

Tenancy Application Form

Ray White Geelong

86 Ryrie Street, Geelong VIC 3220

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Office Hours

Monday to Friday: 9:00am to 5:30pm

Saturday: 9:00am to 12:00pm

SUBMITTING YOUR APPLICATION

In order to process the tenancy application form, each applicant must provide the following information:

Property must have been viewed. Date viewed:	100 points of identification are required, as listed in SUPPORTING DOCUMENTS section
Application must be completed in full, WILL NOT be processed until all details supplied.	Have you provided last 2 payslips or proof of additional income (eg. Welfare payments)?
Each person over the age of 18 is to complete an application form	Next of kin details
Privacy statement MUST be signed	

IF YOUR APPLICATION IS APPROVED

On your approval of the application your tenancy agreement and first 4 weeks or 1calendar months rent is to be paid within 48 hours. If you cannot meet this requirement the property may be continued to be advertised.

IF YOUR APPLICATION IS UNSUCCESSFUL YOU WILL BE NOTIFIED BY EMAIL OR SMS. YOUR APPLICATION WILL BE HELD FOR A PERIOD OF 2 WEEKS SHOULD YOU WISH TO APPLY FOR ANOTHER PROPERTY WITH US.

BOND - Must be paid prior to possession being granted. All approved applicants with bonds over \$1000 are preapproved for EasyBondpay (www.easybondpay.com.au). Bonds must be paid via Bank Cheque or Money Order, made out the the RTBA or by EasyBondpay, cash will not be accepted.

RENTAL PAYMENTS - ALL ongoing rent must be paid by direct debit and keys will not be given out until these details are submitted.

UTILITIES - By completing the HOME NOW attachment on this application form your information will be provided to HOME NOW who will arrange the connection of utilities on your behalf.

Alternatively, you will be required to arrange for the appropriate utilities to be connected to the property to coincide with your date of occupation.

PROPERTY DETAILS

Street Address:	
Suburb:	
Lease term:	years months
Lease commencement date:	
Rent: \$	weekly monthly
Names of all other applicants:	
Number of Occupants	Adults: Children:
Ages of Children:	
Pets:	Yes No Type/Breed:

PERSONAL DETAILS

Name:
Mobile:
Home Phone:
Work Phone:
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:

CURRENT TENANCY DETAILS

Managed by:	Agent Private Lender I'm the owner	
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:		



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

PREVIOUS TENANCY DETAILS

Renting through:	Agent	Private Lender	I'm the owner
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

Business Name:			
Position Held:			
Nature of Employment:	Casual	Part Time	Full Time
Length of Employment:	years	months	
Annual Salary:	Net Weekly:		
Street Address:			
Suburb:	Postcode:		
Contact Name:	Contact Phone:		

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Street Address:			
Suburb:	Postcode:		
Contact Name:	Contact Phone:		

OTHER INCOME

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

IF SELF EMPLOYED PLEASE COMPLETE

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

PROFESSIONAL REFERENCE 1

Reference Name:
Relationship:
Phone:
Email:

PROFESSIONAL REFERENCE 2

Reference Name:
Relationship:
Phone:
Email:

ADDITIONAL INFO

Do you have applications pending on other properties?:	Yes	No
Are you considering purchasing a property soon?:	Yes	No
Do you currently own a property?:	Yes	No

SUPPORTING DOCUMENTS

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

MUST PROVIDE

40 pts	Drivers License	or	Passport Photo Page
20 pts	3 Current Payslip		
20 pts	Centrelink Statement (if applicable)		
20 pts	Bank Statement (3 Months)		

Optional

20 pts	Previous Tenancy Ledger		
10 pts	Previous 2 Rent Receipts		
10 pts	Medicare Card		
10 pts	Debit/Credit Card		
10 pts	Utility Bill		
10 pts	Other Photo ID		

PRIVACY POLICY

CONSENT

"Please note: Properties must be inspected prior to your application being processed. Once an application is approved we require all named tenants to attend our office at the same time within 24 hours to the sign the tenancy agreement. At this time the bond must be paid. The bond cheque must be a bank cheque or money order made payable to the 'RTBA'. All applications that are not approved are destroyed"

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:	\$	<input type="checkbox"/> weekly	<input type="checkbox"/> monthly
First payment of rent in advance:	\$		
Bond (one months rent):	\$		
Amount payable upon signing Tenancy Agreement:	\$		

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.

EASYBONDPAY

You no longer have to worry about having a large amount of cash available to secure your new rental property through our office. Our approved tenants, are PRE-APPROVED to receive a Bond advanced through easyBondpay. This is an independent finance company who specialises in loaning rental bonds to tenants.

Even if you have the money available, the low interest rate via easyBondpay will allow you use your funds for other necessities such as moving costs, cleaning your vacated property, new furniture whilst you pay your Bond advancement in easy-to-budget monthly installments.

Print Name

X

Signature

Date

PLEASE NOTE: YOU SHOULD SUPPLY ALL DOCUMENTS WITH THIS APPLICATION. IF ANY DOCUMENTS REQUIRE COPYING A CHARGE OF .50CENTS WILL BE INCURRED.