

TENANCY APPLICATION

Ray White Rural
Inverell

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Our Agency welcomes your Application and any queries you may have.

The following information and checklist will assist you to complete the Tenancy Application so it can be processed as quickly as possible.

Please read prior to completing your Application

- One Application is to be completed per person.
- This Application must be accompanied by copies of documents from those listed below for the 100 points Identification Check. PLEASE NOTE THIS MUST INCLUDE A DRIVER'S LICENCE, PASSPORT OR 18+ CARD. Your original driver's licence, passport or 18+ card will be required to be sighted at the time of handing in your application.

<input type="checkbox"/>	Drivers Licence	40
<input type="checkbox"/>	Passport	40
<input type="checkbox"/>	18+ Card	40
<input type="checkbox"/>	Birth Certificate	30
<input type="checkbox"/>	Other Photo ID	20
<input type="checkbox"/>	Current Wage Advice/ Centre link Statement	30
<input type="checkbox"/>	Previous Tenancy Reference	20
<input type="checkbox"/>	Previous two rent receipts	20
<input type="checkbox"/>	Motor vehicle registration certificate	20
<input type="checkbox"/>	Bank Statement, Phone Account, Electricity Account	20
<input type="checkbox"/>	ATM Card	20
<input type="checkbox"/>	Medicare Card	20

TOTAL POINTS

- This Application cannot be processed until it is complete with copies of supporting documents attached.
- Our Agency staff will contact you within 72 business hours. If the Application is approved, equal to 1 week rent, to be paid by money order, bank cheque or cash within 48 hours of acceptance.

APPLICATION CHECKLIST

Before I submit this Application, I have...

- Attached photocopies of documents to meet 100 or more points of ID. Refer to list above.
- Inspected the Property both internally and externally.
- Completed all details in full on the Application form.
- Provided all contact details and documentation for confirmation of income source.
- Read and signed the Privacy Disclosure Statement & Privacy Consent– see Page 4

OFFICE USE ONLY – TO BE COMPLETED AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT			
CHECKLIST	STAFF MEMBER	DATE	TIME
<input type="checkbox"/> Application received		/ /	AM/PM
<input type="checkbox"/> Sighted original ID		/ /	AM/PM
<input type="checkbox"/> Compared signatures to original		/ /	AM/PM
<input type="checkbox"/> Checked ALL Consents signed		/ /	AM/PM
<input type="checkbox"/> Checked Application is completed in full		/ /	AM/PM
Name of nominated Applicant to contact in relation to application status		Name	Phone

PROPERTY ADDRESS	Rent Per Week \$		
How did you find out about this Property	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Website _____	<input type="checkbox"/> For Rent Sign
	<input type="checkbox"/> Walk-in	<input type="checkbox"/> Referral	<input type="checkbox"/> Other Agent
	<input type="checkbox"/> Other _____		
Applicant's Full Name and Address	Name		
	Address		
Personal Details	Date of Birth	/ /	Place of Birth
	Drivers Licence No.		Expiry Date
	Passport No.		Expiry Date
Applicant's Contact Details	☎ Home	☎ Business	
	☎ Mobile	Email	
Current Details	Rent/ Board	Own	Period of occupancy
			Years Months
	Agent/Landlord		☎ Home
	☎ Business	Fax	Rent per week \$
	Do you expect the Bond to be refunded in full		<input type="checkbox"/> Yes <input type="checkbox"/> No Why _____
Previous Address	Address		
	Rent per week	\$	Period of occupancy
			Years Months
	Agent/Landlord		☎ Home
	Fax		☎ Business
Employment	Current Employer		<input type="checkbox"/> Full Time <input type="checkbox"/> Casual
			<input type="checkbox"/> Part Time <input type="checkbox"/> Contract
	Your Position		Supervisor's Name
	Length of Employment	Years	Fax
		Months	☎ Business
	Total Annual Income (as declared to Australian Taxation Office)		\$
Currently I am paid on the _____ of each week / fortnight / month (circle relevant)			
If Self Employed	Company Name		Trading As
	Address		
	ABN		Industry/ Nature of Business
	How long have you been self-employed?		Years Months
	Total Annual Income (as declared to Australian Taxation Office)		\$
	Accountant		☎ Business
	Creditor		☎ Business
	Creditor		☎ Business
If a Student or Not Currently Employed	VERIFICATION OF INCOME SOURCE MUST BE PROVIDED		
	Student ID # _____	Institution _____	Faculty _____
	Course _____		Duration _____
	<input type="checkbox"/> Currently not employed Please indicate documents supplied with this Application to confirm your income source: <input type="checkbox"/> Parent / Guardian Letter <input type="checkbox"/> Centerlink Documents <input type="checkbox"/> Austudy Documents <input type="checkbox"/> Bank Statements <input type="checkbox"/> Other		
Australian Citizen	<input type="checkbox"/> Yes <input type="checkbox"/> No – copies of Passport and Visa attached	Visa Expiry	/ /

Vehicle Information	Total number of vehicles to be kept at the premises		
	Registration No	Model	Owned / Hire Purchase
	State		
	Registration No	Model	Owned / Hire Purchase
	State		
Occupancy Details Full Names, Current Addresses and Ages of all People, Including Children, who will Reside at this Property	Name	Address	Age
Pets	No <input type="checkbox"/> Yes <input type="checkbox"/>	Type & Breed	
	Rego No	Council	
Emergency Contact Details of Closest Relatives who will not be Residing with You	Name	Name	
	Relationship	Relationship	
	Address	Address	
	☎ Home	☎ Home	
	☎ Work	☎ Work	
	☎ Mobile	☎ Mobile	
Personal References (not relatives) Please ensure each has agreed for you to nominate them as a Referee.	Name	Occupation	☎ Business Hours Contact

I confirm the following:

- | | | | |
|--|-----------------------------|------------------------------|---------------|
| | | | Detail |
| 1. Have you ever been evicted by any Lessor or Agent? | <input type="checkbox"/> No | <input type="checkbox"/> Yes | _____ |
| 2. Have you been refused another Property by a Lessor or Agent? | <input type="checkbox"/> No | <input type="checkbox"/> Yes | _____ |
| 3. Are you in debt to another Lessor or Agent? | <input type="checkbox"/> No | <input type="checkbox"/> Yes | _____ |
| 4. Is there any reason known to you that would affect your ability to pay rent when due? | <input type="checkbox"/> No | <input type="checkbox"/> Yes | _____ |
| 5. Was your rental bond at your last address refunded in full? | <input type="checkbox"/> No | <input type="checkbox"/> Yes | _____ |

I confirm the following:

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 Lessor's approval.

Declaration

I declare that the Application information provided is true and correct. I consent to this Application being verified and to the access of Tenancy Information Centre of Australia 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 Lessor of the Property for consideration. I declare that I am not bankrupt or an undischarged bankrupt.

I have inspected the premises and apply for tenancy for a period of _____ months, at a rental of \$ _____ per week commencing on _____ / _____ / _____.

I understand that if this Application is approved by the Lessor:

- I, or the nominated Applicant, will be notified within 24-48 business hours of the application status.
- Arrangements must be made for all approved Applicants to sign the General Tenancy Agreement within 24 hours of the approval, as well as an amount paid to the Agent equal to 1 week rent.
- Pre-moving in costs as itemised below are to be paid by CASH, BANK CHEQUE OR MONEY ORDER.

I understand and agree that if this application is not accepted the agent is not required or obligated to disclose or supply any reason for the rejection for this application unless the decision was a result of my name being listed with a tenancy data base.

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
Rent – first 2 weeks rent	2 x \$	= \$	Must be paid BEFORE lease commences
Bond – 4 times weekly rent NB: If rent is over \$500pw, Bond is specified on rent list	4 x \$	= \$	Full bond or part bond equivalent to 2 weeks rent must be paid within 24 hours of Application approval.
TOTAL PRE-MOVING IN COST		\$	Must be paid BEFORE lease commences

APPLICANT'S SIGNATURE		Date	
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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, 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 Fax: 1300 256 837 Web: www.raywhiteconnect.com.au

Ray White Insurance : Phone : 1800 221 773 Email : insurance@raywhite.com Fax : 07 3257 4386 Web : www.raywhiteinsurance.com.au

Zippy Shell : Phone : 1800 467 826 Web : www.zippyshell.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.

RESERVATION FEE, PRIVACY STATEMENT & CONSENT

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.

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).

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.

The **Reservation Fee** is equivalent to one week's rent to hold the property for a period of 7 days only, starting from the day the Reservation Fee is paid to the Agent (the Reservation Period).

The Agent undertakes that:

- No other Reservation Fee has been received for the premises;
- The whole Fee will be refunded if the landlord decides not to enter into a residential tenancy agreement with the Applicant for the premises during the Reservation Period;
- The whole Fee will be refunded if the landlord does not carry out (during the Reservation Period) repairs or other work upon which it is a condition to entry into a residential tenancy agreement with the Applicant;
- If a residential tenancy agreement is entered into with the Applicant, the Fee will be applied in full towards rent for the premises.

APPLICANT TO COMPLETE SECTION BELOW

Applicant Name		
Applicant Phone Number/s	<input type="checkbox"/> As detailed in this Application Form	<input type="checkbox"/> Other:
Applicant Signature		
Date		
Time		