

# APPLICATION FOR TENANCY



Thank you for applying for one of our rental properties. Please deliver the full completed application to our office at :

**Ray White Pitt Town, Shop 3, 71 Bathurst St Pitt Town NSW 2756 or email to [pitttown.nsw@raywhite.com](mailto:pitttown.nsw@raywhite.com).**

Please ensure that the following checklist below is FULLY COMPLETED prior to submitting your application. Incomplete applications WILL NOT be processed. All supporting photocopied documents must be submitted along with the application and must be clear and readable. Giving us all the information at one-time will allow us to start the reference process immediately and will result in a speedier response to your application.

- Have all people moving into the property over the age of 18 years completed an application in FULL and SIGNED?
- Have you viewed the property internally before applying? (Before submitting an application you must view the property internally)
- Has the privacy declaration form been signed?
- Does each applicant have at least one photo identification and the **100 points** minimum per person?

—	Last four rent receipts/rent ledger	50 points
—	Drivers Licence or Passport photo page	40 points
—	Other Photo ID	30 points
—	Medicare card	20 points
—	Current payslip	20 points
—	Bank statement	20 points
—	Current motor vehicle rego papers	10 points
—	Telephone, gas, electricity, water bill	10 points

- If you are a home owner who has never rented – You will need to supply copy of water, council rates or proof of ownership.
- If you are commencing new employment – you will need to supply copy of your letter of appointment and a contact person and number.

## **NOTICE TO PROSPECTIVE TENANTS**

*The landlord's decision to approve or reject your application will be based on the number and quality of references provided and a demonstrated ability to pay rent and maintain the property to an acceptable standard. Therefore, please complete the application to the best of your ability, providing as much information and supporting documents or references as possible. Our office reserves the right to allow for any changes or addition to the above. Should an applicant fail to provide the above details, the application may not be processed. The availability of telephone lines, internet services, analogue, digital or cable television (and the adequacy of such services), are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points locate din the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiries.*

RAY WHITE PITT TOWN Shop 3, 71 Bathurst Street, PITT TOWN NSW 2756  
Phone: 1300 545 444 E: [pitttown.nsw@raywhite.com](mailto:pitttown.nsw@raywhite.com) [www.raywhitepitttown.com.au](http://www.raywhitepitttown.com.au)

## PRIVACY DISCLOSURE FORM FOR TENANTS

This form provides information about how your personal information is handled, as required by the Australian Privacy Principles in the Privacy Act 1988 and seeks your consent. The personal information the prospective tenant provides in this application or that which is collected from other sources is necessary for the Agent to verify the Application's identity and to process and evaluate the application and to manage the tenancy if the Agent has been engaged to manage the Property. As a professional asset manager, we collect personal information about you. The information we collect can be accessed by you, by contacting our office. The Applicant can also correct this information if it is accurate, incomplete or out of date.

**Primary Purpose :** Before a tenancy is accepted, we collect information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property. In order to assess your application we may disclose your personal information to The Lessor/Owners for approval or rejection of your application, referees to validate the information supplied in your application, and other real estate agents to assess the risk to our clients. The Agent may also take into account any information that is already held on tenancy reference databases such as TICA and may also be disclosed to the Agent and/or Landlord. The agent may also take into account any information from bodies corporate, financial institutions, solicitors, and other clients of the Agent both existing and potential third party operators of the other third parties required by law. Unless you advise the Agents to the contrary, the Agent may also disclose such information to The Real Estate Institute Ltd for the purpose of documenting all leasing data in the area for the benefit of its members as part of membership services and for others in the property or related industries, and so as to assist them in continuing to provide the best possible service to their clients. In providing this information, you agree to its use, unless you advise the Agent indifferently. The privacy policy of the REI can be viewed on it website.

**Secondary Purpose:** During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors / Owners insurer in the event of an insurance claim and Future rental references to other asset managers / owners.

**TICA Statement :** As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the Australian Privacy Principles in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the Australian Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80.

**TICA Primary Purpose** The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group. The personal information that the TICA Group may hold is as follows: Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

**Communication Methods** I/we allow Ray Pitt Town to communicate to me/us via SMS, Emails and Phone as required.

Signed By the Applicant/s

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# APPLICANT DETAILS



Address of Property you are applying for: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Rental Amount: \_\_\_\_\_

Intended Commencement Date: \_\_\_\_\_ For period of \_\_\_\_\_ months

Have you viewed this property? Yes \_\_\_\_\_ No \_\_\_\_\_

<b>Applicant name</b>			
Contact numbers	H:	W:	M:
Email Address:			
Date of Birth:	Drivers Licence:	State:	
<b>Additional Applicant Name:</b>	Age:		
<b>Employment Details:</b>	Full Time	Part Time	Other
Current Employer	Manager Name		
Business Address:	Phone No.		
Period of Employment:	Approx Income p/w		
Additional Income or benefits received:			
<b>Previous Employer:</b>			
Manager Name	Phone No.		
Period of Employment:	Approx Income p/w		
<b>Present Address:</b>			
Are you currently renting this property:	YES	NO	Current rent p/w
Agent's Name:	Agents Phone No:		
How long have you lived there:	Years		Months
Reason for leaving:			
Previous Address:			
Were you renting this property:	YES	NO	Current rent p/w
Agent's Name:	Agents Phone No:		
How long have you lived there:	Years		Months
Reason for leaving:			
<b>Personal Reference:</b>	Name:		
Address:	Phone:		
<b>Emergency Contact Details:</b>	Name:		
Address:	Phone:		
<b>Total number of occupants who will be living in this property:</b>	Adults		Kids / Ages
<b>Pets</b>	NO	YES	Type of animal & breed:
<b>Do you own a motor vehicle:</b>	NO	YES	Registration Number:
Is this vehicle	Leased	Owned	Company Financed / Other
<b>If Self Employed</b>	Company/Business Name:		
ABN Number	How long in this business:		
Your accountant details	Name:	Phone:	

(You must supply your Tax Returns for the last 2-5 years if you are self employed)

Applicants Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_