

APPLICATION FOR RESIDENTIAL TENANCY

IMPORTANT – To Consider Your Application, We Require You To:

- **FILL IN COMPLETELY AND SIGN THE APPLICATION FORM** with all relevant information and reference details, and all persons wishing to reside clearly indicated. **WE CANNOT PROCESS THIS FORM UNLESS ALL PARTS HAVE BEEN FULLY COMPLETED.**
- Read and Sign the **Privacy Act Acknowledgement Form**
- Provide identification to pass our **100 POINT CHECK**

PROOF OF IDENTIFICATION REQUIRED – 100 POINT CHECK

We require each applicant to provide the following:

WE REQUIRE IDENTIFICATION FROM ALL THREE CATEGORIES WITH A TOTAL SUM OF 100 POINTS OR MORE

CATEGORY	IDENTIFICATION REQUIRED PER APPLICANT	POINT VALUE
1 <input type="checkbox"/> Tick	Current Agent Rent History Ledger/Record	50 points
1 <input type="checkbox"/>	Passport (only if Non-Australian Resident)	40 points
1 <input type="checkbox"/>	Passport (Australian Resident)	50 points
1 <input type="checkbox"/>	Latest Telephone Account (Landline Only)	40 points
1 <input type="checkbox"/>	Latest Electricity or Gas Account (With Address)	40 points
1 <input type="checkbox"/>	Current Driver's Licence (With Photo)	40 points
1 <input type="checkbox"/>	Proof of Age Card (With Photo)	40 points
2 <input type="checkbox"/>	Tertiary Education Photo ID	30 points
2 <input type="checkbox"/>	Current Vehicle Registration	30 points
3 <input type="checkbox"/>	Medicare Card	10 points
3 <input type="checkbox"/>	Citizenship Certificate	10 points
3 <input type="checkbox"/>	Birth Certificate	10 points
3 <input type="checkbox"/>	Debit/Credit Card	10 points

PROCESSING AND APPLICATION ACCEPTANCE/NON ACCEPTANCE

PLEASE READ CAREFULLY

- Your application will be processed with the information provided and submitted to the landlord for their acceptance or non-acceptance for tenancy. This is always a landlord decision.
- **IMPORTANT** – We are unable to give any reason for non-acceptance, if your application is not approved for tenancy.
- Should your application be accepted, you will be asked to pay the bond/first month's rent and sign the lease as soon as possible. You will be asked to pay the monies in cash, bank cheque or money order.
- Please note if you are approved for the property, keys will not be handed to you earlier than the tenancy agreement start date.
- Should your application be unsuccessful you may be notified by sms messaging.
- It is a tenant responsibility to arrange connection of electricity, telephone and gas supply to the property once the application is approved.
- Please ask your property manager if they are able to assist with utility connection services.

Residential Application Form

For your application to be processed you must answer all questions (including the reverse side).

Ray White®

A. AGENT DETAILS

RAY WHITE MT EVELYN

Address: 5 York Rd, Mt Evelyn VIC 3796

Phone: 03 9736 1914 **Fax:** 03 9736 2314

Email: mtevelyn.vic@raywhite.com

Property Manager:

B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

Postcode

2. Lease commencement date?

Day Month Year

3. Lease term?

Years Months

4. Property rental?

\$ per week \$ per calendar month

5. How many people will usually occupy the property?

Adults Children Ages

6. Names of other applicants?

7. Car Registration?

8. Do you have any pets? YES NO

Breed/Type/Age Council Registration Number

9. Have you inspected this property? YES NO

C. PERSONAL DETAILS

10. Please give your details.

Mr Ms Miss Mrs Other

Surname Given name/s

Date of birth Driver's licence number

Driver's licence expiry Driver's licence state

Passport number Passport country

11. Please provide your contact details.

Home phone number Mobile phone number

Work phone number

Email address

D. UTILITY CONNECTIONS

YourPorter Telephone: 1300 400 600
Connections, powered by iSelect Fax: 1300 326 468
www.yourporter.com.au

YourPorter is a FREE service connecting utilities and other services. If the Agent approves this application, YourPorter will connect your water for the purpose of usage charges at your new property on behalf of the Real Estate Agent. YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

Electricity Gas Water
 Telephone Pay TV Internet
 Car Insurance Home & Contents Health Insurance
 Life Insurance Home Loans

DECLARATION AND ACCEPTANCE:

I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service provider iSelect Ltd to contact me for the connection of services as offered by YourPorter.

I/We acknowledge that if I/We do not provide my/our personal information, YourPorter and iSelect will not be able to provide these services to me/us. YourPorter and iSelect will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

I/We acknowledge that iSelect, the Agent, its employees and YourPorter may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter and iSelect contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter and iSelect to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter and iSelect will otherwise collect, hold, use and disclose personal information in accordance with their respective privacy policies, which are available at www.yourporter.com.au/general/privacy-policy/ and <http://www.iselect.com.au/privacy-policy/>. YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees).

I/We acknowledge that neither YourPorter nor the Agent nor iSelect accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

Signature Date

X / /

E. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancies Agreement pursuant to the Residential Tenancies Act 1997.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

(a) the owner or the Agent of my current or previous residence;
(b) my personal referees and employer/s;
(c) any record, listing or database of defaults by tenants such as NTD or TICA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting:

- NTD: 1300 563 826
- TICA: 1902 220 346

If I default under a rental agreement, the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

(a) communicate with the owner and select a tenant
(b) prepare lease/tenancy documents
(c) allow organizations/tradespeople to contact me
(d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
(e) refer to Tribunals/Courts and Statutory Authorities (where applicable)
(f) refer to collection agents/lawyers (where applicable)
(g) complete a credit check with NTD (National Tenancies Database Phone 1300 563 826 – Email info@ntd.net.au)
(h) transfer water account details into my name

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

We hope this information is of value to you. If there is anything we can do to make the 'moving in' process easier for you, please let us know. It is our aim to provide you with every assistance possible to ensure that your association with this office is an enjoyable one.

I am aware that the agent will disclose my personal information to YourPorter for the purposes of transferring the water account into my name. This will enable YourPorter to connect all accepted tenants to relevant water boards for water usage.

I have acknowledged that I have read and understood the Privacy Act 1988: APP privacy policy for applications for a residential tenancy.

Signature Date

X / /

OFFICE USE ONLY

Application received: Date / / Time :

Application submitted to YourPorter (if required)
 Transfer or New Applicant
 Supporting documents received
 Privacy statement signed
 Tenant informed / Landlord informed
 Landlord approved

F. APPLICANT HISTORY

12. What is your current address?

Postcode	

13. How long have you lived at this address? Years Months

14. Please tell us about this residential address.

Name of landlord Agent Private

--

Landlord/agent's phone number Weekly rent \$

Reason for leaving this address?

--

15. What was your previous residential address?

Postcode

16. How long did you live at this address? Years Months

17. Please give us further information about this residential address.

Name of landlord or agent

--

Landlord/agent's phone number Weekly rent \$

Was bond refunded in full? If NO, why not?

 YES NO

--

G. EMPLOYMENT HISTORY

18. Please provide your employment details with proof of income (eg. payslip, bank statement, centrelink statement).

What is your occupation?

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What is the nature of your employment?
(FULL-TIME / PART-TIME / CASUAL)

Employer's name (inc. accountant if self-employed or institution if a student)

--

Employer's address

Postcode

Contact name Phone number

--

Length of employment Years Months

Weekly income \$ Other income \$

H. PREVIOUS EMPLOYMENT DETAILS

19. Please provide your employment details.

Occupation

--

Employer's name

--

Length of employment Years Months

Contact name Phone number

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I. CENTRELINK BENEFITS

20. Please provide details of any Centrelink benefits.

Type

\$	Per Week	\$	Per Month
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J. CONTACTS / REFERENCES

21. Please provide next of kin details (not living with you).

Surname	Given name/s
Relationship to you	Phone number

22. Please provide two personal referees (not related to you).

1. Surname	Given name/s
Relationship to you	Phone number
2. Surname	Given name/s
Relationship to you	Phone number

K. STUDY

23. Please provide your study details (if applicable).

Place of Study

--

Course being undertaken

--

Course Length Enrolment Number

--	--

Campus Contact Phone Course Co-ordinator Phone

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Parent's Name Parent's phone number

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Parents Income

\$

Parent's Address (including if overseas)

DISCLAIMER

I confirm the following:

- During my inspection of the property, I found it to be in a relatively clean condition; OR
- I believe the attached items should be attended to prior to my tenancy commencing. *Please attach a separate document.*

I acknowledge that these items are subject to the owner's approval.

PLEASE NOTE

Initial payments must be made by bank cheque, money order or direct deposit into nominated trust account within 24 hours after approval of application. No personal cheques or cash accepted for rent or bond. Keys will not be handed over until the lease agreement has been signed by all applicants and first month rent and Bond has been paid. This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

- I have read and agree to the above.

SUPPORTING DOCUMENTATION

You must provide:

- Proof of income (required with every application).
- Minimum of 100 points of ID. Please tick what you are providing.

<input type="checkbox"/> Driver's licence / Passport	40 points
<input type="checkbox"/> Last four rent receipts	50 points
<input type="checkbox"/> References from previous landlords	20 points
<input type="checkbox"/> Birth Certificate	10 points
<input type="checkbox"/> Concession / Pension Card	10 points