DETAILS

Full Name(s):	
Current Address:	
Home Phone:	Work Phone:
Mobile:	Fax:
Email:	Date of Birth:
Drivers Licence State & No:	
Passport No:	Passport Country:

### CURRENT TENANCY DETAILS

Name of Landlord / Agent: Phone:	
Reason for leaving:	
Lease term:	Rent Paid:

### ARE YOU EMPLOYED - CURRENT EMPLOYMENT DETAILS

Occupation:	Current Employer:
Employer's Address:	
Contact Name (payroll / manager): Contact Number:	
Length of Employment:	Net weekly income \$

### SELF EMPLOYMENT DETAILS

Company Name:	Business Type:
Business Address:	
Position Held:	ABN:
Accountant Name:	Phone:

### INCOME

Net weekly employment income:
Net weekly income from other sources:
Source(s) of other income:

### NEXT OF KIN (Please provide details of preferred person to be contacted in the event of an emergency)

Name(s)::	
Relationship:	
Address:	
Phone:	Mobile: :

## PREVIOUS RENTAL HISTORY 1

Previous Address:	
Length of time at above address	Rent Paid:
Name of Landlord / Agent: Phone:	
Was Bond refunded in full?	Yes/ No
If No, please specify reasons why:	

### Please advise the following be selecting either Yes or No.

Have you ever been evicted by an agent/lessor?	Yes/No
Is there any reason known to you that would affect your ability to pay rent?	Yes/No
Are you in debt to another agent/lessor?	Yes/No
If Yes, why are you in debt to your past agent/lessor?	Yes/No

## PREVIOUS EMPLOYMENT (IF CURRENT EMPLOYMENT IS LESS THAN 6 MONTHS)

Occupation:	Previous Employer:
Employer's Address:	
Contact Name (payroll / manager):	Contact Number:
Length of Employment:	From to Net weekly income:

## REFEREES

<b>Business referee:</b>	Relationship:
Phone:	Mobile:
<b>Personal referee:</b>	Relationship:
Phone:	Mobile:

## RAY WHITE CONNECT – FREE SERVICE

To save you time when you're moving house, Ray White can assist you by arranging your utility connections, discounts on your insurance and discounts on removal and self storage services.

It's a FREE service and there's NO obligation. Please tick the box below if you would like Ray White Connect, Ray White Insurance and Zippy Shell (removals and self storage) to call you and explain how the service works.

**Yes/ No** I would like to be contacted by Ray White Connect, Ray White Insurance and Zippy Shell

Ray White Connect:

Phone: 1300 556 325 Email: [connect@raywhite.com](mailto:connect@raywhite.com) Fax: 1300 256 837 Web: [www.raywhiteconnect.com.au](http://www.raywhiteconnect.com.au)

Ray White Insurance :

Phone : 1800 221 773 Email : [insurance@raywhite.com](mailto:insurance@raywhite.com) Fax : 07 3257 4386 Web : [www.raywhiteinsurance.com.au](http://www.raywhiteinsurance.com.au)

Zippy Shell :

Phone : 1800 467 826 Web : [www.zippysell.com.au](http://www.zippysell.com.au)

Ray White Connect, Ray White Insurance and Zippy Shell will use the information in this application to explain the services offered and to undertake any connection and disconnection services authorized (including the provision of information to utility companies). Personal information collected by Ray White Connect, Ray White Insurance or Zippy Shell may be accessed by contacting them on the contact details above. While the Ray White Connect service is FREE, normal service provider fees or bonds may apply for utility connections.

I have read, agreed to and understood all of the above terms and conditions that are relevant to me

Applicant Name .....Signature .....Date.....

**PRIVACY STATEMENT  
PRIVACY DISCLOSURE STATEMENT**

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 or previous employer and your referees. 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 application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and owner'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.

**CONSENT/DECLARATION**

I the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorize 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.

I wish to undertake a tenancy for a period of: \_\_\_\_\_ to commence on the \_\_\_\_\_ at a rental price of \$ \_\_\_\_\_  
 I understand that I am to pay a rental bond of \$ \_\_\_\_\_ on or before I take possession of the premises and sign a tenancy agreement.

The applicant acknowledges that they have received or have available to them from the agent/lessor the Form 17a, 18a, body corporate by-laws (if applicable) before signing this application. Yes/No

The applicant acknowledges that they have been made aware of the agency's Privacy Policy. Yes/No

The applicant acknowledges that the lessor and applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agent's acceptance of the application and **they agree to pay 1 week's rent to secure the property within 24 hours of being approved.** Yes/No

**IF THE APPLICANT DEFAULTS THEN THIS PAYMENT IS NON-REFUNDABLE.**

Applicant Name..... Signature..... Date.....

**OFFICE USE ONLY**

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

Item	Points	Initial	Item	Points	Initial
Drivers License/ Passport/Other Photo ID	40		Medicare Card	20	
Current Wage Advice/Centerlink statement	30		Bank Debit/Credit Card	20	
Previous 2 Rent Receipts	20		Phone/Electricity Account	20	