

PRINT NAME OF APPLICANT(S): _____

PLEASE ENSURE YOU FOLLOW THESE INSTRUCTIONS

NOTE: Each person who would like to reside in the property, over the age of 18, must fill in an application. If this application is **not filled in correctly**, we will not be processing your application.

Step 1: Ensure you have all supporting documentation and fill out the following form completely, please include as many of the following as possible if applicable:

DO NOT SUPPLY ORIGINAL DOCUMENTS

- | | | | |
|----------------|--------------------------|------------------|--------------------------|
| Photo ID | <input type="checkbox"/> | Rent Receipts | <input type="checkbox"/> |
| Pay Slips | <input type="checkbox"/> | Rental Ledger | <input type="checkbox"/> |
| Mortgage Stat. | <input type="checkbox"/> | Centrelink Stat. | <input type="checkbox"/> |
| All Phone #'s | <input type="checkbox"/> | Bank Statements | <input type="checkbox"/> |

Step 2: Print your name & sign the privacy statement on the next page;

Step 3: List below the rental property addresses, their appropriate prices & if you have seen the property, in order of preference, that you would like apply for:

1	Price: \$	Viewed? Y / N
2	Price: \$	Viewed? Y / N
3	Price: \$	Viewed? Y / N

Step 4: Drop, fax or email the application to:

Ray White Coast Edge / (E) applications@rwcoastedge.com.au
 (A) 10 Pacific Hwy, Wyong NSW 2259 / (P) 43 522 444 / (F) 43 522 455

PRIVACY DISCLOSURE STATEMENT

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, owner's insurers and utility providers such as Direct Connect. 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.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

CONSENT

I _____ acknowledge that I have read the Privacy Disclosure Statement.

I authorise the Agent to collect information about me from:

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). 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 – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.

Applicants Signature: _____

Please fax any relevant information back to **02 43 522 455** or email to **applications@rwcoastedge.com.au**

PROPERTY DETAILS

When would you like to start the lease?

Lease Term (circle):

Rent for property:

Number and type of pets:

Names and ages of any children:

PERSONAL DETAILS

Given Name(s):

Surname:

Home Phone:

Work Phone:

Mobile:

Fax:

Email:

D.O.B:

Drivers Lic. # & State:

Passport # & Country:

Relation & name other applicant:

NEXT OF KIN (Not another applicant)

Given Name(s):

Surname:

Relationship:

Address:

Home Phone:

Mobile:

OTHER INFORMATION

Have you, or any other applicant, been declared bankrupt or insolvent?

Yes / No

CURRENT LIVING DETAILS

Current Address:		
Length of time at Address:	Reason leaving:	
Rent / Mortgage Paid:	Is your name on lease/mortgage:	Y / N
Name & Phone of Landlord / Agent / Mortgagor:		

PREVIOUS LIVING DETAILS – the address before your current address

Address:		
Length of time at Address:	Reason left:	
Rent / Mortgage Paid:	Was your name on lease/mortgage:	Y / N
Name & Phone of Landlord / Agent / Mortgagor:		
Was Bond refunded in full, if not, why?		

CURRENT INCOME DETAILS – fill in if you are working for someone or self employed

Occupation:	Employer / Your ABN:	
Address of Employment:		
Contact Name & Number of Employer / Accountant:		
Length of Employment:	Net weekly income:	
Additional Income Source / Amount:		

CENTRELINK PAYMENTS – fill in if you are currently receiving payments from Centrelink

Description of Payments:	
Total Income Per Week:	Date Payments Began:

PREVIOUS INCOME DETAILS – fill in if you are working for someone or self employed

Occupation:	Employer / Your ABN:	
Address of Employment:		
Contact Name & Number of Employer / Accountant:		
Length of Employment:	Net weekly income:	