

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 the application has been approved, and appointment will be made for you to come into the office, within the first 24 hours of acceptance of your application. At this time you will be required to pay the bond which is equal to one calendar month's rent to secure the property and to sign the bond lodgment form and lease. This is important and must be completed prior to moving in. Please be aware, 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 month's 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.

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: |



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:

- the owner or the Agent of my current or previous residence;
- my personal referees and employer/s
- 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:

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