

Residential Tenancy Application

Ray White Tumut
42 Wynyard Street, Tumut NSW 2720
Ph: 02 6947 6777

Ray White Gundagai
171 Sheridan Street, Gundagai NSW 2722
Ph: 02 6944 3443

RayWhite.

Please answer all questions – if an area is not applicable to you, please write N/A

Date Received ____/____/____

Personal Details

1. Full Name: (Title / First Name / Surname)
2. Have you ever been known by any other name? E.g. Maiden Name etc. If so, what?
3. Your Date of Birth: ____/____/____ Age: ____
4. Driver's License No. & State:
5. Copy of License/Photos ID attached? Yes ☐ No ☐
6. Passport No. & Country:
7. Copy of License/Photos ID attached? Yes ☐ No ☐
8. Contact Details: Mobile: Home: Work:
Email:

Note: Providing this email authorizes us to serve NOTICES via email

Personal Details

9. How did you find out about this property? Rental List ☐ Ray White Website ☐ Website
10. Address of rental of property you wish to apply for: 1: @ \$ ____ P/W
2: @ \$ ____ P/W
11. When would you like to commence your lease? ____/____/____ or ASAP ☐
12. What lease term do you want? ☐ 3 Months ☐ 6 Months ☐ 12 Months
13. How many people will normally occupy the property? Adults Children Age of Children
14. Name of other applicant/s: 1:
2:
3:

Personal Details

15. What is your current address?
16. How long have you lived at this address? ____/____/____ Start Date ____/____/____ End Date ____/____/____
Years Months
17. Is this property: Rental / Your Own Home / Parents / Boarding 19. Rent / Mortgage / Board Paid \$ ____ Per week
20. Details of Agent / Landlord / Parents / Owner / Other: (circle the appropriate)

Name: Address:

Contact Number/s: Email:

21. Why are you leaving this address:

Previous Accommodation Details

22. What was your previous address?
23. How long did you live at this address? ____/____/____ Start Date ____/____/____ End Date ____/____/____
Years Months
24. Is this property: Rental / Your Own Home / Parents / Boarding 25. Rent / Mortgage / Board Paid \$ ____ Per week
26. Details of Agent / Landlord / Parents / Owner / Other: (circle the appropriate)

Name: Address:

Contact Number/s: Email:

27. Why did you leave this address:

28. Was your bond returned? Yes ☐ No ☐ If no, Why:

Employment History

29. What is your current occupation:
30. Employer's name: (Accountant if self-employed or institution if student)
31. Employers Address:
32. Contact Name: 33. Telephone Number:
34. How long have you worked for this employer? ____/____/____ 35. Is this position: F/Time ☐ P/Time ☐ Casual ☐
Years Months
36. What is your total weekly take home income:

Employer: \$ _____._____
Centrelink: \$ _____._____
Other: Please specify _____ - \$ _____._____
Total: \$ _____._____
Payment Type: _____

Relocating Applicants

37. If you are relocating to Tumut/Gundagai, what will your new occupation be?

38. Is this position: F/Time ☐ P/Time ☐ Casual ☐

39. Employers Address:

40. Contact Name:

41. Telephone Number:

42. What will your weekly take home income be?

Employer: \$ _____

Centrelink: \$ _____ Payment Type: _____

Other: Please specify _____ - \$ _____

Total: \$ _____

Emergency Contacts

43. First Contact Details:

Name:

Address:

Contact Number:

Relationship to you:

44. First Contact Details:

Name:

Address:

Contact Number:

Relationship to you:

FREE SERVICE - YourPorter is a FREE & EASY to use Utility connection service available for tenants

YourPorter
1300 400 600 yourporter.com.au

If the Agent approves this application, YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

☐ Electricity

☐ Gas

☐ Telephone

☐ Pay TV

☐ Internet

☐ Car Insurance

☐ Life Insurance

☐ Health Insurance

☐ Home & Contents

☐ Home Loans

DECLARATION AND ACCEPTANCE:

I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service provider iSelect Ltd to contact me for the connection of services as offered by YourPorter.

I/We acknowledge that if I/We do not provide my/our personal information, YourPorter and iSelect will not be able to provide these services to me/us.

YourPorter and iSelect will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

I/We acknowledge that iSelect, the Agent, its employees and YourPorter may receive a benefit in relation to the connection of any of the services listed above.

I/We consent to YourPorter and iSelect contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter and iSelect to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter and iSelect will otherwise collect, hold, use and disclose personal information in accordance with their respective privacy policies, which are available at www.yourporter.com.au/general/privacy-policy/ and <http://www.iselect.com.au/privacy-policy/>. YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees).

I/We acknowledge that neither YourPorter nor the Agent nor iSelect accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

Signature: _____ Date: ____/____/____

Property Condition

I, the applicant, accept the property in its present condition: Yes ☐ No ☐

(A detailed Condition Report will be completed prior to you taking possession)

If no, please provide details:

Additional Information

Please list any other information about your application:

Rental Payment Options

Preferred Method of Rental Payment (please circle)

Direct Debit
Through our office

-

Centrepay

Declaration

Please ensure that you read and understand the following before signing.

I acknowledge and understand that:

The first week rent paid as a holding deposit will be non-refundable should you choose to withdraw your application.

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay rent on time and will be required to make the following initial upfront payments -

Rent - First 2 Weeks \$_____ (Payable by EFTPOS in our Office)

Bond - 4 Weeks Rent \$_____ (Payable by EFTPOS in our Office)

If this application is successful, I will be required to make rental payments by either, Direct Debit via our office or Centrepay.

- ✓ This application is subject to the approval of the owner/landlord and subject to the current tenant giving vacant possession;
- ✓ Where a property's water is separately metered, the owner may pass on the water usage charges at the Snowy Valley Council per kiloliter rate, under a user pays billing system;
- ✓ This application will not be processed if the required information is not attached and/or this application form is not completed in its entirety;
- ✓ Tenants and/or visitors to the property are required to smoke outside; and
- ✓ If unsuccessful, I will be notified by phone, email or SMS and the application together with any attachments, will be destroyed immediately.
- ✓ Ray White Tumut / Gundagai will disclose my information to Your Porter, as details above.

I declare that:

- ✓ All information contained in this application is true and correct and given of my own free will;
- ✓ I am not bankrupt or in debt to any landlord/agent and I have never been evicted by any landlord/agent.

Signature of Applicant:

Date: ____ / ____ / ____

Information to Provide With Your Application

Please Note: Information supplied must satisfy our 100 Point Identification Requirement

		ID Points	Office Use
Identification (Minimum of 1 to be supplied)	- Driver's License or Other Photo ID	40	
	- Passport	40	
	- Medicare Card	20	
Proof of Income	- Bank Statement	20	
	- 3 most recent Payslips	20	
	- Centrelink Payment Advice	20	
Proof of Last Address	- Telephone Account	20	
	- Electricity Account	20	
Other Information to Provide	<ul style="list-style-type: none"> - References (written or verbal) from past Landlords or Agents - References (written or verbal) from Selling Agent (if selling or sold property) - Personal References (if you have not rented before) - Letter from supporting Parent 		

Privacy Disclosure Statement

Ray White Tumut
42 Wynyard Street, Tumut NSW 2720
Ph: 02 6947 6777

Ray White Gundagai
171 Sheridan Street, Gundagai NSW 2722
Ph: 02 6944 3443

Privacy Statement

We are an independently owned and operated business (**Ray White Tumut / Gundagai**). 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.

Consent

I, the Applicant, acknowledge that I have read the Privacy Statement above and the privacy policy of the Ray White Tumut / Gundagai. I authorise Ray White Tumut / Gundagai and the Agent to collect information about me from:

1. My previous letting agents, landlords, current and previous employers;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me.

I authorise the Ray White Office and 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 the Ray White Office or the Agent subscribes, including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA)
- Personal information collected about me to the owner of the property even if the owner is resident outside Australia
- 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.

Applicant Name:

Signature:

Date: ____ / ____ / ____

Pet Conditions – Only applicable if completing the Pet Application

Further to the attached Pet Application, I, the applicant, confirm my acceptance of the below reasonable conditions (please tick all that apply):

- ☐ To supervise and keep the animal within the premises.
- ☐ To ensure that the animal does not cause a nuisance, or breach the reasonable peace and comfort or privacy of neighbours.
- ☐ Ensure that the animal is registered and micro-chipped if required under law.
- ☐ Comply with any council requirement.
- ☐ Have the carpets **professionally** cleaned upon vacating the property and provide a receipt to our office.
- ☐ Have the property **professionally** fumigated upon vacating the property and provide a receipt to our office.
- ☐ Rectify any repairs required to the property from having the pet.
- ☐ Pet waste is collected and disposed of daily.
- ☐ Should the pet circumstances change, seek prior permission from the landlord (i.e. deceased, purchased new pet etc.)
- ☐ Any additional strata by laws (if applicable) – Speak to property manager prior to signing to confirm the addition conditions.

Signature of Applicant:

Date: ____/____/____

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Please answer all questions – if an area is not applicable to you, please write N/A

Date Received ____/____/____

Personal Details

1. Full Name: (Title / First Name / Surname)
2. Have you ever been known by any other name? E.g. Maiden Name etc. If so, what?
3. Your Date of Birth: ____/____/____ Age: ____
4. Driver's License No. & State:
5. Copy of License/Photos ID attached? Yes ☐ No ☐
6. Passport No. & Country:
7. Copy of License/Photos ID attached? Yes ☐ No ☐
8. Contact Details: Mobile: Home: Work:
Email:

Note: Providing this email authorizes us to serve NOTICES via email

Personal Details

9. How did you find out about this property? Rental List ☐ Ray White Website ☐ Website
10. Address of rental of property you wish to apply for: 1: @ \$ ____ P/W
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20. Details of Agent / Landlord / Parents / Owner / Other: (circle the appropriate)

Name: Address:

Contact Number/s: Email:

21. Why are you leaving this address:

Previous Accommodation Details

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27. Why did you leave this address:

28. Was your bond returned? Yes ☐ No ☐ If no, Why:

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29. What is your current occupation:
30. Employer's name: (Accountant if self-employed or institution if student)
31. Employers Address:
32. Contact Name: 33. Telephone Number:
34. How long have you worked for this employer? ____/____/____ 35. Is this position: F/Time ☐ P/Time ☐ Casual ☐
Years Months
36. What is your total weekly take home income:

Employer: \$ _____._____
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Other: Please specify _____ - \$ _____._____
Total: \$ _____._____
Payment Type: _____

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40. Contact Name:

41. Telephone Number:

42. What will your weekly take home income be?

Employer: \$ _____

Centrelink: \$ _____ Payment Type: _____

Other: Please specify _____ - \$ _____

Total: \$ _____

Emergency Contacts

43. First Contact Details:

Name:

Address:

Contact Number:

Relationship to you:

44. First Contact Details:

Name:

Address:

Contact Number:

Relationship to you:

FREE SERVICE - YourPorter is a FREE & EASY to use Utility connection service available for tenants

YourPorter
1300 400 600 yourporter.com.au

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☐ Electricity

☐ Gas

☐ Telephone

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I/We acknowledge that if I/We do not provide my/our personal information, YourPorter and iSelect will not be able to provide these services to me/us.

YourPorter and iSelect will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

I/We acknowledge that iSelect, the Agent, its employees and YourPorter may receive a benefit in relation to the connection of any of the services listed above.

I/We consent to YourPorter and iSelect contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter and iSelect to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter and iSelect will otherwise collect, hold, use and disclose personal information in accordance with their respective privacy policies, which are available at www.yourporter.com.au/general/privacy-policy/ and <http://www.iselect.com.au/privacy-policy/>. YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees).

I/We acknowledge that neither YourPorter nor the Agent nor iSelect accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

Signature: _____ Date: ____/____/____

Property Condition

I, the applicant, accept the property in its present condition: Yes ☐ No ☐

(A detailed Condition Report will be completed prior to you taking possession)

If no, please provide details:

Additional Information

Please list any other information about your application:

Rental Payment Options

Preferred Method of Rental Payment (please circle)

Direct Debit
Through our office

-

Centrepay

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If this application is successful, I will be required to make rental payments by either, Direct Debit via our office or Centrepay.

- ✓ This application is subject to the approval of the owner/landlord and subject to the current tenant giving vacant possession;
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- ✓ This application will not be processed if the required information is not attached and/or this application form is not completed in its entirety;
- ✓ Tenants and/or visitors to the property are required to smoke outside; and
- ✓ If unsuccessful, I will be notified by phone, email or SMS and the application together with any attachments, will be destroyed immediately.
- ✓ Ray White Tumut / Gundagai will disclose my information to Your Porter, as details above.

I declare that:

- ✓ All information contained in this application is true and correct and given of my own free will;
- ✓ I am not bankrupt or in debt to any landlord/agent and I have never been evicted by any landlord/agent.

Signature of Applicant:

Date: ____ / ____ / ____

Information to Provide With Your Application

Please Note: Information supplied must satisfy our 100 Point Identification Requirement

		ID Points	Office Use
Identification (Minimum of 1 to be supplied)	- Driver's License or Other Photo ID	40	
	- Passport	40	
	- Medicare Card	20	
Proof of Income	- Bank Statement	20	
	- 3 most recent Payslips	20	
	- Centrelink Payment Advice	20	
Proof of Last Address	- Telephone Account	20	
	- Electricity Account	20	
Other Information to Provide	<ul style="list-style-type: none"> - References (written or verbal) from past Landlords or Agents - References (written or verbal) from Selling Agent (if selling or sold property) - Personal References (if you have not rented before) - Letter from supporting Parent 		

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We are an independently owned and operated business (**Ray White Tumut / Gundagai**). 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.

Consent

I, the Applicant, acknowledge that I have read the Privacy Statement above and the privacy policy of the Ray White Tumut / Gundagai. I authorise Ray White Tumut / Gundagai and the Agent to collect information about me from:

1. My previous letting agents, landlords, current and previous employers;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me.

I authorise the Ray White Office and 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 the Ray White Office or the Agent subscribes, including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA)
- Personal information collected about me to the owner of the property even if the owner is resident outside Australia
- 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.

Applicant Name:

Signature:

Date: ____ / ____ / ____

Pet Conditions – Only applicable if completing the Pet Application

Further to the attached Pet Application, I, the applicant, confirm my acceptance of the below reasonable conditions (please tick all that apply):

- ☐ To supervise and keep the animal within the premises.
- ☐ To ensure that the animal does not cause a nuisance, or breach the reasonable peace and comfort or privacy of neighbours.
- ☐ Ensure that the animal is registered and micro-chipped if required under law.
- ☐ Comply with any council requirement.
- ☐ Have the carpets **professionally** cleaned upon vacating the property and provide a receipt to our office.
- ☐ Have the property **professionally** fumigated upon vacating the property and provide a receipt to our office.
- ☐ Rectify any repairs required to the property from having the pet.
- ☐ Pet waste is collected and disposed of daily.
- ☐ Should the pet circumstances change, seek prior permission from the landlord (i.e. deceased, purchased new pet etc.)
- ☐ Any additional strata by laws (if applicable) – Speak to property manager prior to signing to confirm the addition conditions.

Signature of Applicant:

Date: ____/____/____

Apply to keep a pet in a rental property

What's this form for?

- Tenants must use part A of this form to ask for approval to keep pet/s in a rental property.
- The landlord must fill out part B of this form to respond to the tenant's request.

How to use this form

- Tenants must provide information about the pet/s they want to keep.
- The landlord must respond within 21 days after the tenant gives them this form. If they don't respond, the pet is approved.
- If the landlord approves the pet, they can ask the tenant to agree to reasonable conditions for the pet (section B2).
- If the landlord refuses the pet, they must explain their refusal. They can only refuse for certain reasons (section B3).
- You can complete this form using a PDF reader and add your electronic signature, or you can print it out.
- If there is not enough space anywhere on this form, you can add **attachments**.

Exceptions

- Tenants **do not** need to submit this form or ask for landlord approval for an assistance animal. Tenants with an assistance animal should notify the landlord of the animal.
- Tenants who have already received consent for their animal **do not** need to submit this form.
- Tenants who live in purpose-built student accommodation **do not** need to use this form.

Terms used in this form

- **The Act** means the *Residential Tenancies Act 2010*.
 - **Tenant** means a tenant that has entered into a residential tenancy agreement.
 - **Co-tenants** means all tenants listed on the residential tenancy agreement.
 - **Landlord** means a person who grants the right to occupy residential premises.
 - **Rental property** means a rented residential premises under the Act.
 - **Pet** means an animal. It does not include an assistance animal. The type of animal that can be a pet is not limited by the Act.
 - **Assistance animal** means an animal trained or accredited to assist a person with a disability, as in the *Disability Discrimination Act 1992* (Cth).
-

A. Tenant to complete

1 Address of the rental property

Postcode:

2 Pet details

Note: If you do not yet have your pet, complete as much information as possible about the kind of animal/s you intend to keep.

The following information is needed to help your landlord make an informed decision.

Dog	Number:	
Cat	Number:	
Fish	Number:	
Bird	Number:	Type:
Reptile	Number:	Type:
Small mammal	Number:	Type:
Other	Number:	Type:

Microchip number/s for dogs or cats only

Microchip number/s: (If applying for more than one dog or cat, clearly label which animal the microchip number relates to)

OR

I do not have the pet yet / My pet is exempt

(If exempt, give details below of why the dog or cat is exempt from microchipping. For example, if the animal is medically exempt)

Details:

Description of animal/s – if known:

(Give more details on the type of animal/s and describe any identifying features. For example, fur colour, markings or size, if known. Clearly label each animal)

You may also want to give information explaining why you think your pet/s should be approved. If helpful, you can respond to the questions below:

- How is the rental property suitable for the pet/s? *(For example, size of the property, outdoor areas, gates/fences)*
- Are the pet/s permitted under local council laws? *(For example, consider any local council restrictions limiting the number of animals)*
- Do you have permits or licences for the type of animal, if needed? *(For example, for native reptiles)*
- Will the pet/s be kept inside, outside or in an enclosure? *(For example, hutch, cage or fish tank)*
- Any information regarding the pet/s welfare? *(For example, enrichment activities, daily exercise and care routines)*
- If you already have approved pets, how will they live together?

(Note: If applying for multiple pets, be clear about which animal/s you are referring to)

3 How application is given to landlord

Method of delivery: Email Postal mail In person

You should keep a record of when the application is sent or given to the landlord or their agent. If sent by post, allow an extra 7 business days for delivery

4 Signature/s of the tenant/s

The request to keep a pet must be made jointly by all co-tenants. If there are more than three co-tenants, please include further details in an attachment.

1. Print name:

Signature: _____ Date: _____ dd/mm/yyyy

2. Print name:

Signature: _____ Date: _____ dd/mm/yyyy

3. Print name:

Signature: _____ Date: _____ dd/mm/yyyy

5 Attachments

Have you included any attachments?

(For example, more information, photo of pets, photo of enclosure, medical exemption from microchipping, etc.)

Yes No

Description of any attachment/s, if applicable:

B. Landlord to complete

1 Landlord's response to the pet request

You can only refuse a pet for certain reasons listed in this section. More information is provided at the end of this form.

You or your agent should discuss the request with the tenant/s before making your decision.

You must respond to the tenant's request within 21 days by completing and giving them this form. The 21-day period begins the day after the application is given to you or your agent.

If no response is provided after 21 days, the request is approved without conditions.

Note: *You can approve some animals but not others (for example, approve two dogs, refuse one dog).*

I consent to the following animal/s being kept at the rental property: *(Please list each animal. Any conditions for the pet/s must be included in **section B2**)*

I do not consent to the following animal/s being kept at the rental property: *(Please list each animal. The reasons for refusal must be provided in **section B3**)*

2 Conditions for approval – if applicable

The landlord **cannot** set **unreasonable conditions**, such as (but not limited to):

- Increasing the rent or the bond, or
- Requiring another type of financial security (for example, insurance).

Conditions should be discussed with the tenant/s before making a decision.

I have discussed the conditions with the tenant/s.

Are there any conditions of consent?: Yes No

If yes, please tick the conditions that apply

The carpets must be professionally cleaned at the end of the tenancy (clause 57 of standard form agreement).

Note: *This can only be a condition if the animal will live indoors, and the condition is appropriate for the type of animal and the rental property (for example, keeping a goldfish should not require the tenant to commit to carpet cleaning).*

The premises must be professionally fumigated at the end of the tenancy (clause 58 of standard form agreement). **Note:** *This can only be a condition if the animal will live indoors and is a mammal.*

The animal is not allowed to be indoors (clause 59 of standard form agreement). **Note:** *This can only be a condition if the animal is a type not usually kept indoors (for example, chickens, goats or other livestock animals).*

Other reasonable condition/s. These conditions must **only** relate to the tenant keeping the animal at the property. You must include any additional conditions in an **attachment**, which:

- clearly explains what the condition is.
- clearly labels which animal/s the condition applies to.

3 Reasons for refusal – if applicable

You can only refuse the request for the pet if at least one of the reasons below is applicable.

The below reasons only apply in specific circumstances. You **must** read the 'More information' section on page 7 of this form before completing your response.

I have read the 'More information' section.

You can also visit the [Keeping a pet in a rental property](#) webpage for further guidance.

Reason/s for refusal:

Unreasonable number of animals: Keeping the pet would lead to an unreasonable number of animals at the property.

Fencing: The fencing at the property is not appropriate for the pet.

Open space: The property is not suitable because there is not enough open space.

Welfare: The pet could not be kept at the property humanely.

Damage: It is highly probable the pet will cause damage exceeding the bond.

Other laws: It is against another Act or law (such as local council orders), or strata/community by-laws or rules, to keep the pet in the rental property.

The landlord lives at the rental property.

The tenant did not agree to a reasonable condition for keeping the pet.

If the refusal applies to multiple animals, please explain which reasons apply, and how they apply for each animal:

4 General consent – *Optional*

If the landlord is satisfied with the type of animal/s and number of animals given consent in this form, they can provide an ongoing general consent to have up to the approved amount of this type of animal at the rented property.

I give consent for the tenant to replace an existing approved animal with one of the same type, without re-applying.

5 Signature of the landlord

Print name:

Signature:

Date:

dd/mm/yyyy

More information

Factors that must be considered when refusing consent

Unreasonable number of animals

- This reason can only be used if there will be **more than four** animals at the property, and the total number of animals would be unreasonable.
- If there are four or less animals, the landlord still can use other reasons that apply. For example, see 'Other laws' below if the number of animals is different to what is allowed by the local council.

Fencing

- Fencing can't be used for refusal if:
 - the landlord has not kept the fencing in a reasonable state of repair, or
 - the tenant will keep the animal within an enclosure (for example, a hutch, cage or fish tank), or
 - the tenant will keep the animal indoors, and it will be under the physical control of a person if taken outside.

Open space

- Open space includes areas of the common property that the tenant and pet are entitled to access (for example, a garden area).
- There is not enough open space if the animal cannot:
 - defecate and urinate outside unless they can reasonably do so indoors (for example, in a litter box or tank) or off the rental property, or
 - be kept outside, unless the animal can be reasonably be kept indoors, or
 - receive adequate exercise unless the animal can reasonably exercise indoors or off the rental property.
- The open space reason does not apply to animals that are kept within an enclosure, provided there is enough space for the enclosure.

Other laws

- Local councils can set limits on the number of animals allowed in a property (for example, no more than two dogs). If the tenant asks for more animals than allowed by the local council, the landlord can refuse using this reason. This applies even if the number is less than four animals.
- Strata by-laws that ban all pets are not valid in NSW and cannot be used to refuse a pet.

Further information and guidance

For more information about landlord and tenant rights and responsibilities, please visit nsw.gov.au/renting.

If you are a tenant and think the landlord's reason for refusing a pet is not applicable, or a condition they have set is unreasonable, you can contact NSW Fair Trading to discuss the issue. Tenants can also apply to the NSW Civil and Administrative Tribunal for a decision. To learn more about dispute options visit nsw.gov.au/housing-and-construction/renting-a-place-to-live/resolving-residential-tenancy-disputes.

For any other complaints or enquiries visit [Housing and property complaints and enquiries | NSW Government](#) or call Fair Trading on 13 32 20.

This form is made under sections 73C and 73D of the [Residential Tenancies Act 2010](#) (the Act).

For other relevant legislation see Part 3, Division 8 of the Act and clause 22A of the [Residential Tenancies Regulation 2019](#).

Getting started with Rental Bonds Online

Rental Bonds Online helps tenants, agents and private landlords to lodge and refund bond money easily and securely.

Tenants can use NSW Fair Trading's convenient service to:

- pay your bond direct to NSW Fair Trading through a secure website
- check the status and progress of your bond lodgment or refund 24/7 through your own Rental Bonds Online account
- receive email and SMS updates related to your bond
- submit a claim to get your bond money refunded online after confirming with your agent or private landlord.

Getting started

To use Rental Bonds Online, your agent (or private landlord where the property is not managed by an agent) must already be registered as a user. They will help get you set up by inviting you to use the service, normally before you sign your tenancy agreement.

To get started you must have:

- details of the bond amount to be paid (as agreed with your landlord/agent)
- your email address
- your mobile number
- access to the internet (using a standard browser such as Internet Explorer, Chrome or Safari)
- a Visa card or Mastercard or the ability to pay by BPAY through your bank, credit union or building society
- your Australian bank account details (BSB and account number). This account will be used for refunding any bond money due to you at the end of your tenancy.

How do I register and pay my rental bond?

1. Give your email address to your agent (or private landlord).
2. You will receive an email from Rental Bonds Online with instructions and a link to the secure Rental Bonds Online website.
3. Follow the instructions to create an account and pay your bond. This should take less than 10 minutes.
4. Once the bond money is received, NSW Fair Trading will issue you a receipt and immediately notify your agent or private landlord.
5. Your agent or landlord will then arrange for you to sign the tenancy agreement.

SIGN HERE



**Fair
Trading**

Other key information

How will I be able to pay my bond money?

Pay your bond by Visa, Mastercard or BPAY.

For payments by Visa or Mastercard, you will be guided to our secure third party payment gateway. A small 0.4% surcharge applies. This is the fastest way to pay your bond and the best option if you need to sign your tenancy agreement quickly.

If you choose to use BPAY, a BPAY Advice Slip will be produced with a Biller Code, Reference Number and the amount to pay. Access your internet banking and make your payment by BPAY. Speak to your bank if you need to know more about BPAY. Be aware that there may be up to a 3-day delay before your bank advises NSW Fair Trading that the payment has been completed.

What if I do not proceed with the tenancy?

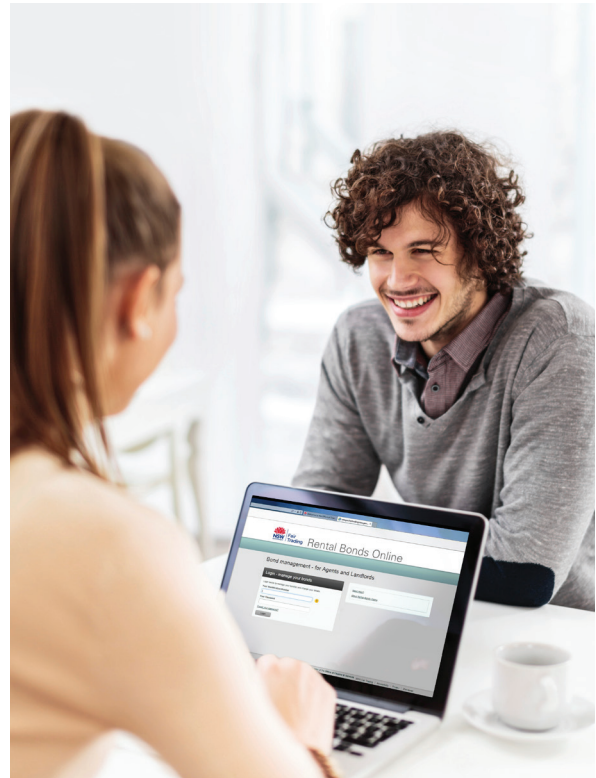
If you decide not to go ahead with the tenancy after paying your bond money, you can ask for your payment to be returned. As your bond money is securely held by NSW Fair Trading, simply logon to Rental Bonds Online and choose 'Request Return of Funds'. Your landlord or agent will be notified.

What if I am sharing with other tenants?

If there are other tenants (co-tenants), decide which tenant is going to be the 'Principal Tenant' and advise your agent or private landlord.

The Principal Tenant acts on behalf of all tenants and is responsible for:

- registering with Rental Bonds Online and paying the bond money to NSW Fair Trading
- providing the contact details for all co-tenants so that all tenants are informed of any changes to the bond
- submitting or responding to a claim for refund of bond money on behalf of all the tenants at the end of the tenancy
- distributing the bond refund to the other tenants.



Need help?

Visit the Fair Trading website

fairtrading.nsw.gov.au/rentalbondsonline where you can:

- watch a video about the new service
- learn more on the benefits
- download easy to read fact sheets
- read through frequently asked questions.

Once you have registered log on to

<https://rbo.fairtrading.nsw.gov.au/tenant/login>

to access online guides providing assistance with processes such as making a claim or changing your account details.

Contact the Rental Bonds Online team

Email **rbosupport@finance.nsw.gov.au**

Call **1800 990 724**

For general Fair Trading enquiries:

fairtrading.nsw.gov.au | 13 32 20

TTY: **1300 723 404** (for hearing impaired)

Language assistance: **13 14 50** (ask for an interpreter in your language)

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