

# Residential Application Form

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

# Ray White®

## A. AGENT DETAILS

### RAY WHITE WANTIRNA

**Address:** 229 Stud Road,  
Wantirna, VIC 3152

**Ph:** (03) 9800 2222 **Fax:** (03) 9800 2102

**Property Manager:**

## B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

  
 Postcode

2. Lease commencement date?

  Day   Month   Year

3. Lease term?

  Years   Months

4. Property rental

 \$ per week  \$ per calendar month

5. How many people will usually occupy the property?

 Adults  Children Ages \_\_\_\_\_

6. Names of other applicants

7. Car Registration

8. Do you have any pets?  YES  NO

Breed/Type/Age

  


9. Have you inspected this property?  YES  NO

## C. PERSONAL DETAILS

9. Please give your details

Mr  Ms  Miss  Mrs  Other  
Surname Given name/s

Date of birth

Driver's licence number

Driver's licence expiry

Driver's licence state

Passport number

Passport country

10. Please provide your contact details

Home phone number

Mobile phone number

Work phone number

Email address

## D. UTILITY CONNECTIONS



# on the move

Let **On The Move** reduce your stress and save you time by arranging your utility connections at the property ... at no extra cost! We will contact you within 2 hours to confirm.

**ELECTRICITY, GAS, TELEPHONE, BROADBAND, FOXTEL**

**Ph: 1300 850 360 Fax: 1300 661 160**

**YES!!** I would like On The Move to contact me to arrange my utility connections.

**WATER** (standard connection with all applications)

**Terms and Conditions** - By ticking the box above you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. Please see On The Move's Privacy Policy at [www.onthemove.com.au](http://www.onthemove.com.au). On The Move and your agent may receive a benefit for arranging your services. On The Move and your Agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees and bonds may apply.

## E. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancies Agreement pursuant to the Residential Tenancies Act 1997.

I acknowledge that this application is subject to the approval of 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 personal information from:

- (a) the owner or the Agent of my current or previous residence;
- (b) my personal referees and employer/s;
- (c) any record, listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting:

- NTS: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

If I default under a rental agreement, the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow organizations/tradespeople to contact me
- (d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (e) refer to Tribunals/Courts and Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database) Phone 1300 563 826 – Email [info@ntd.com.au](mailto:info@ntd.com.au)
- (h) transfer water account details into my name

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

If Section D is completed, I consent to the disclosure of this page of the application form to On The Move for the purpose of enabling On The Move to offer the connection and disconnection services to me. I consent to On The Move 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 acknowledge that neither On The Move nor the Agent accept 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 initial payment of a calendar month's rent and bond is to be paid by MONEY ORDER OR BANK CHEQUE ONLY. Under no circumstances will personal cheques or cash be accepted for these payments. After this initial payment our preferred method of rent payment is Payment Gateway. If you are successful in obtaining this property you will be required to bring your bank details with you to the lease signing appointment, so this can be set up for you during this appointment. This payment option allows tenants to pay rent via direct debit and credit card. Due to bank processing days, and taking weekends and overnight transfers into consideration this monthly payment will be deducted from your nominated bank account or credit card 5 days prior to rent being due. Your property manager will go into more detail about this payment method if you are approved for this property.

The costs associated with Payment Gateway are as follows;

- Bank Account \$1.65
- Credit Card 2.2%

We hope this information is of value to you. If there is anything we can do to make the 'moving in' process easier for you, please let us know. It is our aim to provide you with every assistance possible to ensure that your association with this office is an enjoyable one.

I have acknowledged that I have read and understood the Privacy Act 1988: APP privacy policy for applications for a residential tenancy.

Signature

Date

x	/ /
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**F. APPLICANT HISTORY**

11. What is your current address?

Postcode

12. How long have you lived at your current address?

		Years			Months
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13. Please tell us about this residential address

Name of landlord or agent


Landlord/agent's phone number      \$      Weekly rent

Reason for leaving this address?


14. What was your previous residential address?

Postcode

15. How long did you live at this address?

		Years			Months
--	--	-------	--	--	--------

16. Please give us further information about this residential address

Name of landlord or agent


Landlord/agent's phone number      \$      Weekly rent

Was bond refunded in full?      If NO why not?

YES    NO     

**G. EMPLOYMENT HISTORY**

17. Please provide your employment details

What is your occupation?


What is the nature of your employment?  
(FULL TIME / PART TIME / CASUAL)

--

Employer's name (inc. accountant if self employed or institution if a student)


Employer's address

Postcode

Contact name	Phone number

Length of employment      Years      Months

		Years			Months
--	--	-------	--	--	--------

\$      Weekly income      \$      Other income

**H. PREVIOUS EMPLOYMENT DETAILS**

18. Please provide your employment details

Occupation?


Employer's name


Length of employment      Years      Months

		Years			Months
--	--	-------	--	--	--------

Contact name	Phone number

**I. CENTRELINK BENEFITS**

19. Type


\$      Per Week      \$      Per Month

**J. CONTACTS / REFERENCES**

20. Please provide next of kin details (not living with you)

Surname	Given name/s
Relationship to you	Phone number

21. Please provide two personal referee (not related to you)

1. Surname      Given name/s


Relationship to you      Phone number


2. Surname      Given name/s


Relationship to you      Phone number


**K. IF STUDENT PLEASE COMPLETE**

22. Place of Study


Course being undertaken


Course Length	Enrolment Number

Parent's Name      Parent's phone number


Campus Contact Phone      Course Co-ordinator Phone


Parent's Address Overseas


\$      Income

**PLEASE NOTE**

Initial payments must be made by bank cheque or money order within 24 hours after approval of application. No personal cheques or cash accepted for rent or bond. Keys will not be handed over until the lease agreement has been signed by all applicants and first month rent and Bond has been paid. This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

**L. PLEASE PROVIDE US WITH 100 POINTS OF I.D.**

Minimum of 100 points must be provided. Please tick what you are providing.

- |   |           |
|---|-----------|
| <input type="checkbox"/> Last four rent receipts            | 50 Points |
| <input type="checkbox"/> Proof of income                    | 30 Points |
| <input type="checkbox"/> Driver's licence                   | 40 Points |
| <input type="checkbox"/> Birth Certificate                  | 30 Points |
| <input type="checkbox"/> Passport                           | 30 Points |
| <input type="checkbox"/> Photo ID                           | 30 Points |
| <input type="checkbox"/> References from previous landlords | 20 Points |
| <input type="checkbox"/> Current Motor vehicle registration | 10 Points |
| <input type="checkbox"/> Copy of account e.g. telephone     | 10 Points |

**DISCLAIMER****I confirm the following:**

- During my inspection of the property, I found it to be in a relatively clean condition  
OR  
 I believe the following items should be attended to prior to my tenancy commencing.
- I acknowledge that these items are subject to the owners approval

**OFFICE USE**

Application received: Date      /      /      Time      :

Copy given to applicant : Yes / No

- |   |   |
|---|---|
| <input type="checkbox"/> Handed in at Reception | <input type="checkbox"/> Left in over night box |
| <input type="checkbox"/> Emailed                | <input type="checkbox"/> Faxed                  |

Initialed: \_\_\_\_\_

- Application submitted to On The Move (if required)