



## TENANCY APPLICATION FORM

**All** applications **Must** provide the following documents to support their application.

Before any application can be processed, each application must achieve a minimum of 100 points: you will need to attach photocopies of detail to this application form—please read application form carefully as some sections may not apply to you, and tick which documentation has been included.

PROOF OF INCOME-, Must provide at least two	PLEASE TICK
Pay Slip- Two most recent	
Bank Statement	
Centre link Statement	

PROOF OF ID.	POINTS	PLEASE TICK
Driver's License	50 points	
Passport	50 points	
Proof of age card	50 points	
Student I.D card	50 points	
Credit Card	40 points	
Copy of gas/water/electricity account	80 points each	
Copy of mobile phone account	20 points	
Copy of Medicare Card	20 points	
Concession/Pension Card	10 points	

*Acceptance of this Tenancy of application will not be acknowledged until pages are completed and signed*

Ray White Balwyn  
367 Whitehorse Road  
BALWYN, VIC 3103, Australia  
Phone No. (03) 8538 0588  
Fax (03) 9078 6800  
balwyn.vic@raywhite.com  
www.raywhitebalwyn.com.au



# Tenancy Application Form

Ray White Balwyn

367 Whitehorse Road  
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please ensure all fields are completed so we can process your application promptly

## Rental Property Details

Address: .....

..... Postcode.....

Rental Amount \$..... Weekly OR \$..... Monthly

Bond Amount \$..... Payable to RTBA

Tenancy start date.... /..... /..... Term..... Mths

How many people will reside at this property:

Adults..... Children..... Age of children.....

Pets? Yes/No      If yes, how many?.....

What type/breed?.....

Council Registration/number.....

Name of Property Manager.....

**Application Details**

I, the tenant, accept the property in the condition it was in when Inspected.

Title..... Family of surname.....

Given Name/s.....

Date of Birth.....Phone Ph.....

Work Ph.....Mobile Ph.....

Email address.....

Driver's License No.....

State..... Expiry date.....

Own Motor Vehicle?                      Yes                      No

Car Model.....

Car redo..... State.....

Passport No. (if application) .....

Country.....Expiry date.....

Pension No (if application) .....

Current Address: .....

..... Postcode.....

How long at this address.....years.....months

Current landlord/agent.....

Phone No of Landlord/agent.....

Current rental amount\$ .....Per week

Reason for leaving.....

Previous Address: .....

..... Postcode.....

How long at this address.....years.....months

Previous landlord/agent.....

Phone No of Landlord/agent.....

Current rental amount\$ ..... Per week

Reason for leaving.....

Current Occupation: \_\_\_\_\_ Full Time / Part Time /

Casual / Self Employed

Currently Employed By: \_\_\_\_\_ How

Long: \_\_\_\_\_

Current Employers Address: \_\_\_\_\_ Phone

No: \_\_\_\_\_

Current Salary (After Tax), \$ \_\_\_\_\_ Week /

Fortnightly / Monthly

Previous Occupation: (IF Less Than 12 Months) \_\_\_\_\_ Full Time / Part Time /

Casual/ Self Employed

Previously Employed By: \_\_\_\_\_ How

Long: \_\_\_\_\_

Previous Employers Address: \_\_\_\_\_ Phone

\_\_\_\_\_

Previous Salary (After Tax), \$ \_\_\_\_\_ Week /

Fortnightly / Monthly

*I declare that the above information is true and correct to the best of my knowledge and agree that the agent may conduct independent evaluation checks and use the information supplied in assessing this application. This application is accepted subject to the availability of the premise on the due date and the owner's approval.*

***Application's Signature..... Date.....***

**Reference** *(No family or current employer contacts)*

1. Name.....

Relation to the applicant.....

Home Ph: ..... Work Ph.....

Mobile Ph.....

2. Name.....

Relation to the applicant.....

Home Ph..... Work Ph.....

Mobile Ph.....

**If you receive a Centrelink Payment**

*(Copy of most recent payment statement to be supplied)*

Type of payment.....

**Emergency contact/ Next of Kin:**

1. Name.....

Relation to the applicant.....

Address.....

Home Ph: .....,

Mobile Ph.....

2. Name.....

Relation to the applicant.....

Address.....,

Home Ph.....

Mobile Ph.....

If you are a student Name of Institution.....

Faculty/ Department.....

Student Identification (ID) Number.....

Customer Reference Number (CRN).....Income source.....Net weekly income: \$.....

PAYING RENT: Our office prefers payment of rent via EFT into our account

*Payments are required in full/split payments are NOT acceptable*

Before any application can be processed, each application must achieve a minimum of 100 points: you will need to attach photocopies of detail to this application form—please read application form carefully as some sections may not apply to you, and tick which documentation has been included.

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TOTAL NUMBER OF POINT.....



**I DO SOLEMNLY AND SINCERELY DECLARE THAT:**

- A) The information supplied by me in support of this application is true and correct and I agree that the agent is permitted to make independent enquires to provide information to the landlord for the purpose of assessing this application. I also permit the agent to perform any creditor's checks through National Data Base.
- B) The property is offered subject to the owner's approval and no action shall be taken by the application against the landlord and the agent should any circumstance arise whereby the property is not available for occupation on the due date.
- C) If accepted, no person other than stated in this application shall occupy the premises.
- D) I shall not assign or sub-let the whole or any part of the rented premise without prior written consent by the landlord or his/her agent.
- E) I shall not use the rented premises or permit the rented premise to be used for any purpose other than residential.
- F) If I am accepted I agree to pay one month's rent in advanced and bond equivalent to one month's rent more if application prior to signing the leases by cash or bank cheque.
- G) I have been informed, understand and agree that should there be a requirement to commence proceedings for recovery of rent, repair and /or damage to the aforesaid property during the term or at the expiration of the Tenancy Agreement, all costs associated with these proceedings shall be able to be recovered from me.
- H) I have been informed, understand and agree that should this application be not accepted, the agent is not required, the agent is not required or obliged to disclose why or supply any reason for the rejection of this application.
- I) I, the tenant, accept the property in the condition it was in when inspected.

Applicant's Signature.....Date...../...../.....

Applicant's Name.....Date...../...../.....

Due to changes in the Privacy laws from December 21, 2001, all property managers 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 roles as professional property manager, please take the time to read this Privacy Statement carefully, and once completed, return to this office with your tenancy application.

As professional property managers, Ray White (Balwyn) Pty Ltd collect personal information about you. To ascertain what personal information we have about you, please contact our office by

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### **Primary Purpose**

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested and if the risk is considered acceptable, to providing you with the lease/tenancy of the premises.

To carry out this role and during the term your tenancy,

We will disclose your personal information to:

- The landlord
- The landlord's lawyer
- The landlord's mortgagee
- Referees you have nominated
- Organizations/ trades people required to carry out maintenance to the premises.
- Rental Bond Authorities
- Residential Tenancy Tribunals/Courts
- Collection Agents
- National Tenancy Database Pty. Ltd
- Other Real Estate Agents and Landlor

### **Secondary Purpose**

We also collect your personal information to

1. Enable us, or the Landlord's lawyers, to prepare the lease/tenancy documents on the premises
2. Allow organizations/trades people to contact you in relation to maintenance matters relating to the premise.
3. Pay/ release rental bonds to/from Rental Bond Authorities (where applicable)
4. Refer to Tribunals, Courts, and Statutory Authorities (where necessary)
5. Refer to Collection Agents/Lawyers (where default/enforcement action is required)
6. Provide confirmation details for organizations contacting us on your behalf ie, Banks, Utilities (Gas, Electricity, Water, Phone), Employers etc.

If your personal information is not provided to us and NTD, and you do not consent to the uses to which we put your personal information; we cannot property assess the risk to our client, or carry out our duties as professional property managers.

Consequently, we may not provide you with the lease/tenancy of the premises.

NTD Disclosure Statement.

You can contact National Tenancy Database Pty. Ltd. (ABN 65 079 105 025)

(NTD) by

Telephone: 03 9610 4995

Email: [kim@ntd.net.au](mailto:kim@ntd.net.au)

In person: Level 7, 477 Collins St. Melbourne VIC 3000

Mail: P.O. Box 156, Collin St West, Melbourne, VIC

Visit Website: [www.ntd.net.au](http://www.ntd.net.au)

NTD collects your personal information to provide its members historical tenancy and public record information on individual and companies who/which lease residential and commercial property from or through listened real estate agent members of NTD

The real estate agent/property manager will advise NTD of your conduct throughout the lease/tenancy and that information will form part of your tenant history.

NTD usually discloses information to

- Likened real estate agent members
- NTD's Parent company, Collection House Limited (ABN 74 010 230 716) and its subsidiaries
- Credit Bureaus

I acknowledge that I have read and understand this privacy statement.

**Signed**.....

**Print Name**.....

**Date**.....