

# 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 1 calendar 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](http://www.easybondpay.com.au)). Bonds must be paid via Bank Cheque or Money Order, made out to 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: \$	<input type="checkbox"/> weekly	<input type="checkbox"/> monthly
Names of all other applicants:		
Number of Occupants	Adults:	Children:
Ages of Children:		
Pets:	<input type="checkbox"/> <input type="checkbox"/>	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:	<input type="checkbox"/> Agent	<input type="checkbox"/> Private Lender	<input type="checkbox"/> I'm the owner
Street Address:			
Suburb:			
Time at Address:	years	months	
Rent paid: \$	<input type="checkbox"/> weekly	<input type="checkbox"/> monthly	
Reason for Leaving:			
Name of Landlord/Agent:			
Landlord/Agent Phone:			
Landlord/Agent Email:			



## DISCLAIMER

Successful applicants will be contacted by one of our Movinghub Movologists to discuss the connection of services such as electricity, gas, water and broadband. We can also source obligation free quotes for removalist, storage, cleaning, maintenance services and much more.

Movinghub (ABN 73 603 267 465) (Movinghub) will; acquire, use and disclose your data as subject to this form only provided to them to contact you by means provided here for the purpose of discussing connection services related to moving house. Related but not limited to; Water Authority, Gas & Electricity and Home telecommunication services.

Consent to Movinghub using collected information as stated above to assist in the nominated services selected by yourself. This includes providing selected information as provided by you to nominated services providers and Service providers thus engaged by you. They may use all information to; Connect, Supply and charge you for their services. Consent to Movinghub to obtain identifiers for the premises you are moving to. Including National Metering Identifier and Water Metre Number Agree that, except to the extend provided in the Terms and Conditions, Movinghub has no responsibility to you for the connection or supply including failure to connect or supply any of the services as engaged by you to them.

Acknowledge that the agent and Movinghub may receive a benefit in relation to Home services organised throughout as agreed above. You warrant that you are authorised to make this application and fill all related details out truthfully. You warrant that you are authorised to make this application on behalf of all applicants and/if alternative contact persons are provided and that each person consents and agrees to the handling of their information as the same terms as you have.

**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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**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:	\$	weekly	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.