

# Residential Tenancy Application Form

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

## 1. Agent Details

**Ray White Berry**

**Address:** 112 Queen Street, Berry NSW 2535

**Phone no:** 02 4464 2399

**Fax no:** 02 4464 2404

ID: 15100

## 2. Property Details

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Electricity Meter No \_\_\_\_\_

Lease Term \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

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 \_\_\_\_\_

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 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

Property Rental \$ \_\_\_\_\_ Per Week or \$ \_\_\_\_\_ Per Month

First Payment of rent in advance \$ \_\_\_\_\_

Rental Bond (1 Month Rent) \$ \_\_\_\_\_

Sub Total \$ \_\_\_\_\_

## 6. Utility Connections

**Ray White**

Phone: 1300 556 325

Fax: 1300 889 598

Connect

Email: [connect@raywhite.com.au](mailto:connect@raywhite.com.au)

Internet: [www.raywhiteconnect.com.au](http://www.raywhiteconnect.com.au)

**A Free Service - Connecting Your Home Services Has Never Been Easier!**

Ray White Connect is a simple and convenient time saving service assisting with your Telephone, Electricity & Gas and water connections to some of Australia's leading providers. connectnow 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 connectnow.**

If you would like Ray White Connect to contact you to discuss any of the above services please tick the box and a connectnow 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 connectnow on 1300 554 323 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 Ray White Connect 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 Contact Me  YES

## 7. Declaration

A)

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997.

I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from 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 details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, any record, listing or database of 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.

B) If section 6 is completed

Connection of your utilities will only be initiated once a representative has discussed your details with you and obtained your consent to the terms and conditions of supply of the relevant utility service provider(s). The privacy of our customers is of vital importance to Ray White Connect.

I consent to the collection of my personal information by Ray White Connect Pty Ltd ACN 79 097 398 662 for the purposes of arranging for the connection and or disconnection of the nominated moving and connections services and related services, and to providing my personal information contained in this application to the relevant service providers, in accordance with Ray White Connect's Privacy Policy (which is available for my inspection at [www.raywhiteconnect.com.au](http://www.raywhiteconnect.com.au)) Ray White Connect and those service providers may contact me from time to time (including by electronic means) to let me know about new or existing products or services. I understand that I can contact Ray White Connect at any time if I do not want to receive that information from Ray White Connect or if I want to update my personal information. I agree that neither Ray White Connect 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, terms and conditions once agreeing to use the chosen service provider. I authorise the obtaining of a National Metering Identifier and or a Metering Installation Registration Number on my residential address to obtain supply details. 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 and that there is easy access to the meters. 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 Ray White Connect may be paid a fee by the service provider and may pay a fee to the Agent in respect of the provision of the service provided to me by Ray White Connect.

Signed: \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### 8. 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:

What was your previous residential address?

Suburb      Postcode

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:

### 9. Employment Details

Occupation

Employers Name

Employment Address

Suburb      Postcode

Employer Phone No

Contact Name

Length at previous employment      Years      Months

Net Income \$      Per Week      \$      Per Month

### 10. Previous Employment Details

Occupation

Employers Name

Employment Address

Suburb      Postcode

Employer Phone No

Contact Name

Length at previous employment      Years      Months

Net Income \$      Per Week      \$      Per Month

### 16. How did you find out about this property? (Please Tick)

RENT LIST  INTERNET  OFFICE  FOR LEASE BOARD  OTHER \_\_\_\_\_

### 11. Social Security Benefits

Type

\$      Per Week      \$      Per Month

### 12. If Student, please complete the following

Place of Study

Course being undertaken

Course Length

Enrolment Number

Parents Name      Ph

Campus Contact      Ph

Course Co-ordinator      Ph

Income

Parents Address Overseas

### 13. Other information

Car Registration

Do you have pets?  Yes  No If Yes, please specify:

### 14. Personal Referees

1. Reference name

Occupation

Relationship      Phone No

Notes

1. Reference name

Occupation

Relationship      Phone No

Notes

### 15. Office Use Only

Lease Start Date      /      /

Car Space/Garage

Landlord's Name

Lease to be signed on

Signed:      Date      /      /

July 2013

To All Potential Tenant Applicants

**RE: Vacate Cleaning**

Under Ray White Berry leasing criteria, it is mandatory all residential properties are professionally cleaned when vacated.

All tenants are required to pay for the cost of the clean in which the cleaner will be arranged by Ray White Berry.

The cost of the clean will either be deducted from your bond or it can be paid in weekly or fortnightly instalments over the term of your lease.

If you chose to pay instalments any outstanding monies will be deducted from your bond.

Carpet cleaning is to be arranged separately

**Thank You for choosing Ray White Berry**

.....  
**Applicant**

**Ray White Berry**

112 Queen Street  
PO Box 261  
Berry NSW 2535

T 02 4464 2399

F 02 4464 2404

E berry.nsw@raywhite.com

[raywhiteberry.com.au](http://raywhiteberry.com.au)

**Ray White Gerringong**

94 Fern Street  
PO Box 382  
Gerringong NSW 2534

T 02 4234 4000

F 02 4234 4021

E gerringong.nsw@raywhite.com

**Ray White Nowra**

112 Kinghorne Street  
Nowra NSW 2541  
Sales 02 4422 1444  
Property Management 02 4422 7177

T Commercial 02 4422 8677

F 02 4423 3444

E nowra.nsw@raywhite.com

# The TICA Group

## WHAT IS A DEFAULT WITH TICA

**Arrears of Rent** - A tenant can be reported to TICA from the time of arrears

**Breaking a Tenancy Agreement** - A tenant can be reported to TICA for breaking a Tenancy Agreement

**Absconding** - A tenant can be reported to TICA for leaving without providing any notice

**Breaches of Body Corporate by laws** - A tenant can be reported to TICA for not complying with body corporate by-laws

**Dishonored cheques** - There a rental payment is made and is dishonored it can be reported to TICA

**Tribunal or Court Orders** - Any orders made against a tenant can be reported to TICA

**Poor periodic inspections** -If a property is not kept in a reasonable state the matter can be reported to TICA

**Rental Bond Claims** - An agent can report any bond claims to TICA

**Unauthorised pets** - It a tenant keens any unauthorized pets it can be reported to TICA

**Subletting with consent** -If a tenant sublets without consent the matter can be listed with TICA

**Bankruptcy** -If a tenant wishes to list their bankruptcy details with TICA they can do so

**Schemes of arrangement** - Where a tenant agrees to pay off a previous debt the matter can be listed with TICA

**Noise and Nuisance** -If a tenant or their guests behavior causes obstruction to another persons peaceful enjoyment the matter can be listed with TICA

**Damage to Property** - Any damage (other than fair wear and tear) caused by tenant or their guests can be reported to TICA

**Taking possession without consent** -Where a person takes possession of a property without consent the matter can be listed with TICA

***YOU CAN CONTACT TICA ON 190 222 0346  
calls charged at \$5.45 per minute inclusive of GST***

## PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement. In order to process a tenancy application a tenancy applicant is required under the National Privacy Principles of Privacy Act to be made aware that an organisation may be access a database. In addition a tenancy application is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a database company other organizations may receive information from time to time. Other organizations may include debt collection agencies, insurance companies, government departments and other landlords or agents.

I/We the said applicant/s declare that I/we give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Limited. I/we further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our tenancy application. I/we further give consent to the member of the Database Company to contact any of my/our referees provided by me/us in my/our tenancy application.

I/we agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my/our information may be recorded as making an inquiry.

I/e agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I/we further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I/we understand that TICA Default Tenancy Control Pty Limited is a database company that allows its members access to information accumulated from members about tenants who have breached their tenancy agreements.

I/we agree and understand that should I fail to provide the database members with the information and acknowledgements required the database member may elect not to proceed with my/our tenancy application. I/we agree and understand that a listing with TICA Default Tenancy Control Pty Limited could have an adverse effect on my/our ability to obtain future rental accommodation.

I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 190 222 0346. I/we agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

**Applicants Name/s** \_\_\_\_\_  
\_\_\_\_\_

**Signed by applicants** \_\_\_\_\_  
\_\_\_\_\_

**Signed by member** \_\_\_\_\_

**Date** \_\_\_\_\_

# Ray White™

112 Queen Street  
PO Box 261  
Berry NSW 2535  
tel 02 4464 2399  
Fax 02 4464 2404  
berry.nsw@raywhite.com  
**raywhite.com**

## RENTAL REFERENCE AUTHORITY

Date

I (name)

**Authorise Ray White Berry to obtain a rental reference from**  
(current/previous landlord/agent)

In regards to (property address)

**Print Name(s)**

**Signature(s)**

## A Free Service – Connecting Your Home Services Has Never Been Easier!

Ray White Connect is a simple and convenient time saving service assisting you to connect your Electricity, Gas, Phone, Internet and Pay-TV to a choice of Australia's leading providers. Ray White Connect can also assist with discounted quotes for removalists, van/truck hire, cleaning services and security monitoring.

No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you – with the one phone call.

Simply fill in your details below 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 please phone 1300 556 325 to ensure connection can be completed by your requested date.

Dr  Mr  Mrs  Miss  Ms

Surname \_\_\_\_\_ Given Name/s \_\_\_\_\_

Property Address \_\_\_\_\_ Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

Pension No \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ Drivers Lic. \_\_\_\_\_ State \_\_\_\_\_

Home Ph \_\_\_\_\_ Work Ph \_\_\_\_\_ Mobile Ph \_\_\_\_\_

Email \_\_\_\_\_ Date of Connections \_\_\_\_/\_\_\_\_/\_\_\_\_

**Declaration:**

Connection of your utilities will only be initiated once a representative has discussed your details with you and obtained your consent to the terms and conditions of supply of the relevant utility service provider(s). The privacy of our customers is of vital importance to Ray White Connect.

I consent to the collection of my personal information by Ray White Connect Pty Ltd ACN 79 097 398 662 for the purposes of arranging for the connection and or disconnection of the nominated moving and connections services and related services, and to providing my personal information contained in this application to the relevant service providers, in accordance with Ray White Connect's Privacy Policy (which is available for my inspection at [www.raywhiteconnect.com.au](http://www.raywhiteconnect.com.au)) Ray White Connect and those service providers may contact me from time to time (including by electronic means) to let me know about new or existing products or services. I understand that I can contact Ray White Connect at any time if I do not want to receive that information from Ray White Connect or if I want to update my personal information. I agree that neither Ray White Connect 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, terms and conditions once agreeing to use the chosen service provider. I authorise the obtaining of a National Metering Identifier and or a Metering Installation Registration Number on my residential address to obtain supply details. 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 and that there is easy access to the meters. 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 Ray White Connect may be paid a fee by the service provider and may pay a fee to the Agent in respect of the provision of the service provided to me by Ray White Connect.

Please Call Me  Yes

Signed: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Ray White Berry**

ID: 15100

Phone: 1300 556 325 Fax: 1300 889 598 Email: [connect@raywhite.com.au](mailto:connect@raywhite.com.au) Web: [www.raywhiteconnect.com.au](http://www.raywhiteconnect.com.au)

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berry.nsw@raywhite.com  
raywhite.com

**TO ASSIST US IN PROCESSING YOUR APPLICATION FOR TENANCY, PLEASE PROVIDE COPIES OF THE FOLLOWING:**

- Photo identification e.g. Photo Licence, passport etc
- Two rental references: written or phone contact numbers
- Proof of your current residential address e.g. Credit Card, statement, Bank Statement, Integral or Telstra Account
- Supporting proof of your income e.g. Pay slips, letter from employer, social security confirmation etc.

**PLEASE NOTE:**

***We do not accept application forms until all necessary paper is attached***

Thanking you for your assistance

Michelle Harris  
Property Manager



# **NOTICE TO ALL TENANCY APPLICANTS**

## **100 POINT IDENTIFICATION**

Prior to any Tenancy Application being considered each applicant is required to produce sufficient identification which totals 100 points. Should you have difficulties in providing this identification please advise us prior to completing.

DRIVERS LICENCE	30 POINTS *
PASSPORT	30 POINTS *
PROOF OF AGE CARD	30 POINTS *
TENANCY HISTORY LEDGER	20 POINTS
PREVIOUS TENANCY AGREEMENT	20 POINTS
PREVIOUS FOUR RENT RECEIPTS	20 POINTS
RENTAL BOND RECEIPT	20 POINTS
PAY ADVICE	15 POINTS
MOTOR VEHICLE REGISTRATION	15 POINTS
TELEPHONE ACCOUNT	15 POINTS
ELECTRICITY ACCOUNT	15 POINTS
GAS ACCOUNT	15 POINTS
BANK or CREDIT CARD STATEMENTS	15 POINTS each
PENSION CARD	15 POINTS
COUNCIL or WATER RATES	15 POINTS
HEALTH CARE CARD	15 POINTS
MEDICARE CARD	10 POINTS
BIRTH CERTIFICATE	10 POINTS

**NOTE : Must have at least one of the items listed with “\*” next to the points**