

Tenancy Application

Ray White Coburg

TENANCY APPLICATION FORM

Ray White

Residential Tenancy Application Form

Please Complete this form in full for your application to be processed.

Property Applying for	If Self Employed
Address:	Company name:
Suburb:Postcode:	ABN:
Preferred lease term:	Company address:
Lease Commencement:	
Rent amount pw:	Business type:
Names of other applicants 2:	Position held:
Names of other applicants 3:	Accountant name:
Names of other applicants 4:	Accountant number:
Personal Details	Solicitor name:
First name:	Solicitor number:
Last name:	Current Employment
D.O.B:	Occupation:
Drivers license:	Company name:
Car registration:	Contact name:
Alternate ID (passport etc):	Contact number:
Mobile number:	Length of employment:
Work number:	Net income \$____/wk OR \$____/mnth
Home number:	Previous Employment
Email Address:	Occupation:
Occupation:	Company name:
Pension Type (if applicable):	Contact name:
Current Situation	Contact number:
Are you the: OWNER / TENANT (please circle)	Length of employment:
Current address:	Net income \$____/wk OR \$____/mnth
Suburb:Postcode:	Previous Address
Duration at this address ____ years ____ mnths	Were you the: OWNER / TENANT (please circle)
<i>Please complete following if you circled tenant</i>	Address:
Name of Landlord / Agent:	Suburb:Postcode:
Contact number:	Duration at this address ____ years ____ mnths
Rent Paid: \$____/ pw	<i>Please complete following if you circled tenant</i>
Reason for leaving:	Name of Landlord / Agent:
Was the bond repaid in full ? YES / NO (please circle)	Contact number:
If no, please provide details:	Rent Paid: \$____/ pw
Family / Emergency Contact	Reason for leaving
Contact Name:	Was the bond repaid in full ? YES / NO (please circle)
Contact phone number:	If no, please provide details:
Relationship:	Professional References
Notes / Comments (office use only)	Ref 1 name:
	Ref 1 contact number:
	Ref 1 occupation:
	Ref 2 name:
	Ref 2 contact number:
	Ref 2 occupation:

Other Information	How did you find out about this property?
Ages of any Children:	Internet
Do you have any pets: YES / NO (please circle) If yes, Type of pet: Breed: INDOOR / OUTDOOR	Office
	Sign
	Newspaper
Do you own a lawnmower?	Other, Please specify:
Are you a smoker?	

Utilities

myconnect[®]
a really smart move

MyConnect offer a completely FREE service for home movers.

MyConnect will call you to arrange the connection of your required utilities at your new property.

Select your required utilities:

<input checked="" type="checkbox"/> Water (Compulsory)	<input type="checkbox"/> Electricity	<input type="checkbox"/> Gas
<input type="checkbox"/> Internet	<input type="checkbox"/> Phone	<input type="checkbox"/> Pay TV

We connect



Our retailers



Unless I have opted out of this section, I/we:
Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect 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 services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

☐ OR Tick here to opt out

1300 854 478

enquiry@myconnect.com.au

myconnect.com.au

Application Process

Thankyou for your interest on one of our available rental properties. Once you have viewed the property and completed this application in full, your application will be processed. We recommend you do a drive – by prior to inspection for location suitability. One application form must be completed per person and each applicant must include evidence of their income and provide photocopies of necessary documents to meet 100 points of identification (check list below). Please be aware that applications that are incomplete cannot be processed. To verify your application information we contact National Tenancy Databases (TICA & NTD) If you have had a problem with a previous tenancy please discuss the circumstances with us. Please follow the below checklist to ensure you have taken all steps to assist us with processing your application.

100 points – Option List (please tick)

Copy of Birth Certificate	70 points		Vehicle Registration cert	10 points	
Drivers License / Passport	40 points		Bank Statement	10 points	
Proof of Age Card	30 points		Credit card Statement	10 points	
Pay Slips x 2	30 points		Medicare Card	10 points	
Previous Tenancy ledger	30 points		Pension / Health Care Card	10 points	
Previous 2 Rental Receipts	20 points		Utilities Account	10 points	

Applicant Check list – Before I submit this application I have

Inspected the property both internally & externally		Tenant Signature: _____
Completed Application form in full (per person)		Tenant Name: _____
Attached 100 points of ID		Date: _____

Important Information and Tenancy Declaration

<p>TENANCY ACCEPTANCE We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fill out ALL required details on the application and ensure your completed application is returned to our office as quickly as possible.</p> <p>UNSUCCESSFUL APPLICATIONS Should your application be unsuccessful you will be advised. However, should you wish to apply for another property we will hold over your application for you for a period of 14 days.</p> <p>SUCCESSFUL APPLICATIONS Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require the leases to be signed, a payment request form to be completed and the bond to be paid in full to secure the tenancy. The property manager will supply you with these amounts at the confirmation of your tenancy. Keys will only be handed out when all parties have signed the tenancy agreement, payment request form, Bond Lodgment Form, all monies have been paid and the tenancy has commenced. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.</p>	<p>RENT PAYMENT If your application is successful, you will make rental and other payments to the agency by either the Agent's preferred payment method Payment Gateway or by the alternative method offered by the agency as detailed below.</p> <p>BPAY I understand that rent is payable by BPAY No credit cards are accepted.</p> <p><input type="checkbox"/> I understand once I am approved, I have 24 hours to accept the property via Ray White Coburg's Terms & Conditions.</p>
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Tenancy Privacy Statement

<p>Due to changes in the Privacy laws, from 21st December 2001, all real estate agencies must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully, and once completed return it to this office with your tenancy application. As professional property managers, Ray White collects personal information about you. To ascertain what personal information we have about you, you can contact us by the following ways: Address: 64 Banyan Street, Warrnambool Phone no: 03 5564-1500 Fax: 03 5561-2385</p> <p>As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises which you have requested, and if the risk is considered acceptable, to provide you with a lease/tenancy of the premises.</p> <p>To carry out this role, and during the term of your tenancy, we usually disclose your personal information to the following: The landlord, the landlord's lawyers, the landlord's mortgagee – for mortgage purposes, referees you have nominated, organizations/trades people required to carry out maintenance to the premises, rental bond authorities, Residential Tenancies Tribunals/Courts, collection agencies, Tenancy Databases, other real estate agents and landlords, utilities companies such as gas, electricity, water connection, telephone connection, banks – for rental payment facilities and financial records, employers – for reference purposes. I authorize the Agent to obtain details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, any record, listing and relevant Tenancy Databases which lists defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.</p>	<p>If a landlord or estate agent finds details of a prospective tenant on a database, they must advise the tenant in writing, within seven days, of:</p> <ul style="list-style-type: none">● The name of the database and the person who listed the information● The tenant's information held in the database● How the tenant can check, change or remove the listing (ie, by contacting the person who listed them or the database operator). <p>PLEASE NOTE: This application is subject to the owner's approval and may take 2-3 days to process.</p> <ol style="list-style-type: none">1.All applicants must complete an application form.2.Initial bond payment must be paid in the form of a bank cheque or money order made payable to the Residential Tenancies Bond Authority (personal cheque's or cash will not be accepted).3.Initial rental payments must be paid by bank cheque or money order made payable to Ray White.4.Subsequent payments will be made by direct debit/credit via the Payment Gateway system (fees apply) or the alternate method offered.5.The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected. <p>Tenant Signature:_____</p> <p>Tenant Name:_____</p> <p>Date:_____</p>
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Privacy Statement	
<p>PRIVACY & DISCLOSURE STATEMENT</p> <p>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.</p>	
Consent	
<p>I the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorize the Agent to collect information about me from:</p> <ol style="list-style-type: none">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). <p>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 – value's, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.</p> <p>Tenant Signature:_____</p> <p>Tenant Name: _____</p> <p>Date: _____</p>	