

The RayWhite logo is located in the top right corner of the page. It consists of the word "RayWhite" in a bold, italicized, sans-serif font, with a registered trademark symbol (®) to the right of the word. The logo is set against a solid yellow rectangular background.

# Tenancy Application Form

TENANT/APPLICANT NAME: \_\_\_\_\_

Please be advised that it can take up to 7 days to process applications as there are many steps involved in the process. You will be informed about the progress of your application via email. Please check your email daily.

Ray White Burwood  
Ground Floor, 7-9 Burwood Highway  
Burwood, VIC 3125  
P: 61 (3) 9808 0988  
F: 61 (3) 9808 8199  
E: [burwood.rentals@raywhite.com](mailto:burwood.rentals@raywhite.com)

PROPERTY DETAILS

Street Address:

Suburb:

Lease term:                      years                      months

Lease commencement date:

Rent: \$                       weekly     monthly

Names of all other applicants:

Number of Occupants                      Adults:                      Children:

Ages of Children:

PERSONAL DETAILS

Given name(s):

Surname:

Mobile:

Home Phone:

Work Phone:

Fax:

Email:

Date of Birth:

IDENTIFICATION

Drivers Licence No:                      State:

Passport Number:

Passport Issuing Country:

EMERGENCY CONTACT DETAILS

Name:

Relationship:

Address:

Mobile:

Home Phone:

Work Phone:

CURRENT TENANCY DETAILS

Street Address:

Suburb:

Time at Address:                      years                      months

Rent paid: \$                       weekly     monthly

Reason for Leaving:

Name of Landlord/Agent:

Landlord/Agent Phone:

Landlord/Agent Email:



COMPARE, CONNECT & SAVE

Select services you want connected

ELECTRICITY    GAS    INTERNET    PHONE    PAY TV    WATER

                  

Save time and money when you're moving. Let Ray White Home Now arrange your utility connections. It's a FREE service and there's NO obligation. In one brief call we will help you compare your options and select the right plans for you. No more running around – we'll take care of contacting all the providers for you.

Ray White Home Now will contact you to arrange your utility services. You will be advised of any associated terms and conditions, including connection fees that may apply. Once you have chosen your preferred providers, Ray White Home Now may then need to disclose your personal information to the selected utility company. Ray White Home Now is unable to accept responsibility for any delay or failure to connect your utility service. Ray White Home Now is committed to protecting the confidentiality of your personal information and will handle your personal details in accordance with Ray White Home Now's privacy policy available at [raywhitehomenow.com/privacy-policy](http://raywhitehomenow.com/privacy-policy)

PREVIOUS TENANCY DETAILS

Street Address:

Suburb:

Time at Address: From: To:

Rent paid: \$  weekly  monthly

Name of Landlord/Agent:

Landlord/Agent Phone:

Was the bond refunded in full?  Yes  No

If No, please specify reasons why:

INCOME

Employment Income:  weekly  annually

Other Income:  weekly  annually

Other Income source(s):

CURRENT EMPLOYMENT DETAILS

Position Held:

Business Name:

Street Address:

Suburb: Postcode:

Contact Name:

Contact Phone:

Length of Employment: years months

PREVIOUS EMPLOYMENT DETAILS

Position Held:

Business Name:

Street Address:

Suburb: Postcode:

Contact Name:

Contact Phone:

Length of Employment To: From:

IF SELF EMPLOYED PLEASE COMPLETE

Company Name:

Business Type:

Business Address:

Suburb: Postcode:

ABN:

Accountant Name:

Accountant Phone:

Accountant Email:

Accountant Street Address:

Suburb: State:

PROFESSIONAL REFERENCE

Reference Name:

Relationship:

Phone:

Email:

PERSONAL REFERENCE 1

Reference Name:

Relationship:

Phone:

Email:

PERSONAL REFERENCE 2

Reference Name:

Relationship:

Phone:

Email:

ADDITIONAL INFO

Pets:  Yes  No Smokers:  Yes  No

If yes, please state: Pet type:

Pet breed:

Council registration:

**SUPPORTING DOCUMENTS**

Please be advised with all rental applications, we require a previous rental ledger and 3 months worth of bank statements attached with this application & 100 points of ID.

<input type="checkbox"/>	40 pts	Drivers License
<input type="checkbox"/>	40 pts	Passport Photo Page
<input type="checkbox"/>	20 pts	Other Photo ID
<input type="checkbox"/>	20 pts	Current Payslip
<input type="checkbox"/>	20 pts	Previous 2 Rent Receipts
<input type="checkbox"/>	20 pts	Previous Tenancy Ledger
<input type="checkbox"/>	20 pts	Medicare Card
<input type="checkbox"/>	20 pts	Debit/Credit Card
<input type="checkbox"/>	20 pts	Bank Statement
<input type="checkbox"/>	20 pts	Utility Bill

**HOLDING DEPOSIT**

Complete for properties in QLD if you wish to reserve the property for a period of time. In accordance with Section 161 (5) (a) of The Residential Tenancies and Rooming Accommodation Act 2008 QLD, if a tenancy agreement is entered into by the Applicant, the Holding Deposit will be applied in full to the rental bond.

- The Holding Deposit is equivalent to one week’s rent, and holds the premises in favour of the Applicant for a period of 7 days, starting from the date the Holding Deposit is paid to the Agent. The Applicant must exercise the option to enter into a tenancy agreement by no later than the end of the 48 hour option period.
- The Applicant agrees that, should they withdraw their application during the 48 hour option period, then the deposit will be refunded in full. After the option period expires the Applicant agrees that the Holding Deposit will be forfeited.

**HOLDING FEE**

Complete for properties in NSW 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 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.

The Applicant agrees to pay a Holding deposit/fee of (equivalent to 1 week's rent):  \$

**PAYMENT 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 amount:	\$	<input type="checkbox"/> weekly <input type="checkbox"/> monthly
First payment of rent in advance:	\$	
Rental Bond:	\$	
Subtotal:	\$	
Less Holding Fee:	\$	
Amount payable upon signing Tenancy Agreement:	\$	

**PRIVACY POLICY**

ORIENTAL ESTATE PTY LTD.T/A Ray White Burwood is an independently owned and operated business. Our complete privacy policy can be found on our website. If you believe that your privacy has been breached, please contact us using the contact details on our website and provide details of the incident so that we can investigate it. Our procedure for investigating and dealing with privacy breaches is set out in our current complaints handling procedures.

We collect personal information in this form to assess your application for a residential tenancy. You also consent to us using your information for the purposes of direct marketing, business research and customer satisfaction enquiries. 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 the 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 or the contact details on our website.

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.

Our complete privacy policy is can be found at [www.raywhite.com/franchisee-privacy-policy/](http://www.raywhite.com/franchisee-privacy-policy/)

**CONSENT**

Ray White Craigieburn and I authorise Ray White Burwood and the Agent to collect information about me from:

1. My previous letting agents, landlords, current and previous employers
2. My personal referees
3. Ray White may use one or more of the following residential tenancy databases (RTDs) to check my tenancy history for the purpose of deciding whether the landlord should enter into a tenancy agreement with me:
  - a. The landlord may use:
    - NTD 1300 563 826 ntd.net.au
    - TICA 1902 220 346 tica.com.au
    - RPDATA 1300 734 318 rpdata.com
    - BARCLAY MIS 1300 883 916 barclaysmis.com.au
    - TRA 02 9363 9244 tradingreference.com
  - b. You may contact an RTD about personal information held about you by using the contact details provided above.
4. Personal information collected about me to the owner of the property even if the owner is resident outside Australia.
5. Personal information collected about me to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases to which it is reasonably necessary to disclose in relation to the tenancy arrangement.

As your information may be emailed or stored in the cloud, we cannot ensure that overseas recipients to whom your information is disclosed will not breach the Australian Privacy Principles in relation to your information. Acknowledging that this is so, you consent to your information being emailed and stored in the cloud.

I consent to Ray White Burwood disclosing confirmation details (including NMI, MIRN and telephone number) to the utility service provider and the Agent. I acknowledge that Ray White Home Now, Ray White Burwood and the Agent do not 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. I acknowledge that Ray White Home Now, Ray White Burwood and 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. I also acknowledge, while there is no charge to me for the Ray White Home Now service; normal service provider fees or bonds may apply for which I am responsible.



If your application is approved and you wish to pay your bond via monthly instalments (instead of 1 lump sum), please tick this box and we will contact you.

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.

<b>x</b>	
<b>Signature</b>	<b>Date</b>