

***RayWhite***<sup>®</sup>

# Tenancy Application Form

## 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:		

## PERSONAL DETAILS

Given name(s):
Surname:
Mobile:
Home Phone:
Work Phone:
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:	

## CURRENT TENANCY 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:		



### 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](http://raywhitehomenow.com/privacy-policy)

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

**PREVIOUS TENANCY 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:		

**INCOME**

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

**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:	
Accountant 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:	

**ADDITIONAL INFO**

Pets:	Yes	No	Smokers:	Yes	No
If yes, please state: Pet type:					
Pet breed:					
Council registration:					

## SUPPORTING DOCUMENTS

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

80 pts	Drivers License
80 pts	Passport Photo Page
20 pts	Other Photo ID
20 pts	Medicare Card
20 pts	Telephone/ Electricity / Gas Account

## REQUIRED DOCUMENTS

We are unable to process your application until all applicable documents are received.

FULL Recent Bank Statement	(Mandatory for all applicants)
Employed - 3x most recent pay slips	
Unemployed - Centrelink income statement	
Self Employed - Most recent tax return	
Home Owner - Rates notice and details of selling agent	
Rental Ledger from Previous Agent	

## 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:	\$	
Rental Bond:	\$	
Subtotal:	\$	
Less Holding Fee:	\$	
Amount payable upon signing Tenancy Agreement:	\$	

## HOLDING FEE

Complete for properties in NSW if you wish to reserve the property for a period of time.

The Holding Fee is equivalent to one week's rent to hold the property for a period of 7 days only, starting from the funds are received. The Agent undertakes that:

- A Holding Fee may only be requested following approval of the application by the landlord;
- A receipt for the amount, property, landlord and tenant names and holding period must be provided to the tenant.
- Where a Holding Fee has been paid, a landlord must not enter into another tenancy agreement for that period with another tenant.
- Should the tenant withdraw from the tenancy application, the landlord may retain the whole Holding Fee.
- A Holding Fee should be attributed to rent upon the tenancy commencing.
- The Applicant understands that, should they decide not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Holding Period, the landlord may retain the whole Holding Fee representing the rent that would have been paid during the Holding Period.

## HOLDING DEPOSIT

Complete for properties in QLD if you wish to reserve the property for a period of time.

In accordance with Section 161 (5) (a) of The Residential Tenancies and Rooming Accommodation Act 2008 QLD, if a tenancy agreement is entered into by the Applicant, the Holding Deposit will be applied in full to the rental bond.

- The Holding Deposit is equivalent to one week's rent, and holds the premises in favour of the Applicant for a period of 7 days, starting from the date the Holding Deposit is paid to the Agent. The Applicant must exercise the option to enter into a tenancy agreement by no later than the end of the 48 hour option period.
- The Applicant agrees that, should they withdraw their application during the 48 hour option period, then the deposit will be refunded in full. After the option period expires the Applicant agrees that the Holding Deposit will be forfeited.

The Applicant agrees to pay a Holding deposit/fee of (equivalent to 1 week's rent):

\$

## PRIVACY POLICY

## CONSENT

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.

I AGREE TO REIMBURSE RAY WHITE MILL PARK \$165 FOR ADVERTISING COSTS INCURRED IF I RENEGE ON TAKING THE PROPERTY AFTER HAVING PAID THE FIRST MONTH'S RENT.

X

Signature

Date