

Tenancy Application Form

Ray White Ferntree Gully

5/1849 Ferntree Gully Rd, Ferntree Gully VIC 3156

Ph: +61 (3) 9758 7888 Fax: +61 (3) 9758 2777

leasing.ferntreegully@raywhite.com



Thank you for choosing to apply for a rental property through Ray White Ferntree Gully.

In order to ensure a swift and thorough process of your application we ask you to refer to the following checklist and ensure all information has been provided.

PLEASE TICK THE BOXES ONCE YOU HAVE COMPLETED THE CRITERIA

All applicants whose name is to appear on the lease agreement have inspected the property

Filled in property address for the property you wish to apply for, commencement date and term of lease (if you wish to apply for more than one property, separate applications must be completed for each)

Indicated whether there will be pets of any kind residing in the premises

Filled in ALL personal details, current and previous tenancy details and current and previous employment details

Provided ALL phone numbers for each contact

Stated and provided proof of other forms of income you may receive eg: Centrelink statements

Provided a minimum of 2 personal references including contact numbers (must be different from employment and Landlord/Agent reference.)

Provided a next of kin (must be a family member or close friend not living with you) and signed the declaration

Provided 100 points of identification (as outlined on application form)

Provided any further information that may assist in your application, written references, old rent receipts, photos of current premises etc

If self-employed have you provided profit/loss statements from the previous financial year

Anyone over the age of 18 who will be residing in the premises MUST fill out an individual application form, regardless of whether their names will be on lease agreement

TENANCY APPLICATION FACTS

Securing your tenancy: Once your application has been approved, we will give you a call to secure your bond payment via credit/debit card over the phone, your bond will be equal to one calendar month's rent and must be paid within 24 hours of being accepted for the property. Your property manager will then issue your lease agreements and bond lodgement form for signing electronically within the first 24 hours of acceptance of your application. This is important and both must be signed and completed prior to moving in. Please note we DO NOT sign up tenants on Saturdays.

When signing leases all tenants must sign. You will be given a copy of the tenancy agreement and all relevant documentation to read before signing. We consider these to be vital documents and want to ensure that you are aware of all of your obligations before making a commitment.

Bond transfers are NOT accepted. Payment of this money must be in cleared funds- Money Order or Bank Cheque only payable to Residential Tenancies Bond Authority.

The first months rent must be paid by money order or bank cheque made payable to Ray White Ferntree Gully at the time of collecting the keys on the lease start day. It will be credited to your rental account commencing with the first day of your tenancy. No personal cheques can be accepted and THIS OFFICE DOES NOT ACCEPT PAYMENTS BY CASH. Once this process is complete, you should go ahead and arrange the connection of services to the property, Home Now can assist you with this.

Keys: Keys to the property will not be handed over until all monies are paid in full, the lease is signed by all parties and lease start date has commenced.

Insurance: A reminder that insurance of your personal belongings is your responsibility.

PLEASE NOTE – NO APPLICATIONS WILL BE PROCESSED UNLESS ALL SECTIONS ARE FULLY COMPLETED

We highly recommend you deliver your completed application to our office as soon as possible to eliminate any disappointment of the property being leased prior. If your application is successful, you should receive a phone call from our property Management Department. If for some reason your application is not successful, you should receive a text message.

PROPERTY DETAILS

Street Address:	
Suburb:	
Lease term:	years months
Lease commencement date:	
Date inspected property:	
Rent: \$	weekly monthly
Names of all other applicants:	
Number of Occupants	Adults: Children:
Ages of Children:	
Pets:	Yes No Smokers: Yes No
If yes, please state: Pet type:	
Pet breed:	
Council registration:	
Do you require a letter from our office for *The Department of Housing Bond?	
Yes No	
*The department of housing offers bond assistance and two weeks rent in advance as an interest-free loan to help people obtain accommodation in the private rental market.	
Was the property upon your inspection in a reasonably clean and fair condition?	
Yes No - Reason :	

PERSONAL DETAILS

Given name(s):	
Surname:	
Mobile:	Home Phone:
Work:	Fax:
Email:	
Date of Birth:	

IDENTIFICATION

Drivers Licence No:	State:
Passport Number:	
Passport Issuing Country:	

EMERGENCY CONTACT DETAILS

Name:
Relationship:
Address:
Mobile:
Home Phone:
Work Phone:



HOME NOW™



COMPARE, CONNECT & SAVE

Select services you want connected

ELECTRICITY



GAS



INTERNET



PHONE



PAY TV



WATER



Save time and money when you're moving. Let Ray White Home Now arrange your utility connections. It's a FREE service and there's NO obligation. In one brief call we will help you compare your options and select the right plans for you. No more running around – we'll take care of contacting all the providers for you.

Ray White Home Now will contact you to arrange your utility services. You will be advised of any associated terms and conditions, including connection fees that may apply. Once you have chosen your preferred providers, Ray White Home Now may then need to disclose your personal information to the selected utility company. Ray White Home Now is unable to accept responsibility for any delay or failure to connect your utility service. Ray White Home Now is committed to protecting the confidentiality of your personal information and will handle your personal details in accordance with Ray White Home Now's privacy policy available at raywhitehomenow.com/privacy-policy

Split It Pty Ltd ABN 83151244558 T/A Ray White Home Now

INCOME

Employment Income:	weekly	annually
Other Income:	weekly	annually
Other Income source(s):		

CURRENT PROPERTY DETAILS

Street Address:		
Suburb:		
Time at Address:	years	months
Rent paid: \$	weekly	monthly
Reason for Leaving:		
Name of Landlord/Agent:		
Landlord/Agent Phone:		
Landlord/Agent Email:		

PREVIOUS PROPERTY DETAILS

Street Address:		
Suburb:		
Time at Address:	From:	To:
Rent paid: \$	weekly	monthly
Name of Landlord/Agent:		
Landlord/Agent Phone:		
Was the bond refunded in full?:	Yes	No
If No, please specify reasons why:		

CURRENT EMPLOYMENT DETAILS

Position Held:		
Business Name:		
Street Address:		
Suburb:	Postcode:	
Contact Name:	Contact Phone:	
Length of Employment:	years	months

PREVIOUS EMPLOYMENT DETAILS

Position Held:		
Business Name:		
Street Address:		
Suburb:	Postcode:	
Contact Name:	Contact Phone:	
Length of Employment	To:	From:

IF SELF EMPLOYED PLEASE COMPLETE

Company Name:		
Business Type:		
Business Address:		
Suburb:	Postcode:	
ABN:		
Accountant Name:	Phone:	
Accountant Email:		
Accountant Street Address:		
Suburb:	State:	

PROFESSIONAL REFERENCE

Reference Name:		
Relationship:	Phone:	
Email:		

PERSONAL REFERENCE 1

Reference Name:		
Relationship:	Phone:	
Email:		

PERSONAL REFERENCE 2

Reference Name:		
Relationship:	Phone:	
Email:		

SUPPORTING DOCUMENTS

Provide 100 points of identification photocopied and attached to this application.

40 pts	Drivers License
40 pts	Passport Photo Page
20 pts	Other Photo ID
20 pts	Current Payslip
20 pts	Previous 2 Rent Receipts
20 pts	Previous Tenancy Ledger
20 pts	Medicare Card
20 pts	Debit/Credit Card
20 pts	Bank Statement
20 pts	Utility Bill

PAYMENT DECLARATION

I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be approved, I acknowledge that I will be required to pay the following amounts:

Rent amount:	\$	monthly
First payment of rent in advance:	\$	
Rental Bond:	\$	
Subtotal:	\$	
Amount payable upon signing Tenancy Agreement:	\$	

PLEASE NOTE

Initial payments must be made by bank cheque or money order within 24 hours after approval of application. No personal cheques or cash accepted for rent or bond.

Keys will not be handed over until the lease agreement has been signed by all applicants and first month rent and Bond has been paid.

This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstance arise whereby the property is not available for occupation on the due date.

PRIVACY POLICY

DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancies Agreement pursuant to the Residential Tenancies Act 1997.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorize that Agent to obtain personal information from:

- (a) the owner or the Agent of my current or previous residence;
- (b) my personal referees and employer/s
- (c) any record, listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting:

- NTS: 300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

If I default under a rental agreement, the Agent may disclose details of any such default to a tenancy default database, and to agents/ landlords of properties I may apply for in the future.

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

- (a) communicate with the owner and select a tenant
- (b) prepare lease/ tenancy documents
- (c) allow organizations/tradespeople to contact me
- (d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (e) refer to Tribunals/Courts and Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database
Phone 1300 563 826 - Email info@ntd.net.au)
- (h) transfer water account details into my name

I am aware that if 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.

If Section D is completed, I consent to the disclosure of this page of the application form to Home Now for the purpose of enabling Home Now to offer the connection and disconnection services to me. I consent to Home Now disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I acknowledge that neither Home Now nor the Agent 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 initial payment of a calendar month's rent and bond is to be paid by MONEY ORDER OR BANK CHEQUE ONLY. Under no circumstances will personal cheques or cash be accepted for these payments. After this initial payment you will be advised of your rent payment options for future payments, which include BPAY and credit card options. Please note payments made via credit card will incur a 2% surcharge.

We hope this information is of value to you. If there is anything we can do to make the 'moving in' process easier for you, please let us know. It is our aim to provide you with every assistance possible to ensure that your association with this office is an enjoyable one.

I have acknowledged that I have read and understood the Privacy Act 1988: APP privacy policy for applications for a residential tenancy.

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.

✕

Signature

Date

Tenancy Application Form

Ray White Ferntree Gully

5/1849 Ferntree Gully Rd, Ferntree Gully VIC 3156

Ph: +61 (3) 9758 7888 Fax: +61 (3) 9758 2777

leasing.ferntreegully@raywhite.com



Thank you for choosing to apply for a rental property through Ray White Ferntree Gully.

In order to ensure a swift and thorough process of your application we ask you to refer to the following checklist and ensure all information has been provided.

PLEASE TICK THE BOXES ONCE YOU HAVE COMPLETED THE CRITERIA

All applicants whose name is to appear on the lease agreement have inspected the property

Filled in property address for the property you wish to apply for, commencement date and term of lease (if you wish to apply for more than one property, separate applications must be completed for each)

Indicated whether there will be pets of any kind residing in the premises

Filled in ALL personal details, current and previous tenancy details and current and previous employment details

Provided ALL phone numbers for each contact

Stated and provided proof of other forms of income you may receive eg: Centrelink statements

Provided a minimum of 2 personal references including contact numbers (must be different from employment and Landlord/Agent reference.)

Provided a next of kin (must be a family member or close friend not living with you) and signed the declaration

Provided 100 points of identification (as outlined on application form)

Provided any further information that may assist in your application, written references, old rent receipts, photos of current premises etc

If self-employed have you provided profit/loss statements from the previous financial year

Anyone over the age of 18 who will be residing in the premises MUST fill out an individual application form, regardless of whether their names will be on lease agreement

TENANCY APPLICATION FACTS

Securing your tenancy: Once your application has been approved, we will give you a call to secure your bond payment via credit/debit card over the phone, your bond will be equal to one calendar month's rent and must be paid within 24 hours of being accepted for the property. Your property manager will then issue your lease agreements and bond lodgement form for signing electronically within the first 24 hours of acceptance of your application. This is important and both must be signed and completed prior to moving in. Please note we DO NOT sign up tenants on Saturdays.

When signing leases all tenants must sign. You will be given a copy of the tenancy agreement and all relevant documentation to read before signing. We consider these to be vital documents and want to ensure that you are aware of all of your obligations before making a commitment.

Bond transfers are NOT accepted. Payment of this money must be in cleared funds- Money Order or Bank Cheque only payable to Residential Tenancies Bond Authority.

The first months rent must be paid by money order or bank cheque made payable to Ray White Ferntree Gully at the time of collecting the keys on the lease start day. It will be credited to your rental account commencing with the first day of your tenancy. No personal cheques can be accepted and THIS OFFICE DOES NOT ACCEPT PAYMENTS BY CASH. Once this process is complete, you should go ahead and arrange the connection of services to the property, Home Now can assist you with this.

Keys: Keys to the property will not be handed over until all monies are paid in full, the lease is signed by all parties and lease start date has commenced.

Insurance: A reminder that insurance of your personal belongings is your responsibility.

PLEASE NOTE – NO APPLICATIONS WILL BE PROCESSED UNLESS ALL SECTIONS ARE FULLY COMPLETED

We highly recommend you deliver your completed application to our office as soon as possible to eliminate any disappointment of the property being leased prior. If your application is successful, you should receive a phone call from our property Management Department. If for some reason your application is not successful, you should receive a text message.

PROPERTY DETAILS

Street Address:	
Suburb:	
Lease term:	years months
Lease commencement date:	
Date inspected property:	
Rent: \$	weekly monthly
Names of all other applicants:	
Number of Occupants	Adults: Children:
Ages of Children:	
Pets:	Yes No Smokers: Yes No
If yes, please state: Pet type:	
Pet breed:	
Council registration:	
Do you require a letter from our office for *The Department of Housing Bond?	
Yes No	
*The department of housing offers bond assistance and two weeks rent in advance as an interest-free loan to help people obtain accommodation in the private rental market.	
Was the property upon your inspection in a reasonably clean and fair condition?	
Yes No - Reason :	

PERSONAL DETAILS

Given name(s):	
Surname:	
Mobile:	Home Phone:
Work:	Fax:
Email:	
Date of Birth:	

IDENTIFICATION

Drivers Licence No:	State:
Passport Number:	
Passport Issuing Country:	

EMERGENCY CONTACT DETAILS

Name:
Relationship:
Address:
Mobile:
Home Phone:
Work Phone:



HOME NOW™



COMPARE, CONNECT & SAVE

Select services you want connected

ELECTRICITY



GAS



INTERNET



PHONE



PAY TV



WATER



Save time and money when you're moving. Let Ray White Home Now arrange your utility connections. It's a FREE service and there's NO obligation. In one brief call we will help you compare your options and select the right plans for you. No more running around – we'll take care of contacting all the providers for you.

Ray White Home Now will contact you to arrange your utility services. You will be advised of any associated terms and conditions, including connection fees that may apply. Once you have chosen your preferred providers, Ray White Home Now may then need to disclose your personal information to the selected utility company. Ray White Home Now is unable to accept responsibility for any delay or failure to connect your utility service. Ray White Home Now is committed to protecting the confidentiality of your personal information and will handle your personal details in accordance with Ray White Home Now's privacy policy available at raywhitehomenow.com/privacy-policy

Split It Pty Ltd ABN 83151244558 T/A Ray White Home Now

INCOME

Employment Income:	weekly	annually
Other Income:	weekly	annually
Other Income source(s):		

CURRENT PROPERTY DETAILS

Street Address:		
Suburb:		
Time at Address:	years	months
Rent paid: \$	weekly	monthly
Reason for Leaving:		
Name of Landlord/Agent:		
Landlord/Agent Phone:		
Landlord/Agent Email:		

PREVIOUS PROPERTY DETAILS

Street Address:		
Suburb:		
Time at Address:	From:	To:
Rent paid: \$	weekly	monthly
Name of Landlord/Agent:		
Landlord/Agent Phone:		
Was the bond refunded in full?:	Yes	No
If No, please specify reasons why:		

CURRENT EMPLOYMENT DETAILS

Position Held:		
Business Name:		
Street Address:		
Suburb:	Postcode:	
Contact Name:	Contact Phone:	
Length of Employment:	years	months

PREVIOUS EMPLOYMENT DETAILS

Position Held:		
Business Name:		
Street Address:		
Suburb:	Postcode:	
Contact Name:	Contact Phone:	
Length of Employment	To:	From:

IF SELF EMPLOYED PLEASE COMPLETE

Company Name:		
Business Type:		
Business Address:		
Suburb:	Postcode:	
ABN:		
Accountant Name:	Phone:	
Accountant Email:		
Accountant Street Address:		
Suburb:	State:	

PROFESSIONAL REFERENCE

Reference Name:		
Relationship:	Phone:	
Email:		

PERSONAL REFERENCE 1

Reference Name:		
Relationship:	Phone:	
Email:		

PERSONAL REFERENCE 2

Reference Name:		
Relationship:	Phone:	
Email:		

SUPPORTING DOCUMENTS

Provide 100 points of identification photocopied and attached to this application.

40 pts	Drivers License
40 pts	Passport Photo Page
20 pts	Other Photo ID
20 pts	Current Payslip
20 pts	Previous 2 Rent Receipts
20 pts	Previous Tenancy Ledger
20 pts	Medicare Card
20 pts	Debit/Credit Card
20 pts	Bank Statement
20 pts	Utility Bill

PAYMENT DECLARATION

I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be approved, I acknowledge that I will be required to pay the following amounts:

Rent amount:	\$	monthly
First payment of rent in advance:	\$	
Rental Bond:	\$	
Subtotal:	\$	
Amount payable upon signing Tenancy Agreement:	\$	

PLEASE NOTE

Initial payments must be made by bank cheque or money order within 24 hours after approval of application. No personal cheques or cash accepted for rent or bond.

Keys will not be handed over until the lease agreement has been signed by all applicants and first month rent and Bond has been paid.

This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstance arise whereby the property is not available for occupation on the due date.

PRIVACY POLICY

DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancies Agreement pursuant to the Residential Tenancies Act 1997.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorize that Agent to obtain personal information from:

- (a) the owner or the Agent of my current or previous residence;
- (b) my personal referees and employer/s
- (c) any record, listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting:

- NTS: 300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

If I default under a rental agreement, the Agent may disclose details of any such default to a tenancy default database, and to agents/ landlords of properties I may apply for in the future.

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

- (a) communicate with the owner and select a tenant
- (b) prepare lease/ tenancy documents
- (c) allow organizations/tradespeople to contact me
- (d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (e) refer to Tribunals/Courts and Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database
Phone 1300 563 826 - Email info@ntd.net.au)
- (h) transfer water account details into my name

I am aware that if 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.

If Section D is completed, I consent to the disclosure of this page of the application form to Home Now for the purpose of enabling Home Now to offer the connection and disconnection services to me. I consent to Home Now disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I acknowledge that neither Home Now nor the Agent 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 initial payment of a calendar month's rent and bond is to be paid by MONEY ORDER OR BANK CHEQUE ONLY. Under no circumstances will personal cheques or cash be accepted for these payments. After this initial payment you will be advised of your rent payment options for future payments, which include BPAY and credit card options. Please note payments made via credit card will incur a 2% surcharge.

We hope this information is of value to you. If there is anything we can do to make the 'moving in' process easier for you, please let us know. It is our aim to provide you with every assistance possible to ensure that your association with this office is an enjoyable one.

I have acknowledged that I have read and understood the Privacy Act 1988: APP privacy policy for applications for a residential tenancy.

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.

✕

Signature

Date



Privacy Act 1988: APP privacy policy for applicants for a residential tenancy ©

If you are an individual providing your personal information or your sensitive information to enable the annexed Tenancy Application Form to be completed by doing so you consent to the real estate agency requesting the information and attending to the completion of the Application collecting, holding, using and disclosing it for the primary purposes and the secondary purposes set out below.

The primary purposes are: in relation to and in connection with verifying your identity and in the evaluation of your application and in doing so the estate agency may disclose the information to the landlord and those persons or entities named in the Application and to other third parties reasonably considered by the estate agency as relevant to the evaluation of your application. If your application is successful, the information (or parts of it as may appropriate in the circumstances) may also be disclosed to individuals or entities with whom the estate agency needs to have contact in the management of your tenancy in accordance with good estate agency practice.

The secondary purposes are: to provide details of your tenancy (but not your name or that of your employer) to the REIV or realestateview.com.au Ltd or both for the purpose of documenting and creating data in relation to and in connection with residential lettings for the benefit of members of the REIV, others in property or related industries, and the public; direct marketing, telemarketing or both; advising you of properties the estate agency may have for sale or lease and which the estate agency considers may be of interest to you; complying with the law.

The estate agency will hold your personal information and sensitive information) in hard copy or in electronic form, or both.

The estate agency can be contacted between 9:00 am and 5:00 pm Monday to Friday (excluding public holidays) to provide access to you to update or seek correction of your personal information and sensitive information or to advise that you have withdrawn your consent to the use of your personal information, sensitive information, or both for the primary or secondary purposes or both of them. The estate agency's contact details will be provided to you at the time the Application is completed.

If you consider the estate agency has breached the Australian Privacy Principles you may complain to it by letter, fax or email. The estate agency will promptly consider your complaint and attempt to resolve it with you in a timely manner. If your complaint cannot be resolved, you may refer it to the Office of the Australian Information Commissioner GPO Box 5218, Sydney NSW 2001 or enquiries@oaic.gov.au

The estate agency is unlikely to disclose your personal information or sensitive information (if any) to overseas recipients.

The main consequences for you if all or part of your personal information or sensitive information (if any) is not provided is that your Application may not be able to be considered.

©March 2014 The Real Estate Institute of Victoria Ltd

Privacy Consent:

I, the applicant acknowledge that I have read and understood the Privacy Disclosure Statement of Treerise Pty Ltd trading as Ray White Ferntree Gully.

I also authorise Ray White Ferntree Gully to refer my details to an arranger of: (optional- tick to indicate consent)

- Financial services products (to assist with a home loan application)*

Applicants Name: _____ Applicants signature: _____

Current address: _____ Applicants contact number: _____

Address of property you wish to apply for: _____



Tenant Information

Frequently Asked Questions:

How Long does the process take?

The process can take up to 3 days for you to be notified of your acceptance.

Can I pay fortnightly?

In Victoria, rent is paid monthly

I have never rented before and I don't have rental history. What should I do?

That's OK. You should explain where you are currently living, how long you have lived there, and obtain a letter from the people you are living with to verify this e.g. a letter from your parents.

Can I have a pet?

The landlord chooses whether pets are allowed at the property. If you wish to submit an application that includes your pet, please provide details about your pet and pet references for them too. This will assist the landlord in deciding whether to approve your application. If your application is approved, we will issue a "pet clause" as a special condition of the lease. If you are permitted to have a pet, you will be required to carry out (and provide receipts as proof) of professional carpet cleaning and flea treatment.

What you need to have for your application to be processed


We require a **fully** completed application form including all phone numbers that are required, your 3 most recent payslips or bank statements showing your income and atleast 100 points of identification. For example: Driver's License, Medicare Card and Passport.

How does the process work?

The leasing consultant processes your application and you will be notified once this has started, all your references will be contacted including your previous rental and work references and then finally your application is presented to the owner to review.

If you application is approved...

You will receive a phone call from the leasing consultant informing you of the approval, you will receive a text message from the leasing consultant with information regarding bond and first months rent. The bond is due within 24 hours of the approval message.




iForm Code

Thank you for attending our Open Home.

It is a delight for us to be of assistance to you and should you look towards applying to our rental property online please follow these instructions.

Firstly go to Realestate.com.au and locate the rental property you inspected with us.

Secondly Locate the  button.

Please fill out all your application and upload all documents required.

Lastly we would ask for a property code.

Please enter this code: **1308**

and with that you have now applied for your desired home.

If there is any questions please feel free to contact us anytime.

Ray White Ferntree Gully
03 9758 7888