

# Tenancy Application Form

Please be advised that this application will only be processed once ALL details have been completed and all copies of supporting documents attached. Each applicant must submit an individual form.

Applicant Name:

Names of all other applicants:

## PROPERTY DETAILS

Rent per week

Preference 1:

\$

Preference 2:

\$

Preference 3:

\$

Preferred commencement date:

Preferred Lease Term:

9 Months

14 Months

Pets: Y N

Please fill in the back page

Number of children to occupy property:

Ages:

## PERSONAL DETAILS

Given Name(s):

Surname:

Current Address:

Date of Birth:

Drivers Licence No:

Licence State:

Passport Number:

Passport Country:

Home Phone:

Work Phone:

Mobile:

Other Phone:

Email Address:

## IDENTIFICATION REQUIRED

Please provide ONE from each column for your identification (please note: if you do not provide one item from each column then we cannot except your application form)

Drivers License

☐

Current Payslip

☐

Utility Bill

☐

Passport

☐

Centrelink Statement

☐

Bank Statement

☐

Other Photo ID

☐

Income statement  
from investment/own  
business

☐

**CURRENT HOUSING (THE HOUSE YOU ARE VACATING FROM)**

Type:	Renting	Boarding	Owned	Commencement Date:
Name of Landlord / Agent:				Phone:
Rent Paid: (if applicable)			Reason for Leaving:	
If you are selling, Agents name:			Phone:	

**PREVIOUS HOUSING HISTORY (NOT CURRENT) THESE DETAILS MUST BE FILLED IN OR WE WILL NOT PROCESS YOUR APPLICATION FORM**

Address:				
Type:	Rented	Boarded	Owned	Commencement Date:
Managing Agency:				Vacate Date:
Contact Person:				Phone:
Rent Paid: (if applicable)				Was Bond refunded in full? Yes No
If No, please specify reason why:				

**PREVIOUS HOUSING HISTORY THESE DETAILS MUST BE FILLED IN OR WE WILL NOT PROCESS YOUR APPLICATION FORM**

Address:				
Type:	Rented	Boarded	Owned	Commencement Date:
Managing Agency:				Vacate Date:
Contact Person:				Phone:
Rent Paid: (if applicable)				Was Bond refunded in full? Yes No
If No, please specify reason why:				

**CURRENT EMPLOYMENT DETAILS**☐ **Not employed**

Occupation:	Commencement Date:
Employer:	Type: Full Time Part Time Casual
Contact Name (payroll / manager):	
Contact Number:	Contact Mobile:

**SELF EMPLOYMENT DETAILS**☐ **Not self employed**

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

**INCOME**

Net weekly income:	Net weekly income from other sources:
Source(s) of other income (eg Centerlink, rental property):	

PREVIOUS EMPLOYMENT (if length of current employment is less than 6 months) ☐ N/A

Occupation:	Previous Employer:
Contact Name:	Contact Number:
Dates of Employment:	Net weekly income:

## STUDENT INFORMATION

☐ Not a student

Place of Study:	Course Name:
Course Length:	Student No:

## REFEREES

Personal referee:	Relationship:
Phone:	Mobile:

## TICA

Have you been listed on TICA before?	YES	NO
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## PRIVACY STATEMENT

We are an independently owned and operated business (**Ray White Wodonga**). 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.

## MYCONNECT - A FREE UTILITY CONNECTION SERVICE

**myconnect**<sup>®</sup>  
a really smart move

**MyConnect will contact you to connect your utilities for FREE**



☒ **Yes, Please Contact Me**

☐ **Interpreter required**

☐ **OR Tick here to opt out**

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.



1300 854 478 enquiry@myconnect.com.au myconnect.com.au

**CONSENT**

I, the Applicant, acknowledge that I have read the Privacy Statement and the privacy policy of the Ray White Office. I authorise the Ray White Office 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 ph - 1300 563 826 ntd.net.au  
 TICA ph - 1902 220 346 tica.com.au  
 RPDATA ph 1300 734 318 rpdata.com  
 BARCLAY MIS ph - 1300 883 916 barclaysmis.com.au  
 TYRA ph - 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. 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 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 Ray White Office and the Agent. I acknowledge that Ray White Connect, the Ray White Office 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. The Ray White Office and the Agent have a commercial relationship with Ray White Connect. I acknowledge that Ray White Connect, the Ray White Office and the Agent and its employees may receive a fee and/or benefit from a utility service provider in relation to the disconnection, reconnection or connection of a utility service. I also acknowledge, while there is no charge to me for the Ray White Connect service; normal service provider fees or bonds may apply for which I am responsible.

Name:

Signature:

Date:

**IMPORTANT INFORMATION REGARDING PETS FOR NEW AND CURRENT TENANTS**

If you have a pet or intend to get one during your tenancy, you should get permission from the landlord and include the permission as a term of the lease before moving in.

If your pet causes damage or nuisance, or the property has not been kept in a reasonable clean condition because of your pet, your landlords agent may give you a notice for breach of duty. This notice may require you to:

- fix the damage, or
- Ensure the nuisance or poor property condition does not happen again.

If there was agreement for the pet to be kept, this notice may also require you to remove the pet from the property.

What reasonable grounds will VCAT consider for the removal of the pet?

Before arriving at a decision, VCAT will consider the following factors:

- The type of pet the renter wants to keep, or is keeping, on the property
- The character and nature of the property itself, including appliances, fixtures and fittings
- Whether refusing consent to keep the pet on the property is allowed under any Act

**MAKING YOUR APPLICATION COUNT**

- Ensure your application is filled out in full and all ID is provided. This is very important not only so we can conduct the relevant checks, but it shows you follow instructions well and are organized. This also includes all the documents for your pets if you have them.
- Arrive at the inspections on time and only confirm if you are going to attend the inspection. This is very important and shows you are punctual and understand our time is important
- Be respectful to our staff and treat them in a professional manner
- Make sure the information on your application form is true and correct. We will not tolerate misinformation. If we do discover misinformation, we will cease checking your application form immediately
- Hand your application in as soon as you can after the inspection. To prevent missing out on the property you are applying for we recommend you get your application form in within 1 hour of inspecting the property.
- We attempt to have your application checked as soon as possible, however this may take time. We recommend letting all your references know we will be contacting them and allow up to 74 hours before contacting our office to see where your application is up to

**DECLARATION**

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.

Name:

Signature:

Date:

# Pet Application Form

Todays Date								
Type of pet				Breed				
Desexed	Yes	No	Age of pet					
Microchipped	Yes	No	Vaccinated      Yes      No					
Council registration number			Where is the pet kept		Inside	Outside		
Pet Two (if applicable)								
Type of pet				Breed				
Desexed	Yes	No	Age of pet					
Microchipped	Yes	No	Vaccinated      Yes      No					
Council registration number			Where is the pet kept		Inside	Outside		

**Please note all dogs and cats are required by law to be registered with the local council.**

I/We request the consent of the property owner to keep the above detailed pet/s on the property and acknowledge that all information provided above is correct and to the best of your knowledge

Signed by the Tenant(s)					
<b>Checklist (please note: we require all of these documents to be provided with your application for)</b>					
Vaccination Information	<input type="checkbox"/>	Council registration Certificate	<input type="checkbox"/>		
Picture of Pet	<input type="checkbox"/>	Microchip certificate	<input type="checkbox"/>		