

Ray White Canley Heights  
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**PROPERTY DETAILS**

1. What is the address of the property you would like to rent?  
  
  
 Postcode

2. Lease commencement date  
  Day   Month   Year

3. Lease Term  
 12 Months  6 Months  Other

4. How many tenants will occupy?  
 Adults  Children  Ages of Children

5. Rent amount per week  
 \$

**PERSONAL DETAILS**

6. Please provide your details  
 Mr  Ms  Miss  Mrs  Other   
 Given Name/s  Surname

Date of Birth  Driver's licence number

Driver's licence expiry date  Driver's licence state

Passport number  Passport country

7. Please provide your contact details  
 Please provide a contact number you are available on all day)  
 Home phone number  Mobile phone number

Work phone number

Email address


**UTILITY CONNECTIONS**

Our complementary partner **On The Move** can connect your utilities;

- It's a free and simple service
- Your connection is guaranteed by the On The Move promise
- There is no obligation to proceed with connections

Terms & Conditions:  
**Unless you advise us otherwise, by signing this application you are consenting to On The Move contacting you to arrange the connection of your utility services.**  
 On The Move may need to disclose personal information to utility companies to arrange your services. On the Move and Ray White Canley Heights may receive a fee/incentive in relation to the connection of utility services. Please see On The Move's Privacy Policy at: [www.onthemove.com.au/legal-and-privacy](http://www.onthemove.com.au/legal-and-privacy)  
*Standard connection fees may apply.*

No, I will connect the required utilities of my own accord.



We guarantee that your electricity and gas will be connected on your agreed move-in date.

*\*Terms and conditions apply.  
 Full details at [onthemove.com.au/on-the-move-promise-terms-and-conditions](http://onthemove.com.au/on-the-move-promise-terms-and-conditions)*

**PRIVACY STATEMENT AND DECLARATION**

I hereby offer to rent the property from the owner under lease to be prepared by the Agent. Should this application be accepted by the Landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that I will be required to pay 2 weeks rent as a holding deposit 24 hours after the approval of the application and to pay the bond on the signing on the lease. After the application is approved and the deposit paid I agree that if I change my mind and NOT proceed with the lease; the deposit of 1 week rent will be forfeited in full.

I acknowledge that this application is subject to the approval of the Landlord/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. I also authorise the Agent to obtain personal information from:

- The owner or the Agent of my current or previous residence.
- My personal referees and employer/s
- Any record listing, or database of default tenants.

I am aware that the Agent will use and disclose my personal information in order to:

- Communicate with the owner and select a tenant.
- Prepare Lease/Tenancy documents.
- Allow tradespeople or equivalent organisations to contact me.
- Lodge/claim/transfer to/from Fair Trading Renting services.
- Refer to Tribunals/Courts & Statutory Authorities where applicable.
- Refer to collection Agents/Lawyers where applicable.
- Complete a credit check with any Tenancy Database.
- Connect utilities through Fast Connect.

I agree that the Agent may disclose details of any such default to the Tenancy Default Database, and to Agents/Landlords of properties I may apply for in the future. I am aware that if the 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. I authorize the Agent to request my personal information from any default database or listings such as NTD, TICA or TRA for the purpose of checking my tenancy history; if you wish to access your information or dispute your record you can contact: NTD 1300 563 826—[www.ntb.net.au](http://www.ntb.net.au), TICA 1902 220 346—[www.tica.com.au](http://www.tica.com.au), TRA (02) 9363 9244—[www.tradingreference.com](http://www.tradingreference.com)

Signature of applicant  Date

## APPLICANT'S CURRENT ADDRESS

7. What is your current address?

Postcode

8. How long have you lived at your current address?

		Years			Month
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9. Why are you leaving your current address?

10. What is the name of your landlord or agent? (if applicable)

Landlord/agent's contact number	Weekly rent paid
	\$

11. What was your previous address?

Postcode

12. How long did you live at the previous address?

		Years			Month
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13. What was the name of your landlord or agent? (if applicable)

Landlord/agent's contact number	Weekly rent paid
	\$

## CONTACTS/REFERENCES

14. Please provide contacts in case of emergency.

Name	Relationship to you
Contact number	
Name	Relationship to you
Contact number	
Name	Relationship to you
Contact number	

## EMPLOYMENT HISTORY

15. Please provide your employment details.

What is your occupation?

Employer's Business name

Employer's address

Postcode

Contact Name	Phone Number					
Length of employment	Net income					
		Years			Month	\$

## OTHER INFORMATION

16. Do you have any pets?

Yes     No

If yes, please provide details of pet (s) – Number/breed/type

## REQUIRED DOCUMENTS

17. Please provide the following documents, in order for your application to be processed.

Drivers License/Passport <input type="checkbox"/>	Payslips/ Proof of income <input type="checkbox"/>
Bank Statement <input type="checkbox"/>	Medicare/Bank card <input type="checkbox"/>

If you currently receive Centrelink payments:

Centrelink Statement <input type="checkbox"/>	Concession/Pension Card <input type="checkbox"/>
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If you currently or have been a tenant:

Tenant Ledger <input type="checkbox"/>	Rental Reference <input type="checkbox"/>
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## HOLDING FEE

A holding fee can only be accepted after the application for tenancy is approved.

The holding fee of \$  keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement). In consideration of the above holding fee paid by the prospective tenant, the landlord acknowledges that:

- The application for tenancy has been approved the landlord and
- The premises will not be let during the above period, pending the making of a residential tenancy agreement.
- If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee, and
- If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
- The whole of the fee will be refunded to the prospective tenant if:
  - the entering into the residential tenancy agreement is conditional on the landlord carrying out repairs or other works and the landlord does not carry out the repairs or other work during the specific period.
  - The landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.