

Tenancy Application Form

Address of Property	
Name of all Adult Applicants	

Completing the Application Form

When completing and submitting an application for a rental property the following requirements must be met:

- Every person over the age of 18 years is to complete an application form.
- The application form must be completed in full.
- 100 points of ID are to be provided along with photo identification and proof of income, eg.- 2 most recent payslips, Centrelink statement or bank statement.
- Please attach any reference that you believe may add merit to your application or a referee's contact details if you do not have a written reference.
- The privacy act statement MUST be signed to enable your application to be processed.
- You are required to view the property, or have somebody view it on your behalf, prior to your application being processed.
- Ray White Bendigo uses the TICA national database to check tenancy applications. TICA contact details: www.tica.com.au, ph:190 222 0346.
- You are required to provide full details of your employment, including the name of your manager and the telephone number (landline and mobile) of the business.
- If you are a home owner and have recently sold your house, please provide details of your selling agent as they can be used as your referee.
- If you are currently unemployed, or receiving any form of Centrelink Benefits, we require an Income Statement which you can obtain from Centrelink.
- If you are currently self-employed we require a copy of your last 4 weeks of bank statements as well as the contact details of your accountant.

Processing Applications

We aim to process applications within 3 business days. Keep in mind that the processing of applications involves checking numerous references. It is in your best interest to provide business hours contact details for all references.

When we have completed checking references, the application is then presented to the Landlord. The Landlord may then take time to deliberate on the decision.

We will contact you to advise whether your application has been successful or not.

If your application has been successful

Within 48 hours of acceptance, the tenancy agreement must be signed, a minimum of 2 weeks rent must be paid and a security bond equal to 4 weeks rent must be paid in the form of a bank cheque or money order made out to the RTBA in order to secure the property. Your rental payments must stay 2 weeks in advance throughout the duration of your tenancy. PLEASE NOTE: CASH OR EFTPOS CANNOT BE ACCEPTED FOR PAYMENT OF THE BOND.

If your application has been unsuccessful

You will be notified by either phone or text message.

Your application is regarded as a confidential document. If your application is deemed unsuccessful it will be destroyed.

Please advise our office if you wish to be considered for another property and we will hold the application on file for a period of 4 weeks.

Application Details

Please be advised that this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form.

Property Details

Address of Property:			
Preferred Lease commencement date:		Lease term:	
Rent per week: \$		Number and type of PETS:	
Any other ADULT occupants for the property not on this form:			
Names and ages of any CHILDREN to occupy the property:			
What date did you inspect the property?			
Where did you see this property advertised? <input type="checkbox"/> Newspaper <input type="checkbox"/> Office rental list <input type="checkbox"/> Signboard <input type="checkbox"/> Internet site			
How will you be paying rent? <input type="checkbox"/> Direct Debit <input type="checkbox"/> Centrepay <input type="checkbox"/> Cheque or Money Order			

Personal Details

Applicant 1		Applicant 2	
Given Name(s):		Given Name(s):	
Surname:		Surname:	
Mobile:		Mobile:	
Home Phone		Home Phone	
Work Phone:		Work Phone:	
Email:		Email:	
DOB:	Age:	DOB:	Age:
Drivers Licence No:		Drivers Licence No:	
Passport No:	Country:	Passport No:	Country:
Car Make/Model:		Car Make/Model:	
Car Registration:	Car Colour:	Car Registration:	Car Colour:
Next of Kin:		Next of Kin:	
NOK Phone:		NOK Phone:	

Rental History

Applicant 1	Applicant 2 (if the same as Applicant 1, write "SAME")
CURRENT ADDRESS:	CURRENT ADDRESS:
Rent or Own: Rent paid: \$	Rent or Own: Rent paid: \$
Dates at address:	Dates at address:
Reason for leaving:	Reason for leaving:
Name of Landlord/Agent:	Name of Landlord/Agent:
Phone No:	Phone No:
PREVIOUS ADDRESS:	PREVIOUS ADDRESS:
Rent or Own: Rent paid: \$	Rent or Own: Rent paid: \$
Dates at address:	Dates at address:
Reason for leaving:	Reason for leaving:
Name of Landlord/Agent:	Name of Landlord/Agent:
Phone No:	Phone No:
Was bond refunded in full?	Was bond refunded in full?
If not, why?	If not, why?
PREVIOUS ADDRESS:	PREVIOUS ADDRESS:
Rent or Own: Rent paid: \$	Rent or Own: Rent paid: \$
Dates at address:	Dates at address:
Reason for leaving:	Reason for leaving:
Name of Landlord/Agent:	Name of Landlord/Agent:
Phone No:	Phone No:
Was bond refunded in full?	Was bond refunded in full?
If not, why?	If not, why?

Income Details

Applicant 1	Applicant 2
Occupation:	Occupation:
Company:	Company:
Address:	Address:
Manager's Name:	Manager's Name:
Phone:	Phone:
Dates of Employ:	Dates of Employ:
Net weekly income: \$	Net weekly income: \$
SELF EMPLOYED - ABN No:	SELF EMPLOYED - ABN No:
Accountant's Name:	Accountant's Name:
Accountant's Contact No:	Accountant's Contact No:
CENTRELINK	CENTRELINK
Type of payment:	Type of payment:
Net weekly payment received: \$	Net weekly payment received: \$
Weekly income from other sources: \$	Weekly income from other sources: \$
Sources of other income:	Sources of other income:

References

Applicant 1	Applicant 2
Business Referee Name:	Business Referee Name:
Company:	Company:
Relationship:	Relationship:
Phone:	Phone:
Personal Referee Name:	Personal Referee Name:
Relationship:	Relationship:
Phone:	Phone:

Privacy Statement

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and owner's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

myconnect

Connecting utilities has never been easier!



To save you time when you're moving house, Ray White can assist you by arranging your utility connections. It's a FREE service and there's NO obligation.



Yes, Please Contact Me

Phone: 1300 854 478

Fax 1300 854 479

enquiry@myconnect.com.au

www.myconnect.com.au

Consent

I, the Applicant, acknowledge that I have read the Privacy Disclosure Statement. I authorise the Agent to collect information about me from:

- i. My Previous letting agents and/or landlords;
- ii. My personal referees;
- iii. Any Tenancy Default Database which may contain personal information about me. I also authorize the Agent to disclose details about

any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorize the Agent to disclose the personal information collected about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.

Unless I have opted out below, I:

- ✓ consent to the disclosure of information on this form to My Connect ABN 34 121 892 331 for the purpose of arranging the connection of nominated utility services;
- ✓ consent to My Connect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection;
- ✓ consent to My Connect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent;
- ✓ acknowledge the Real Estate Agent, its employees and My Connect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst My Connect is a free service, a standard connection fee and/or deposit may be required by various utility providers;
- ✓ acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and My Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities.

I have read, agreed to and understood all of the above terms and conditions that are relevant to me.

Applicant 1 Signature

Applicant 2 Signature

Date

Rental Payments & Acknowledgement

Keys will not be handed over until the lease agreement has been signed by all applicants and x2 weeks 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, 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 per week
First payment of rent in advance (minimum 2 weeks):	\$
Rental Bond (4 week's rent)	\$

I acknowledge that Ray White Bendigo's preferred payment method is Direct Debit and accept that fees may apply.

I understand that the Agent will also offer me an alternate facility to pay rental and other payments to the agency by Centrepay, cheque or money order. Cheque payments must be made at least 5 business days prior to the rent being due. I acknowledge that it is the office's policy to not accept cash as a method for rental payments because of risks associated with keeping cash on premises.

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 have inspected the premises and am satisfied with the current condition and cleanliness of the property.

Applicant 1 Signature

Applicant 2 Signature

Date

Office Use Only

100 point identification check – The following identification has been photocopied and is attached to this application

Item	<input checked="" type="checkbox"/>	Points	Initial		<input checked="" type="checkbox"/>	Points	Initial
Drivers License		40		Medicare Card		20	
Passport		40		Bank Debit/Credit Card		20	
Other Photo ID		20		Bank Statement		20	
Current Wage Advice		30		Telephone Account		20	
Previous Tenancy Reference		20		Electricity Account		20	
Previous 2 Rent Receipts		20		Gas Account		20	

Item	<input checked="" type="checkbox"/>	Initial	Item	<input checked="" type="checkbox"/>	Initial
Personal Reference Checked			Previous Agent Lessor Checked		
Tenancy Database Checked			Lessor Notified – Approved		
Employment Checked			Applicant Notified		