

Ray White Burwood
 195B Burwood Road
 Burwood NSW 2134
 raywhiteburwood.com.au
 T 02 9747 0016
 F 02 9747 0061
 E deeb.fajloun@raywhite.com



Residential Tenancy Application

Please provide 100 point ID including a CLEAR photo ID

PROPERTY DETAILS			
<i>What is the address of the property you would like to rent?</i>			
Street <input style="width: 95%;" type="text"/>	Suburb <input style="width: 95%;" type="text"/>		
Commencement Date <input style="width: 200px;" type="text"/>	Term of Lease <input style="width: 100px;" type="text"/> Months / years		
Rent per week \$ <input style="width: 100px;" type="text"/>	No. of persons to occupy premises <input style="width: 50px;" type="text"/>	Adults <input style="width: 50px;" type="text"/>	Children + ages <input style="width: 100px;" type="text"/>
Do you have any pets? Yes / No <input style="width: 100px;" type="text"/> If yes, what type? <input style="width: 200px;" type="text"/>			

PERSONAL DETAILS			
Mr / Ms / Miss / Mrs / Other	Surname <input style="width: 95%;" type="text"/>	Given name/s <input style="width: 95%;" type="text"/>	
Date of Birth <input style="width: 150px;" type="text"/>	Drivers Lic No. <input style="width: 150px;" type="text"/>	State <input style="width: 100px;" type="text"/>	
Passport No. <input style="width: 100px;" type="text"/>	Country <input style="width: 100px;" type="text"/>	Are you an Australian Citizen?* <input style="width: 50px;" type="text"/>	Are you a Permanent Resident? <input style="width: 50px;" type="text"/>
*If you have answered No, we will need a copy of your current Visa			
Home Ph. () <input style="width: 150px;" type="text"/>	Work Ph. () <input style="width: 150px;" type="text"/>	Mobile No. <input style="width: 150px;" type="text"/>	
Email <input style="width: 300px;" type="text"/>		Fax No. () <input style="width: 150px;" type="text"/>	
Current address <input style="width: 300px;" type="text"/>		Suburb <input style="width: 150px;" type="text"/>	State <input style="width: 50px;" type="text"/>

FREE UTILITY CONNECTION SERVICE	
To save you time when you're moving house, Ray White Burwood can help you arrange your utility connections: (please read page 2 of this application about phone, ADSL, internet and Pay TV connections)	
PHONE ELECTRICITY GAS ADSL INTERNET PAYTV	
It's a FREE service and there's NO obligation- so just tick this box if you want Ray White Connect to call you and explain how the service works. Then, IF you would like help arranging your connections, we will confirm the details with you at that time.	
YES, please contact me! <input type="checkbox"/>	ID: 21990
Utility connection services are provided by:	
Ph: 1300 556 325	Email: connect@raywhite.com
Fax: 1300 889 598	Web: www.raywhiteconnect.com.au

PRIVACY STATEMENT	
Privacy Disclosure Statement of Ray White Burwood	
We are an independently owned and operated business. We are bound by the National Privacy Principals. 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 employer and your referees. We will also check whether any defaults by you are held on a tenancy default database. 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 the landlord'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 (see contact details above). 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.	

PRIVACY CONSENT	
I, the applicant, acknowledge that I have read the Privacy Notice of Ray White Burwood. I authorise Ray White Burwood to collect information about me from:	
(a) My previous letting agents and/or landlords;	
(b) My personal referees;	
(c) Any tenancy default database which may contain personal information about me. I also authorise Ray White Burwood 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 Reference Australia (TRA) and/or National Tenancy Database (NTD).	
I authorise Ray White Burwood to disclose the personal information it collects about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, salespeople, insurance companies, body corporate, other agent and tenancy default databases.	
DECLARATION AND EXECUTION: By signing this application, I/we: consent to Ray White Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Ray White Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Ray White Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Ray White Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Ray White Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made; acknowledge that this consent will permit Ray White Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Ray White Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Ray White Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Ray White Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Ray White Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Ray White Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Ray White Connect in connection with the provision of the service being provided to me/us by Ray White Connect; and acknowledge the entitlement of Ray White Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.	

NOTICE: Section 42A If you dispute all or part of the amount specified in this statement and if you have been unable to resolve the dispute, you may apply to the Fair Trading Tribunal for a determination of the matter. Legal action to recover the amount specified in this statement cannot be commenced until 28 days after it has been served on you.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Signature</td> <td style="width: 50%; padding: 5px; text-align: center;">X</td> </tr> <tr> <td style="width: 50%; padding: 5px;">Date</td> <td style="width: 50%; padding: 5px;"></td> </tr> </table>	Signature	X	Date	
Signature	X				
Date					

APPLICANT HISTORY

How long have you lived at your current address? Years / months Rent paid \$ per week

Name of landlord or agent Landlord/agent ph no. ()

Why are you leaving this address?

What was your previous rental address?

Street Suburb

How long did you live at this address? Years / months Weekly Rent Paid \$

Name of landlord or agent Landlord/agent ph no. ()

Have you applied/ or put an application to Lease a Housing Commission Property? Yes/No

EMPLOYMENT HISTORY

Current Employment Details

Occupation? Name of employer

Employer's address Suburb

Contact name Phone no. ()

Fax no. ()

Length of employment Years / months Salary \$ p.a.

Previous Employment Details

Occupation? Name of employer

Employer's address Suburb

Contact name Phone no. ()

Length of employment Years / months Salary \$ p.a.

CONTACTS / REFERENCES

Please provide a contact in case of an emergency

Surname Given name/s

Address Suburb

Relationship to you Ph no. ()

Please provide three personal references (that are not related to you)

Name Daytime ph no. ()

Name Daytime ph no. ()

Name Daytime ph no. ()

OTHER INFORMATION

Does the applicant own a vehicle? Yes / no Make Registration no.

Financial Institution Details

Bank or building society Branch

BSB no. Account no.

PLEASE READ AND SIGN:

Prior to entering into any Residential Tenancy Agreement for this property I understand the availability of telephone/fax lines; internet services; analogue, digital or cable television (and the adequacy of such services); are my sole responsibility and I will make my own enquiries as to the availability and adequacy of such services before signing any Agreement that may be offered as a result of this application. I understand the owner does not warrant that any telephone/fax plugs, antenna sockets or other such sockets or service points located in the premises are serviceable, or will otherwise meet my requirements and I will rely on my own enquires if any of the services are to be connected.

X

 APPLICANT

____/____/____
 DATE

How did you find out about this property
 Newspaper Internet Office Office Window
 Local Paper Sign board at property Referral Other(Specify)

I confirm the following:

1. During my inspection of this property I found it to be in a reasonably clean condition. Yes / No
2. If "No," I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the landlord's approval.
3. I acknowledge that this is an application to rent this property and that my application is subject to the landlord's approval.
4. I confirm having received a copy of this application for my retention.
5. I consent to the information provided in this application being verified and a reference check on national tenancy databases being undertaken.

Rent Payment

The initial payments of the second weeks rent and four (4) weeks bond is to be paid by MONEY ORDER OR BANK CHEQUE ONLY. Under no circumstances will personal cheques be accepted for this payment.

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, credit card, phone or internet banking as well as Bpay and payments at Australia Post. 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%
BPAY (bank account)	\$2.00
Australia Post	\$4.00

Due to banking processing times, Payment Gateway funds do not clear into our bank account immediately; it takes 4 business days to clear. Please factor this into your Commencement Date for rent payments.

Your other payment option is cheque only.

If a Holding Fee on the property is to be paid by a BANK CHEQUE/MONEY ORDER ONLY & the following conditions will apply (NSW only)

1. A Holding Fee will only be accepted once an application has been approved by the Landlord.
2. That the applicant has paid the Holding Fee of \$_____ equivalent to one week rent to reserve the premises in favour of the applicant for the period of seven days.
3. That during this period, the premises will not be reserved for any other applicant, nor will a Holding Fee be received from any other applicant.
4. That should the landlord accept this application, the Holding Fee will be paid towards the rent for the premises.
5. That should the applicant decide not to proceed, the landlord may retain the full amount of the Holding Fee.
6. The Holding Fee will be banked into a Trust Account and any refund given will be by way of EFT only.

Ray White Burwood acting for the landlord of the premises acknowledges receipt of the above application and the accompanying Holding fee and agrees:

To reserve the premises for the period and in accordance with the conditions stated above and have read the above information and agree to these terms if the application is accepted:

Tenant signature: <p style="text-align: center;">X</p>	Date: / /
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Agent/Landlord signature:	Date: / /
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THE FOLLOWING INFORMATION AND DOCUMENTATION IS REQUIRED BY EACH APPLICANT

Identification (at least 100 points must be provided)

- | | |
|---|---|
| <input type="checkbox"/> Current driver's license (40 points) | <input type="checkbox"/> Motor vehicle registration certificate (10 points) |
| <input type="checkbox"/> Birth certificate (30 points) | <input type="checkbox"/> Bank statement (10 points) |
| <input type="checkbox"/> Proof of age card (30 points) | <input type="checkbox"/> Telephone account statement (10 points) |
| <input type="checkbox"/> Passport (40 points) | <input type="checkbox"/> Gas account statement (10 points) |
| <input type="checkbox"/> Medicare card (20 points) | <input type="checkbox"/> Electricity account statement (10 points) |
| <input type="checkbox"/> Credit card (20 points) | |

Please also attach the following documentation:

Proof of current address:

- Utility statement (not greater than 6 months old) - (Telephone, electricity and gas tax invoices) / or
- Council/ Water / Strata Levies notices - (if you are a home owner and you currently reside at your premises) – need to provide all documents

Proof of rental history:

- Last four rental receipts /or
- Printout of tenancy ledger

Proof of income:

- 3 previous salary slips /or
- Bank statement / (optional) or
- If self-employed – tax returns and Business Registration

References

- Minimum 2 written references from previous agent or landlord and /or
- Written reference from employer or friend