

Internet Tenancy Application

Application Instructions

Checklist: Your application will not be processed without the following information supplied

Each person over the age of 18 must complete an application

- I/We have answered **all of the questions** and ensure that all contact numbers are correct
- I/We have attached **non-returnable** copies of the documentation required for the 100 point check (section B)
 - A) Proof of Identity (Drivers Licence/Passport or Birth Certificate + Other Photo ID)
 - B) Proof of Income (Last Pay Advice/Current Centrelink Statement/Current Bank Statement)
 - C) Supporting Documentation (40 points form: Current Rental Ledger [40], Last 2 Rent Receipts [20], Two Written References [20], Current Electricity or Phone Account [10], Rates Notice [30])
- I/We have read and accept all terms and conditions
- I/We have signed the application

**PLEASE NOTE - WE DO NOT PHOTOCOPY INFORMATION AT OUR OFFICE
ONLY FULLY COMPLETED APPLICATIONS WILL BE ACCEPTED**

Part 1. Property Details

1. What is the property you would like to apply for?

If you have a second preference, the address of that property?

2. Lease commencement date?

 / /

3. Lease terms?

 months

How did you find out about this property?

- | | | |
|--------------------------------------|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> Rental List | <input type="checkbox"/> The internet | <input type="checkbox"/> Referral |
| <input type="checkbox"/> Lease sign | <input type="checkbox"/> Newspaper | <input type="checkbox"/> Other |

Part 2. Payment Details

4. Property Rental per week

When your application is approved the following monies must be paid prior to release of keys. Please note, this payment must be made by cash, credit card or bank/building society cheque.

Rent in advance	<input style="width: 50px;" type="text"/>	2 weeks rent	Instant savings with Advantage Card Rewards
Rental Bond	<input style="width: 50px;" type="text"/>	4 weeks	
TOTAL	<input style="width: 50px;" type="text"/>	Less: Holding Fee (see Part 5)	

Our agency accepts the following method of rental payment:

- Ray White Advantage Card** (Direct debit system to conveniently and securely pay rent. Pay by auto direct debit, phone, or internet from your nominated bank account or credit card. **From as little as 74c per week.**)

Advantage Card comes with **Advantage Card Rewards** giving you discount purchasing power nationwide. No points to earn, just instant savings! The Rewards partners opposite are just the start. You can save hundreds at over 1,650 outlets, for example:

- * Pre-purchase **Coles Gift Cards** and **WISH Gift Cards** from **Advantage Card Rewards** and save up to 5% on **groceries, petrol** and more.
- * Receive a free main course at top **restaurants**
- * Save up to 50% on **leisure activities** and **hotels, motels** and resorts



Part 4. 100 Point Check

6. Please provide non-returnable copies of the following documentation with your application.

- a minimum of 100 Check Points is required for each applicant
- Points must be made up from each of sections A, B and C as shown

A) **Proof of Identity (30 Points)**

You must provide one of the following:

- Drivers Licence
or
Passport 30 Points
or
Birth Certificate + Photo ID

B) **Proof of Income (30 Points)**

- Last Pay Advice
or
Current Centrelink Statement 30 Points
or
Current Bank Statement

C) **Supporting Documentation (40 Points)**

You must provide at least **40 points** of the following documentation:

- Current Rental Ledger (from Agent) 40 Points
- Last 2 Rent Receipts 20 Points
- Two written references 20 Points
- Recent Rates Notice 30 Points
- Vehicle Registration Papers 10 Points
- Current Electricity/Phone Account 10 Points

TOTAL POINTS (A+B+C)
(Minimum of 100 Points Required)

Please note: The points system has been designed to suit the majority of our applicants. If you are renting for the first time or have difficulty achieving the 100 check points, please call us to discuss alternative checks that may be conducted.

Part 3. Holding Fee

5. Holding Fee 1 weeks rent

Once the application has been approved, you will be required to pay a Holding Fee equivalent to one weeks rent. **Please note this is a fee and is non-refundable.** This payment is required in the office the same day of your notification. If the applicant decides not to enter into a residential tenancy agreement the landlord will retain the fee and if a Residential Tenancy Agreement is entered into, the fee is to be contributed towards rent for the premises. The Holding Fee will be banked into a Trust Account and any refund given will be by way of Trust Account cheque.

Part 6. Personal Details

7. Please complete details
 Mr Ms Mrs Miss Other

Name (in full)

Known by any other name? (e.g. Maiden name)

/ / Date of Birth

Driver's Licence number Driver's licence state

Passport number Passport country

Pension/Centrelink number (if applicable) Type of Payment (if applicable)

8. Please provide your contact details

Home phone number Mobile phone number

Work phone number Fax number

Email address

9. How many people will normally occupy the property?
 Ages of children (if applicable)
 Adults Children , , ,

10. Car Registration **Year and Model**

How many vehicles to be kept at the property?

Do you own a boat, caravan, motorbike, trailer?

If yes, please specify

11. Do you have any pets?
 Yes No
 If yes please provide details of pet/s (type/breed/photo/name)

11. Are you a smoker?

12. Have you cared for a pool before?
 (if applicable to this property)

13. Do you own a lawnmower?
 (if lawns are to be maintained)

14. Do you have contents insurance?
 If yes, please provide details.

15. Will bond assistance be required from Department of Housing?
 (If yes, please seek information from our office.)

Part 6. Applicant History

16. What is your current address?

 postcode

17. How long have you lived at your current address?
 Years Months

18. Why are you leaving this address?

19. Agent/Landlord details of this property (if applicable)
 Name of Agent or Landlord

Agent/Landlord's phone number \$ Weekly rent paid

20. What was your previous residential address?

 postcode

21. How long did you live at this address?
 Years Months

22. Agent/Landlord details of this property (if applicable)
 Name of Agent or Landlord

Agent/Landlord's phone number \$ Weekly rent paid

Was the bond refunded in full? If not, why?

Part 7. Employment History

What is your occupation?

Employer's name include accountant if self employed or institution if student

Employer's address

postcode

Contact name Phone number

Years Months \$ Weekly Income

Part 8. Emergency Contact (not residing at property)

20. Please provide contact details of your next of kin that will not reside at the property

Name (in full)

Relationship to you Home phone number

Work phone number Mobile phone number

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Part 9. References

21. References - Applicant 1

a) Name (in full)

Relationship to you

Phone number

b) Name (in full)

Relationship to you

Phone number

22. References - Applicant 2

a) Name (in full)

Relationship to you

Phone number

b) Name (in full)

Relationship to you

Phone number

Part 10. Utility Connection - Electricity, Phone etc

Please arrange for Ray White to contact me direct

Signature

Date

Ray White Connect

**FREE to all
Ray White tenants**



The free, no stress way
to arrange all of your
home moving needs.

Ray White Connect is dedicated to helping you move home more easily.

We have been successfully connecting customers to their utilities for over 10 years now. We can also arrange your disconnections and other moving necessities.

What do we do?

- We arrange all major services in the one spot - saving you time & hassle
- You get to choose between leading suppliers
- You get the same deals as you would directly from the suppliers
- We're a **free** service

Services we can connect for you:



Utilities | Electricity and Gas



Telecommunications | Phone, Internet and Pay TV



Relocation Services | Removalists, Truck Hire, Cleaning & Storage

Part 11. Declaration

I confirm the following

23. I have inspected the property that I am applying for

Yes No

24. During my inspection of this property I found it to be in a satisfactory condition and suitable to live in.

Yes No

25. 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.

TERMS & CONDITIONS

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the amounts as specified in Part 3. I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorize 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;

If I default under a rental agreement, the Agent may disclose details of any such default to tenancy default databases, and to agents/landlords of properties I may apply for in the future. I understand that this agent is a member of TICA tenancy default database and that the Agent will conduct a reference check with these organisations. I authorise this agent to provide any information about me to these databases for the purpose of conducting the checks and acknowledge that such information may be kept and recorded by these organizations.

I will not hold any of the Tenancy Default Database providers or the Agent accountable for the inaccurate keying in of information and therefore delivering an incorrect search as I understand faults can be made within this process due to human error. I understand that technical failure can cause errors and I do not hold the Agent or Tenancy Default Database providers responsible for same.

I acknowledge that if I default on my tenancy or rental obligations I may be listed with the above tenancy default databases until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent. I also understand that the Agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard.

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 organisations/tradespeople to contact me
- (d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (e) manage the tenancy and collect rents
- (f) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (g) refer to collection agents/lawyers (where applicable)

I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused. 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 may not provide me with the lease/tenancy of the premises. I am aware that I may access my personal information on the contact details above.

PRIVACY STATEMENT

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the Landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that Agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your Property Manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.

Applicants Signature - Applicant 1

Date

Print name

Applicants Signature - Applicant 2

Date

Print name