

Tenancy Application Form

Please be advised that this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each adult living in the property must submit an individual application and provide the below documents as required.

1 Document from each category is to be provided - the following identification has been photocopied and is attached to this application

Category 1	<input checked="" type="checkbox"/>	Initial	Category 4	<input checked="" type="checkbox"/>	Initial
Drivers License	<input type="checkbox"/>		Medicare Card	<input type="checkbox"/>	
Passport and visa if required	<input type="checkbox"/>		Bank Debit/Credit Card	<input type="checkbox"/>	
Other Photo ID	<input type="checkbox"/>		Category 5		
Category 2			Bank Statement	<input type="checkbox"/>	
Current Wage Advice	<input type="checkbox"/>		Category 6		
Category 3			Telephone Account	<input type="checkbox"/>	
Previous Tenancy Reference	<input type="checkbox"/>		Electricity Account	<input type="checkbox"/>	
Previous 2 Rent Receipts	<input type="checkbox"/>		Gas Account	<input type="checkbox"/>	

How did you hear about this property?

Realestate.com.au	<input type="checkbox"/>	Domain.com.au	<input type="checkbox"/>
Rentfind.com.au	<input type="checkbox"/>	Raywhitegreensquarebotany.com.au	<input type="checkbox"/>
Signboard	<input type="checkbox"/>	Other _____	

PROPERTY DETAILS

Address of Property: _____

Lease commencement date: _____ Lease term: _____

Rent per week: _____ Number and type of pets: _____

Names of all other occupants for the property: _____

Names and ages of any children to occupy the property: _____

PERSONAL DETAILS

Given Name(s): _____ Surname: _____

Current Address: _____

Home Phone: _____ Work Phone: _____

Mobile: _____ Fax: _____

Email: _____ Date of Birth: _____

Drivers Licence No: _____ Drivers Licence State: _____

Passport No: _____ Passport Country: _____

NEXT OF KIN

Given Name(s): _____ Surname: _____

Relationship: _____

Address: _____

Phone: _____ Mobile: _____ Email: _____

CURRENT TENANCY DETAILS

Length of time at current address: _____ Rent Paid: _____

Reason for leaving: _____

Name of Landlord / Agent: _____ Phone: _____

PREVIOUS RENTAL HISTORY 1

Previous Address:		
Length of time at above address: From	to	Rent Paid:
Name of Landlord / Agent:		Phone:
Was Bond refunded in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, please specify reasons why:		

PREVIOUS RENTAL HISTORY 2 (IF CURRENT TENANCY IS LESS THAN 6 MONTHS)

Previous Address:		
Length of time at above address: From	to	Rent Paid:
Name of Landlord / Agent:		Phone:
Was Bond refunded in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, please specify reasons why:		

CURRENT EMPLOYMENT DETAILS

Occupation:	Current Employer:
Employer's Address:	
Contact Name (payroll / manager):	Contact Number:
Length of Employment:	

SELF EMPLOYMENT DETAILS

Company Name:	Business Type:
Business Address:	
Position Held:	ABN:
Accountant Name:	Phone:

INCOME

Net weekly employment income:	Net weekly income from other sources:
Source(s) of other income:	

PREVIOUS EMPLOYMENT (IF CURRENT EMPLOYMENT IS LESS THAN 6 MONTHS)

Occupation:	Previous Employer:	
Employer's Address:		
Contact Name (payroll / manager):	Contact Number:	
Length of Employment: From	to	Net weekly income:

STUDENT INFORMATION

Place of Study:	Course Name:
Course Length:	Enrolment / Student No:
Campus Contact:	Contact Number:

REFEREES

Business referee:	Relationship:	Mobile:
Personal referee:	Relationship:	Mobile:

This is a FREE service that connects all your utilities and other services.

Direct Connect can help arrange for the connection or provision of the following utilities and other services:

Electricity Cleaners Gas Insurance Phone Removalist
 Internet Truck or van hire Pay TV

Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.

We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect’s Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect’s services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

1. Acknowledge and accept Direct Connect’s Terms and Conditions (which are included with this application).
2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer’s telephone number is on the Do Not Call Register) in order to provide Direct Connect’s services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

PRIVACY STATEMENT

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.

RENT PAYMENTS

The method by which the rent must be paid:

All accepted applicants will be offered Payment Gateway as preferred payment options. Other alternative payment options are cheque, money order, deduction from pay and center pay. **Please put a tick in the appropriate box below to assist us with your preferred method of payment.**

- Payment Gateway – Recurring direct debit, Tenant initiated (Phone/Internet); BPAY; Australia POST; and Credit Card**
 *** Tenants are charged for the use of the Payment Gateway service by a third party payment processor (IP Payments). The Fees for the use of the Payment Gateway service are outlined below:
Bank Account: \$1.65 BPAY: \$3.00 Cash/EFTPOS: At Australia Post \$4.00 Credit Card: 2.2%
- Cheque / Money Order**

If you choose the option of Cheque, please note that you’ll need to make the cheque for presentment 5 days before the rent due date to allow cheque clearance/bank processing time. In the event of your cheque being dishonoured, you the tenant accept to take all responsibilities and bear all costs incurred to us “your managing agent” by the bank. Failure to adhere to this process will result in termination of the lease.

I acknowledge that due to bank processing times, payments made via Payment Gateway are **required to be paid 4 business days prior to the due date. Due to bank processing times; ideally rent payments should commence the day you move in.**

I understand that the Agent will also offer me an alternate facility (that do not incur a charge other than a bank fee) to pay rental and other payments to the agency by Cheque or money order.

I acknowledge that it is the office’s policy to not accept cash as a method for rental and other payments because of risks associated with cash payments and keeping cash on premises.

CONSENT

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), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

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.

Where Ray White Connect is requested by me to arrange for the provision of connection and disconnection services, I consent to Ray White Connect 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 consent to Ray White Connect disclosing confirmation details (including NMI, MIRN and telephone number) to the Agent. I acknowledge that neither Ray White Connect nor the Agent accepts 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 Agent has a commercial relationship with Ray White Connect. I acknowledge that Ray White Connect, the Agent and its employees may receive a fee and/or benefit from a utility service provider in relation to the connection of a utility service. There is no charge to me for the Ray White Connect service; normal service provider fees or bonds may apply.

HOLDING FEE

NSW ONLY - Complete this section if you wish to reserve the property for a period of time.

The Holding Fee is equivalent to one week's rent to hold the property for a period of 7 days only, starting from the funds are received.

The Agent undertakes that:

- A Holding Fee may only be requested following approval of the application by the landlord;
- A receipt for the amount, property, landlord and tenant names and holding period must be provided to the tenant,
- Where a Holding Fee has been paid, a landlord must not enter into another tenancy agreement for that period with another tenant.
- Should the tenant withdraw from the tenancy application, the landlord may retain the whole Holding Fee,
- A Holding Fee should be attributed to rent upon the tenancy commencing.

The Applicant agrees to pay a Holding Fee of \$_____. The Applicant understands that, should they decide not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Holding Period, the landlord may retain the whole Holding Fee representing the rent that would have been paid during the Holding Period.

DECLARATION

I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be approved, I acknowledge that I will be required to pay the following amounts:

\$	rent per week, or \$	rent per calendar month
First payment of rent in advance:		\$
Rental Bond		\$
Tenant's share of cost of preparing tenancy agreement (if applicable)		\$
Subtotal		\$
Less Holding Deposit/Fee (if applicable):		\$
Amount payable upon signing Tenancy Agreement:		\$

I acknowledge that this application is subject to the approval of the owner. 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 satisfied with the current condition and cleanliness of the property.

Applicant Name

Signature

Date