


# Tenancy Application Form

For your application to be processed you must answer all questions (including the reverse side)

<b>A. AGENT DETAILS</b>	
RAY WHITE HURLSTONE PARK 4/753 New Canterbury Road DULWICH HILL NSW 2203 Phone: 1300 938 931 Fax: 1300 938 936 Email: <a href="mailto:anthony.doumanis@raywhite.com">anthony.doumanis@raywhite.com</a>	
<b>B. PROPERTY DETAILS</b>	
1. What is the address of the property you would like to rent? <input type="text"/> <input type="text"/> Postcode	
1a. Type of premises (House/Unit/T/house) 1b. Furnished/Unfurnished <input type="text"/> <input type="text"/>	
1c. Number of b/rooms 1d. Garage/Car Space required? <input type="text"/> NO <input type="text"/> YES (how many)	
2. Preferred move in date? <input type="text"/> Day <input type="text"/> Month <input type="text"/> Year	
3. Lease term? <input type="text"/> Years <input type="text"/> Months	
4. Property rental \$ <input type="text"/> per week	
5. How many people will normally occupy the property? <input type="text"/> Adults <input type="text"/> Children, Ages: _____	
<b>C. PERSONAL DETAILS</b>	
6. Please give us your details Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Other <input type="checkbox"/> Surname <input type="text"/> Given name/s <input type="text"/> Date of Birth <input type="text"/> Medicare Card No. / Ref No. <input type="text"/> Driver's license No/NSW Card No <input type="text"/> Driver's license State /expiry <input type="text"/> Passport no. <input type="text"/> Passport country/expiry <input type="text"/> Pension no. (if applicable) <input type="text"/> Pension type (if applicable) <input type="text"/>	
7. Please provide your contact details Home phone no. <input type="text"/> Mobile phone no. <input type="text"/> Work phone no. <input type="text"/> Fax no. <input type="text"/> Email address <input type="text"/>	
8. What is your current address? <input type="text"/> <input type="text"/> Postcode	

<b>D. UTILITY CONNECTIONS</b>	
<b>FREE Utility Connections User consent form 1300 301 001</b>	
 ReduceMyBills is the hassle-free connections service that takes the time and worry out of moving.	
By signing this application, I/we give consent to ReduceMyBills to make contact by phone, email or sms for the purpose of arranging connections and disconnections of approved utility services. I/we authorise ReduceMyBills to supply collected information to other household service providers for the services including Cleaning, Removal, Insurance and Appliances. I/we authorise ReduceMyBills to contact us via these means even if the telephone numbers supplied are listed on the Do Not Call Register. I/we understand that ReduceMyBills may also send related emails promoting other services provided by ReduceMyBills. I/we acknowledge that all information supplied in the application is true and correct to be best of my/our knowledge and that we have not falsely represented our identity in any manner. I/we understand that ReduceMyBills treat any personal information it collects, uses or discloses in accordance with the Privacy Act 1988. I/we authorise ReduceMyBills to supply collected information to nominated suppliers and/or potential suppliers for the connection and disconnection of nominated utilities or to assist with my obtaining other services including appliances, removalists, cleaners and insurance. I/we understand that in the course of connecting utilities, ReduceMyBills may need to obtain an NMI (National Meter Identifier) for electrical points or MIRN (Meter Installation Registration Number) for Natural Gas connections. I/we authorise ReduceMyBills to collect these identifiers and consent to those numbers being supplied to utility providers. I/we acknowledge that whilst ReduceMyBills is a free service, I/we are solely responsible for any and all amounts payable in relation to deposits, connections/disconnections or ongoing supply of the connected services and amounts payable for other services including appliance, removalist, cleaners and insurance. I/we acknowledge that ReduceMyBills, to the extent permitted by law, shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us as a result of the provision of any service. Nor shall ReduceMyBills be liable for any act or omission by any utility provider for any loss caused by failure to provide nominated services. I/we acknowledge that the nominated real estate entity along with ReduceMyBills may receive benefit from suppliers for provision of connections	
<b>I/We declare that we have read and understand the above declaration and wish to be contacted by ReduceMyBills</b>	
Sign <input type="text"/>	Date <input type="text"/>
<b>E. SUPPORTING DOCUMENT REQUIRED</b>	
<b>Please ensure you have 100 points of identification. Please make sure to include:</b>	
Photo identification Pay slips, social security documents or tax returns References from Landlord/Agent or Employer Bank statements or any other paperwork that may assist with your application	
<b>F. DECLARATION</b>	
I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancies Agreement pursuant to the Residential Tenancies Act 1997. I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt. I authorise 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 a tenancy default database, and to agents/landlords of properties I may apply for in the future. 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 organizations/tradespeople to contact me (d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority (e) refer to Tribunals/Courts & Statutory Authorities (where applicable) (f) refer to collection agents/lawyers (where applicable) (g) complete a credit check with NTD (National Tenancies Database) Phone 1300 563 826 – Email <a href="mailto:info@ntd.com.au">info@ntd.com.au</a> (h) transfer water account details into my name 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 cannot provide me with the lease/tenancy of the premises.	
Signature <input type="text"/>	Date <input type="text"/>

**G. APPLICANT HISTORY****9. How long have you lived at your current address?**

	Years		Months
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Reason for leaving this address?

**10. Please tell us about this rented property**

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

	\$	
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**11. What was your previous residential address?**

Postcode

**12. How long did you live at this address?**

	Years		Months
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**13. Please give us further information about this rented property**

Name of landlord or agent

Landlord / Agent's phone no.

Weekly rent paid

	\$	
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Was bond refunded in full?

If not, why not?

<input type="checkbox"/> YES	<input type="checkbox"/> NO	
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**H. EMPLOYMENT HISTORY****14. Please provide your employment details**

What is your occupation?

What is the nature of your employment?  
(FULL TIME / PART TIME / CASUAL)

Employer's name (inc. accountant if self-employed or institution if a student)

Employer's address

Postcode

Contact name

Phone no.

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Length of employment

	Years		Months	\$		Net Income
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**If studying;**

What course are you studying?

Length of course?

**YOU MUST ANSWER THE FOLLOWING QUESTIONS:**

Have you ever been evicted from a property?

YES  NO 

Are you in debt to another landlord or agent?

YES  NO 

Have you ever been refused another property?

YES  NO 

Is there any reason that would affect your rent payment?

YES  NO 

If yes, please advise:

**PREVIOUS EMPLOYMENT DETAILS****15. Please provide your previous employment details**

Occupation?

Employer's name:

Length of employment

Phone No.

	Year		Months
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**I. CONTACTS / REFERENCES****16. Please provide a contact in case of emergency**

Surname

Given name/s



Relationship to you

Phone no.


**17. Please provide two personal references (not related to you)**

1. Surname

Given name/s

Relationship to you

Phone no.



2. Surname

Given name/s

Relationship to you

Phone no.


**J. OTHER INFORMATION****18. Car Registration****Make/Type**

**19. Please provide details of any pets**

Breed/Type

Council Registration Number

**20. Interpreter service required?**
 Yes  No
**K. OTHER INFORMATION**

First payment of rent in advance

\$

Rental Bond (4 weeks rent)

\$

Sub Total

\$

Less: Deduct Holding Fee (see below)

\$

**Amount payable on signing tenancy agreement  
(bank cheque or money order ONLY)**

\$

**L. HOLDING FEE**
**Holding Fee** \$  **Reservation Period/Days** 

PLEASE NOTE: THE HOLDING FEE CAN ONLY BE ACCEPTED AFTER THE APPLICATION FOR TENANCY IS APPROVED.

The holding fee (not exceeding 1 week's rent) keeps the premises off the market for the prospective tenant for 7 days.

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

- i. The application for tenancy has been approved by the landlord; and
- ii. During this period, the premises will not be reserved for any other applicant, nor will a Holding Fee be received from any other applicant, pending the making of a residential tenancy agreement; and
- iii. If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee; and
- iv. If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
- v. The whole of the fee will be refunded to the prospective tenant if:
  - a) The entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period
  - b) The landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

Signature

X

Date