



Tenancy Application Form

411 Brighton Road
Brighton SA 5048
Telephone: (08) 8276 2200
Fax: (08) 8276 2211
Email: brighton.sa@raywhite.com

*** Please check that ALL sections are neatly and correctly completed and that identification documents are attached, as your application will not be processed until all information is completed.

We recommend that you email your completed application to our office; applications may be lodged in person and our office is open between 8:30am – 5pm, Monday – Friday. We will respond to you within two working days, subject to the availability of referees.

Please attach photocopies of documents which add up to 100 points of identification; acceptable evidence may be found from the list below:

Drivers License	40 Points	Current Rent History	30 Points
Passport/Photo I.D.	40 Points	Bank Statement	20 Points
Birth Certificate	30 Points	Phone, Gas, Electricity Bill	20 Points
Last 3 Rent Receipts	30 Points	Current M.V. Rego Papers	10 Points
Last 3 Pay Slips	30 Points	ATM, Credit Card, etc	10 Points

If your application is unsuccessful you will be notified via an SMS message. Due to privacy laws no reason can be given for unsuccessful applications. Once we have notified you, your application will be destroyed. If you wish to collect it please notify us immediately.

Ray White Property Management or the Landlord cannot guarantee that the property that you have applied for has an active phone line connected or in an internet availability area, it is the tenant responsibility for any investigation or connection of such services to the applied property. Ray White Property Management can offer a free connection service through Direct Connect and they assist in the reconnection of this phone line and other utility service that you require.

Ray White®

***required field**

Property applied for: _____

Property rental \$ _____ per week. Payable fortnightly in advance

Bond amount \$ _____ Bond provided from: Own funds / Housing Trust Guarantee / Easy bond pay

Term of tenancy: 6 / 12 / 24 months. Able to commence tenancy (move in) / /

Applicant 1 ***required field**

Applicant 2

Full Name:	Full Name:
Current Address inc Postcode:	Current Address inc Postcode:
Length of time at address:	Length of time at address:
Date of Birth: Driver's lic. no.:	Date of Birth: Driver's lic. no.:
Ph Work: Ph Home:	Ph Work: Ph Home:
Mobile: Fax:	Mobile: Fax:
Email Address:	Email Address:

Rental Reference 1 ***required field**

Current landlord/agent:	Current landlord/agent:
Day time phone:	Day time phone:
Reason for vacating current address:	Reason for vacating current address:
Current rent rate:	Current rent rate:

Rental Reference 2

Previous address:	Previous address:
Tenancy time period:	Tenancy time period:
Previous landlord/agent:	Previous landlord/agent:
Day time phone:	Day time phone:
Reason for vacating previous address:	Reason for vacating previous address:
Previous rent rate: \$	Previous rent rate: \$



Current Employment (if studying insert student details) ***required field**

Occupation:	Occupation:
Name of Employer:	Name of Employer:
Address:	Address:
Name of person who can verify your details:	Name of person who can verify your details:
Employer's phone:	Employer's phone:
Fax:	Fax:
Email:	Email:
Length of service:	Length of service:
Net income per week: \$	Net income per week: \$
Other sources of income?: \$	Other sources of income?: \$

Business Reference (different to above)

Name:	Name:
Day time phone:	Day time phone:
Address:	Address:
How they know you:	How they know you:

Additional reference (not a relative)

Name:	Name:
Day time phone:	Day time phone:
Address:	Address:
How they know you:	How they know you:

Nearest relative (in case of emergency)

Name:	Name:
Contact Number:	Contact Number:
Relationship:	Relationship:



If self-employed, name/phone of accountant: _____

Full names and ages of all persons who will be permanently residing at the property: ***required field**

Full details of any pets requested to be kept on the premises including if they are inside/outside pets

Other relevant details: _____

I/We (please print clearly)

Applicant (1) _____

Applicant (2) _____

Hereby authorise Ray White Property Management to access all employment/rental history deemed relevant to evaluate my tenancy application. This may include details regarding length of employment, positions held, salary or wage, and any rental history. Including any national tenancy databases.

Signed (1): _____ Dated: / /

***required field**

Signed (2): _____ Dated: / /

AUTHORITY AND PRIVACY ACT

The applicants and each of them acknowledge and authorise the Letting Agent to make all necessary enquires to verify the information provided herein, including information relating employment, rental history and personal references, and to report on these matters to the Landlord under the provisions of the Privacy Act (SA) www.privacy.gov.au

The Agent uses personal information collected from you to act as the agent and to perform its obligations as agent. The Agent may disclose information to other parties such as its client, to potential purchasers of the property, or to clients of the Agent both existing and potential, as well as the tradespeople, strata corporations, government bodies and to other parties as required by law. The Agent will only disclose information in this way to other parties as required to perform their duties for the purposes specified above or as otherwise allowed under the Privacy Act 1988. If you would like to access this information you can do so by contacting the Agent at the address and contact numbers stated on this application form. You can correct any information if it is inaccurate, incomplete or out-of-date. Real estate and tax law requires some of this information to be collected.



I/We confirm and acknowledge that:

The information contained in this application is true and correct.

All of the applicants are over the age of 18 years, that the rental payments are within my/our means and that none of the applicants are bankrupt or an undischarged bankrupt.

I/We understand that if I/We accept the property upon advice from the agent that the landlord/s has accepted this application, a tenancy agreement with terms including the rental and other conditions contained in this application comes into existence immediately and is legally binding upon me/us. I/We undertake then to enter into a written Residential Tenancy Agreement as per the conditions agreed to in the application. Only those persons listed on this application will permanently reside at the property.

If I/We enter into a Residential Tenancy Agreement, and fail to comply with obligations under that agreement, that fact and other relevant information collected by the agent during the tenancy may be disclosed to the landlord, third party operators of tenancy databases and/or other agents.

I/We will pay a security bond, equal to 4 weeks rents if the rent is under \$251 per week, or equal to 6 weeks rent if the rent is over \$250 per week. Any bond guarantee provided by Housing SA must be presented prior to signing the tenancy agreement. Two weeks' rent is to be paid within 48 hours as a holding deposit; this will be deducted from your first rental payment.

Rent payments are through a direct debit service provided by Payment Gateway at a cost of \$1.65 per transaction (unless specifically agreed otherwise prior to signing the residential lease agreement)

The owner/agent reserves the right to increase the rent after the first 12 months of tenancy unless mutually agreed in accordance with the Residential Tenancies Act.

If your application is successful, would you like us to forward your details to 'Direct Connect' – 1300 664 715 – to assist you in connecting the utilities.

YES NO

The following water costs will apply (unless specifically agreed otherwise): quarterly water supply charges plus all water usage at a rate and manner determined or prescribed from time to time by SA Water. All water costs will be calculated and adjusted on a daily basis for the duration of the tenancy.

That the signing of a pet agreement is required if pets are allowed on the property.

These premises are designated "smoke-free". If our application is accepted, do you and any other co-tenants, sub-tenants, occupiers and guests; agree to not smoke in the premises?

YES NO

Signed (1): _____ Dated: / /

Signed (2): _____ Dated: / /

Payment Gateway

What is it?

Payment Gateway is a rental payment system which gives you several options to pay your rent, water, bond and all other Tenant payments due to your Managing Agent.

What is the difference between making a direct debit (i.e. direct transfer or EFT) into your Agents Trust Account and using a Tenant Rent Payment System?

If providing an incorrect reference number, your payment could go missing or be allocated to the wrong tenant.

If you make payment by mistake, you will be reliant on your bank to cancel your payment. This is a lengthy time consuming process.

Your payment options are limited.

When using a Tenant Rent Payment System such as Payment Gateway, the benefits to you are:

By paying your rent via Payment Gateway, this will ensure your payment never goes missing.

You will have access to an online portal where you can view your registered details, view and print off all your payment history, cancel payments, forward date payments and submit one-off payments.

Payment Gateway gives your flexibility to pay using several payment methods, so you are always in control of your rent payments.

With Payment Gateway, you are in control and you decide when you want to pay rent (fortnightly, monthly, etc.) to manage the payment service fee.

What are my options?

You can make payments via:

Telephone: by calling a 1300 number and quote your unique tenant # and password

Internet: log into a secure tenant portal with your unique tenant # and password

Automatic Recurring Payment: have your agent set up a Recurring Schedule on your behalf.

What does it cost?

Tenants are charged for the use of the Payment Gateway service by a third party payment processor – IP Payments.

Payment Method	Service Fee	Convenience Fee/ Surcharge	Total
Bank Account	\$1.65	\$0.00	\$1.65
Credit Card	\$0.00	2.2% Surcharge	2.2% Surcharge

There are no other associated costs – no ongoing service fees, processing fees or dishonour fees – you will only pay for a service fee when you make payment.

Why Payment Gateway is so secure:

Payment Gateway is powered by IP Payments who are Payment Card Industry Data Security Standard (PCI-DSS) Level 1 compliant. Adherence to this standard ensures all payment information is stored securely.

IP Payments are subject to yearly independent audits.

The system will keep a log of access details – it will note the date and time, what was accessed and what changes were made (if any).

All transactions are allocated a receipt number common to tenant, agent and the bank. Therefore, any transaction can be tracked if required.

How do I register?

You will need to complete a Payment Gateway service request form and provide this to your agent. Your agent will then provide you with all that is required to get you started.



easyBondpay™

making renting easier for you



**we make
renting easy
for you**



paying your bond by the month is easy

What is easyBondpay?

Moving home is expensive enough without the added financial stress of paying your rental bond upfront. With easyBondpay you can ease the pain of moving home and pay your rental bond over 6 or 12 monthly instalments.

Applying is easy and no credit rating is required. Simply tell your property manager you would like to pay your bond by easyBondpay and they will do the rest.

Paying your rental bond in smaller, monthly instalments lets you save your money for more important things, like enjoying your new home.

6 month lease example repayments:

\$1,500.00 rental bond –

6 equal monthly payments of \$273.25*

* Total payable \$1639.50 including interest and charges over the 6 month term.

Make bond payments EASY with easyBondpay.



NO SUPPORTING DOCUMENTS REQUIRED



INSTANT APPROVAL

How does it work?



Apply for rental and advise your property manager that you wish to pay your bond monthly with easyBondpay.



Your property manager processes your application and receives instant approval.



We pay your full bond the very same business day directly to your property manager.



That's it! We deduct your monthly instalments until the bond has been repaid in full.



6 OR 12 MONTH EASY PAYMENT OPTIONS



NO MINIMUM OR MAXIMUM BOND VALUE



SAME DAY, FULL BOND PAYMENT

EasyBondpay is a product of Principal Finance, an independent finance provider offering a range of leading edge finance products, which also include premium funding and fee funding.

www.easybondpay.com.au or call us on 1300 022 663 (1300 02 BOND)