

# RESIDENTIAL TENANCY APPLICATION

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

ADDRESS OF PROPERTY: \_\_\_\_\_

APPLICANT(S) SURNAME(S): \_\_\_\_\_

**RayWhite**

Please read prior to completing your application:

- One separate application is to be completed per adult (An adult is anyone over the age of 18 years old)
- This application cannot be processed until it is completed in full including the copies of supporting documents (Refer to the preferred documents below – Please do not leave original documents)
- Please ensure the privacy statement has been signed.
- If emailing or faxing your application forms, please contact our office to confirm all documents have been received.
- Our agency staff will contact you within 24 – 48 business hours to advise whether the application has been approved or declined by the Landlord.

**REQUIRED DOCUMENTATION:** Please note you are required to provide a minimum of 100 points.

Applications **cannot** be processed without the following:

- **PHOTOGRAPHIC IDENTIFICATION** (Drivers License or Proof of Age Card, and/or Passport)
- **RENT PAYMENT HISTORY** (Tenancy Ledger and/or 4 most recent rent receipts)
- **PROOF OF CURRENT RESIDENTIAL ADDRESS** (Phone/Electricity account or similar)
- **SUPPORTING PROOF OF INCOME** (Payslips and/or Centrelink Statements)

## STATEMENT OF COSTS:

Total Start Up cost is 6 x weeks Rent (4 x Weeks Bond + 2 x Weeks Rent)

- Holding Deposit = Equivalent of 2x Weeks Rent (Part Bond) – **NON REFUNDABLE**
- Balance of Bond and Advance Rent = 4 x Weeks Rent.

Please note: We do not have EFTPOS and do not accept credit cards or personal cheques.

## THESE PAYMENTS MUST BE MADE BEFORE KEYS CAN BE RELEASED TO PROPERTY

### 100 POINT IDENTIFICATION CHECK

In order for your application to be processed you must be able to meet the 100 Point check criteria. If you are unable to provide 100 points of ID you will need to speak with our office when submitting your application.

You **must** provide a form of photo ID from the following list:

- |                   |       |
|-------------------|-------|
| - Drivers License | 40pts |
| - 18+ Card        | 40pts |
| - Passport        | 40pts |

You can provide any of the following to make 100 points –

- |   |        |
|---|--------|
| - Proof of income – Bank statements, Wage slips, Centrelink statement | 30 pts |
| - Employment Confirmation Letter                                      | 20pts  |
| - Rental Ledger or 4 x Rent Receipts (5 pts each)                     | 20pts  |
| - Current Motor Vehicle Registration Papers                           | 20pts  |
| - Birth Certificate   | 20pts  |
| - Copy of Utilities account showing current address                   | 10pts  |
| - Other Identification( Medicare Card, Bank Card, Pensioner Card      | 10pts  |

**Office Hours:** Monday – Thursday 8:30am – 5:00pm, Friday 8:30am – 4:00pm, Applications can be submitted via email for your convenience: [pm.victoriapoint@raywhite.com](mailto:pm.victoriapoint@raywhite.com)

**Processing:** Applications are generally processed within 48 hours however if we are unable to contact your references or confirm your details within this period it may take longer. During the application process your details will be checked on TICA.

**Approval and Sign Up:** If your application is approved, we will contact you to come in to pay a non-refundable holding deposit within 24 hours. We will make an appointment time to sign the tenancy agreement. All occupants must be present to sign the tenancy agreement prior to collecting the keys.

**Collection of Keys:** Prior to key collection, the lease must be signed and a total of 6 x weeks rent must be paid.

**Electricity/Telephone Connection:** It is a tenant's responsibility to organise connection of all utilities prior to commencement of the tenancy and to ensure they are disconnected at the end of the tenancy.

**PROPERTY DETAILS AND LEASE PARTICULARS:**

**RayWhite**

**ADDRESS:** \_\_\_\_\_

Rent \$ \_\_\_\_\_ p/w  
Intended period to stay: \_\_\_\_\_  
If approved, I would like the lease to start \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
6 months / 12 months /  
Other \_\_\_\_\_  
Number of persons to occupy the premises: Adults (Applicants) : \_\_\_\_\_ Children (Occupants): \_\_\_\_\_  
**Name and Date of Birth of all people to reside:** \_\_\_\_\_

Do you have any pets? Yes / No  
Height: \_\_\_\_\_  
Number of Cars / Boats / Trailers that will be kept at the property: \_\_\_\_\_  
Number: \_\_\_\_ Type: \_\_\_\_\_ Breed: \_\_\_\_\_  
Weight: \_\_\_\_\_ Age: \_\_\_\_\_ Outside: \_\_\_\_\_ (attach photo)

Rego Details of all vehicles to be kept at the property: \_\_\_\_\_

**PERSONAL APPLICANT DETAILS:**

Applicants **FULL** Name: \_\_\_\_\_ D.O.B \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Are you known by any other name? No / Yes: \_\_\_\_\_ Are you a smoker? YES / NO  
Contact Details: Home: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work: \_\_\_\_\_  
Email: \_\_\_\_\_  
Licence or Passport Number: \_\_\_\_\_ Car Registration Plate Number \_\_\_\_\_ - \_\_\_\_\_  
Have you assessed your capacity to meet the rental payments of this proposed tenancy? Yes / No

**INCOME / EMPLOYMENT:**

Company Name: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Part Time / Full Time / Casual  
Net Income: \$ \_\_\_\_\_ per week / fortnight / month Period of Employment : \_\_\_\_\_ Years \_\_\_\_\_ Months  
Verification purposed: Employers Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
*\* If you are self-employed, please provide business reference e.g. accountant above.*

**CURRENT RESIDENCE:**

Property Address: \_\_\_\_\_  
I was: Renting / Owned Home Period of stay / occupancy at this address: \_\_\_\_\_ Years \_\_\_\_\_ Months  
Rent / Mortgage Payments: \$ \_\_\_\_\_ per week / fortnight / month  
Reason for Relocating: \_\_\_\_\_  
If renting: Agency / Landlord: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**PREVIOUS RESIDENCE:**

Property Address: \_\_\_\_\_  
I was: Renting / Owned Home Period of stay / occupancy at this address: \_\_\_\_\_ Years \_\_\_\_\_ Months  
Rent / Mortgage Payments: \$ \_\_\_\_\_ per week / fortnight / month  
Reason for Relocating: \_\_\_\_\_  
If renting: Agency / Landlord: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Was your bond refunded in full? Yes / No - If no please provide reasoning: \_\_\_\_\_  
Have you ever been terminated by either Agency / Landlord? No / Yes – if yes, please provide reasoning: \_\_\_\_\_  
Do you have any outstanding monies owing to either Agency / Landlord? No / Yes – if yes, details: \_\_\_\_\_

**PERSONAL REFERENCE:** (please provide name of someone not related to you who can be contacted during business hours)

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_ Time Known: \_\_\_\_\_ Years: \_\_\_\_\_ Months  
**Next of Kin:** (someone related to you who will be residing away from the property – in case of emergency)  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_

# PRIVACY STATEMENT

The RayWhite logo is located in the top right corner of the document. It features the brand name "RayWhite" in a bold, sans-serif font, with "Ray" in black and "White" in white. The text is set against a solid yellow rectangular background.

## *Applicant(s) Declaration and Authority to Obtain Information*

Applicant(s) Name: \_\_\_\_\_

I, the applicant do solemnly and sincerely declare that I am over the age of 18 years old and am not bankrupt or have ever declared bankruptcy and the above information is true and correct and that I have supplied the information enclosed of my own free will. I, the applicant understand that you as the agent for the lessor have collected this information for the purpose of checking identification, character, credit worthiness and determining if the applicant will be a suitable tenant for the property.

I have inspected the mentioned premises on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ and wish to take a tenancy of such premises its inspected condition for a period of \_\_\_\_ months commencing from \_\_\_\_ / \_\_\_\_ / \_\_\_\_ at a rental amount of \$\_\_\_\_ per week and that the rental amount to be paid is within my means. I also undertake to pay a bond of \$\_\_\_\_ (total of 4 weeks rent) upon the signing by me of the tenancy agreement.

In accordance with Section 18n (1) (b) of the Privacy Act, I agree and accept that this application is subject to a satisfactory report as to the tenants credit worthiness. I understand that you as an agent are bound by the Privacy Act and the National Privacy Principals and I hereby give authority for Ray White Victoria Point (the agent) to check references including credit check, employment details, database agencies, rental references, personal references and any other checks necessary to confirm the details provided. I also authorise the agent to provide information to the lessor of the property, credit providers, insurance providers, other agents, salespeople, database agencies, maintenance contractors or any other third party who may have a beneficial interest in the tenancy.

Please be aware that if unsuccessful (declined) the agent is not obligated to disclose why the applicant was unsuccessful and we will discard your application and any attached information within one month of receipt. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.

If successful (approved) I, the applicant, undertake to pay a **non-refundable** option of two (2) weeks bond once this application is approved within 24 hours of approval, understanding:

- a) Should I change my mind about renting the above property after being approved from the date of confirmation, the bond monies will not be refunded and therefore forfeited.
- b) If Ray White Victoria Point approve my application, my deposit becomes a part bond to secure the lease.
- c) I agree that all rental payments will be made by way of either DEFT payments, money order or bank cheque to Ray White Victoria Pint. I also agree that any costs in relation to this direct debit from my nominated bank account.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_