

# Tenancy Application Form

**Ray White Carnegie**

276 Neerim Road  
Carnegie Vic 3163, Australia  
Ph: (03) 9571 6777 F: (03) 9571 6755  
[carnegie.vic@raywhite.com](mailto:carnegie.vic@raywhite.com)

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:

A FREE OF CHARGE SERVICE TO HELP CONNECT YOU



Choose service and choose your service provider


Electricity  Gas

 Origin
   EnergyAustralia
   AGL

NO FIXED TERMS ON ELECTRICITY & GAS PLANS SO YOU ARE NOT LOCKED IN.\*

\* Note, you may be charged fees such as a disconnection fee when exiting your contract. You may also be charged fees by your current energy provider when exiting your existing plan.

Phone   Telstra
  Pay TV   Foxtel

Internet   Telstra
  Water

How Connection services from realestate.com.au works

REQUESTED CONNECTION DATE

PREVIOUS TENANCY DETAILS

Street Address:		
Suburb:		
Time at Address:	From:	To:
Rent paid: \$	<input type="checkbox"/> weekly	<input type="checkbox"/> monthly
Name of Landlord/Agent:		
Landlord/Agent Phone:		
Was the bond refunded in full?:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, please specify reasons why:		

INCOME

Employment Income:	<input type="checkbox"/> weekly	<input type="checkbox"/> annually
Other Income:	<input type="checkbox"/> weekly	<input type="checkbox"/> 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:	

## SUPPORTING DOCUMENTS

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

<input type="checkbox"/>	40 pts	Drivers License or Passport Photo Page
<input type="checkbox"/>	20 pts	Other Photo ID
<input type="checkbox"/>	20 pts	Current Payslip
<input type="checkbox"/>	20 pts	Previous 2 Rent Receipts
<input type="checkbox"/>	20 pts	Previous Tenancy Ledger
<input type="checkbox"/>	20 pts	Medicare Card
<input type="checkbox"/>	20 pts	Debit/Credit Card
<input type="checkbox"/>	20 pts	Bank Statement
<input type="checkbox"/>	20 pts	Utility Bill

## 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.

## 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.

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

\$

## 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:	\$	<input type="checkbox"/> weekly	<input type="checkbox"/> monthly
First payment of rent in advance:	\$		
Rental Bond:	\$		
Subtotal:	\$		
Less Holding Fee:	\$		
Amount payable upon signing Tenancy Agreement:	\$		

## PRIVACY POLICY

White Ray (Carnegie) PTY LTD T/A Ray White Carnegie is an independently owned and operated business. Our complete privacy policy can be found on our website. If you believe that your privacy has been breached, please contact us using the contact details on our website and provide details of the incident so that we can investigate it. Our procedure for investigating and dealing with privacy breaches is set out in our current complaints handling procedures.

We collect personal information in this form to assess your application for a residential tenancy. You also consent to us using your information for the purposes of direct marketing, business research and customer satisfaction enquiries. 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 the 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 or the contact details on our website.

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.

Our complete privacy policy is can be found at [www.raywhite.com/franchisee-privacy-policy/](http://www.raywhite.com/franchisee-privacy-policy/)

## CONSENT

I, the Applicant, acknowledge that I have read the Privacy Statement and the Privacy Policy of Ray White Carnegie. I authorise the Ray White Carnegie and the Agent to collect information about me from:

- My previous letting agents, landlords, current and previous employers
- My personal referees
- Ray White may use one or more of the following residential tenancy databases (RTDs) to check my tenancy history for the purpose of deciding whether the landlord should enter into a tenancy agreement with me:
  - The landlord may use:
    - NTD 1300 563 826 ntd.net.au
    - TICA 1902 220 346 tica.com.au
    - RPDATA 1300 734 318 rpdata.com
    - BARCLAY MIS 1300 883 916 barclaysmis.com.au
    - TRA 02 9363 9244 tradingreference.com
  - You may contact an RTD about personal information held about you by using the contact details provided above.

4. Personal information collected about me to the owner of the property even if the owner is resident outside Australia.

5. Personal information collected about me to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases to which it is reasonably necessary to disclose in relation to the tenancy arrangement.

As your information may be emailed or stored in the cloud, we cannot ensure that overseas recipients to whom your information is disclosed will not breach the Australian Privacy Principles in relation to your information. Acknowledging that this is so, you consent to your information being emailed and stored in the cloud.

I consent to Ray White Carnegie disclosing confirmation details (including NMI, MIRN and telephone number) to the utility service provider and the Agent. I acknowledge that Ray White Home Now, the Ray White Carnegie and the Agent do not accept any responsibility for any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I acknowledge that Ray White Home Now, the Ray White Carnegie and the Agent and its employees may receive a fee and/or benefit from a utility service provider in relation to the connection of a utility service. I also acknowledge, while there is no charge to me for the Ray White Home Now service; normal service provider fees or bonds may apply for which I am responsible.

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.

X

Signature

Date

# Important Information and Tenancy Declaration

**Your Application for Tenancy cannot be accepted unless this has been completed in full and signed.**

## TENANCY ACCEPTANCE

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fill out ALL required details on the application and ensure your completed application is returned to our office as quickly as possible.

## UNSUCCESSFUL APPLICATIONS

Should your application be unsuccessful you will be advised. However, should you wish to apply for another property we will hold over your application for you for a period of 14 days.

## SUCCESSFUL APPLICATIONS

Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require the leases to be signed and the bond to be paid in full within 48 hours to secure the tenancy. The property manager will supply you with these amounts at the confirmation of your tenancy. Keys will only be handed out when all parties have signed the tenancy agreement, payment request form, Bond Lodgement Form, all monies have been paid and the tenancy has commenced. 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.

## RENT PAYMENT

If your application is successful, you will make rental and other payments to the agency by either the Agent's preferred payment method Payment Gateway or by the alternative method offered by the agency as detailed below.

I acknowledge the Agent's preferred payment method is Payment Gateway (IP Payments Pty Ltd) and accept that the following fees apply for rent payments made using this method:

- Direct Debit: \$1.65 inc GST
- Credit Card: \$2.2% inc GST
- BPAY: \$3.00 inc GST

I acknowledge that due to bank processing times, payments made via Payment Gateway are required to be paid 4 business days prior to the due date.

I understand that the Agent will also offer me an alternate facility to pay rental and other payments to the agency by - PERSONAL CHEQUE. Personal cheques must be accompanied by a signed agreement confirming liability for any dishonoured cheque fees.

I acknowledge that it is the office's policy to not accept cash as a method for rental and other payments because of risks associated with cash payments and keeping cash on premises.

Signed by Applicant: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by Witness: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

## UTILITY CONNECTIONS – A FREE OF CHARGE SERVICE TO HELP CONNECT YOU

Choose service and choose your service provider

<input type="checkbox"/>	Electricity	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Gas	<input type="checkbox"/>	<input type="checkbox"/>	origin Origin	<input type="checkbox"/>	EnergyAustralia EnergyAustralia	<input type="checkbox"/>	AGL

**NO FIXED TERMS ON ELECTRICITY & GAS PLANS SO YOU ARE NOT LOCKED IN.\***

\* Note, you may be charged fees such as a disconnection fee when exiting your contract. You may also be charged fees by your current energy provider when exiting your existing plan.

<input type="checkbox"/>	Phone		Telstra
<input type="checkbox"/>	Internet		Telstra
<input type="checkbox"/>	Pay TV		Foxtel
<input type="checkbox"/>	Water		

REQUESTED CONNECTION DATE

DD/MM/YYYY

**POWER ON GUARANTEE**  **ENSURES THAT YOUR ELECTRICITY WILL BE ON FOR MOVE-IN DAY.**

If it's not, we will investigate the issue, provide a prompt resolution and reimburse you for any reasonable out of pocket expenses arising out of the connections delay to the value of \$200 per day and capped at a total of \$1,000\*.

\*Subject to our POWER ON GUARANTEE terms and conditions below

### How Connection services from realestate.com.au works



1. Select the utilities and enter requested connection date



2. Sign your consent on the next page



3. Your Agent will submit your request to us



4. We will lodge your connection requests with the utility companies



5. For phone, internet and Pay TV requests, we will call you to walk through the options



6. We'll SMS and email you confirmation of the order

### General terms and conditions

This is an OPTIONAL connection service to assist you to obtain energy and/or tele-communications services for your new residence. If you are a prospective tenant, your decision whether or not to use this service will not affect your rental application. One of realestate.com.au's service providers Fast Connect Pty Ltd (telephone: 1300 661 464) (the "Service Provider") is the marketer of energy and telecommunications services provided by various retailers, and will assist realestate.com.au to provide this connection service to you.

If you have ticked one of the boxes above, you consent to realestate.com.au and its Service Provider using your personal information provided by you in this form and your tenant application form (if applicable) in accordance with the Privacy Collection Statement below including using those details to contact you by phone, SMS and email in relation to the selected product(s). You acknowledge that realestate.com.au and its Service Provider may receive commissions or fees from your selected retailer(s), that commissions or fees may be paid between realestate.com.au and its Service Provider, and that your real estate agent may receive commissions or fees from realestate.com.au or its Service Provider, in each case for arranging provision of the requested services. The value of commissions or fees may vary from time to time and differ depending on which retailer is selected.

You may prefer to obtain services under different terms and conditions, or from different retailers, to those set out above. However, the above products are the only ones that are available as part of this connection service. You acknowledge that if you select one of the services above and the relevant retailer agrees to provide that service to you, then you will enter into a contract with that retailer for the provision of that service. Retailers retain discretion in relation to accepting your request for products or services - acceptance may be affected by factors such as a retailer's credit criteria or ability to supply to your selected address.

### Energy (Electricity and Gas)

If you have selected an energy product above, you are entitled to be provided with certain information before you enter into a contract for the provision of that electricity or gas. That information is set out in, or accompanies, this form.

A summary of some key useful information concerning these contracts is set out on the following page.

### POWER ON GUARANTEE terms and conditions

realestate.com.au offers a "POWER ON GUARANTEE". We guarantee that your electricity will be connected by your requested connection date, provided that:

(a) you select one of the electricity retailers offered above; (b) realestate.com.au is provided with the correct address for the connection of your electricity; (c) realestate.com.au receives your electricity connection request by at least 2pm Australian Eastern Standard Time on the Business Day prior to your requested connection date as selected above (the "Connection Date"); (d) your selected electricity retailer accepts your connection request; (e) you turn your mains switch off prior to the Connection Date; (f) you provide clear access to your property on the Connection Date; (g) you complete any other reasonable requirements requested by realestate.com.au or its Service Provider; and (h) there is no fault at the property which prevents electricity from being connected on the Connection Date.

If the POWER ON GUARANTEE applies (in accordance with the above paragraph), and your electricity is not connected by midnight on the Connection Date, realestate.com.au's Service Provider will: (a) promptly investigate the issue and use its best endeavours to solve the connection problem as soon as possible; and (b) reimburse you for any Out Of Pocket Expenses incurred by you as a result of the late connection.

"Out of Pocket Expenses" means reasonable out of pocket expenses incurred by you as a direct result of your electricity not being connected on the Connection Date at your nominated address, until your electricity is connected, up to a maximum of \$200 per day and capped at a total of \$1000 in aggregate, but does not include any expenses incurred as a result of: (a) loss of income (time off work); (b) loss of business revenue; (c) petrol costs, however incurred; or (d) loss of or injury to animals.

In order to claim under the POWER ON GUARANTEE, you must contact realestate.com.au's Service Provider within two (2) weeks of the Connection Date on 1300 661 464 and provide details of your case and written evidence of any expenses you want to claim. The expense of claiming under the POWER ON GUARANTEE (if any) shall be borne by you.

The benefits under the POWER ON GUARANTEE are in addition to any other rights and remedies available under any applicable law which is non-excludable. However, all other warranties (whether express or implied) are expressly excluded.

Our goods come with guarantees that cannot be excluded under the Australian Consumer Law. You are entitled to a replacement or refund for a major failure and for compensation for any other reasonably foreseeable loss or damage. You are also entitled to have the goods repaired or replaced if the goods fail to be of acceptable quality and the failure does not amount to a major failure.

realestate.com.au does not guarantee the connection, or disconnection of any other services requested by you, or that any will be by your requested date. You agree that to the maximum extent permitted by law, other than as set out above, realestate.com.au and its Service Provider will have no liability to you for the provision of the service.

<b>Retailer contact details</b>	<p>Origin Energy Ltd. Level 7, 321 Exhibition St Melbourne VIC 3000 Ph: 132 463 Fax: 1800 132 463 Email: enquiry@originenergy.com.au This market retail contract is: Origin Supply Electricity and/or Dual Fuel Plan. If Origin is the existing retailer at your new address, you may be entitled to enter into a standard retail contract with Origin instead of a market retail contract.</p>	<p>EnergyAustralia Level 33, 385 Bourke St Melbourne VIC 3000 Ph: 1800 720 262 Email: enquiry@energyaustralia.com.au This market retail contract is: EnergyAustralia Basic Home Plan. If EnergyAustralia is the existing retailer at your new address, you may be entitled to enter into a standard retail contract with EnergyAustralia of a market retail contract.</p>	<p>AGL Energy Limited Level 22, 120 Spencer Street Melbourne VIC 3000 Phone: 131 245 Fax: (03) 8633 6002 Email: enquiries@agl.com.au This market retail contract is: AGL Freedom Electricity and/or Dual Fuel Plan. If AGL is the existing retailer at your new address, you may be entitled to enter into a standard retail contract with AGL instead of a market retail contract.</p>
<b>Tariffs and charges</b>	We will email you a link with the prices and charges for your selected product upon receipt of your request for that product and also provide you with an opportunity to opt-out at this time.		
<b>Contract term</b>	The contract commences when you satisfy any pre-conditions that may be specified in it. The contract may be terminated by you giving notice of termination or by agreement between you and the retailer. The contract will also end if energy is bought for the premises under a different contract or, in some cases, if the premises are disconnected. In addition, the retailer might be entitled to terminate the contract where you are in breach of it or if you vacate the relevant premises.		
<b>Billing and payment arrangements</b>	Bills will be issued at least once every 3 months. You may generally pay your bills in person, by telephone, by mail, by direct debit or by electronic funds transfer. In certain circumstances, you may also be able to pay your bills by using Centrepay.		
<b>Concessions or rebates</b>	If you hold a current government concession card you may be entitled to receive a rebate on your bill. Further information about the concessions and rebates that may be available to you can be obtained from the retailer.		
<b>Service levels</b>	The service will comply with all laws and regulatory requirements applicable in the state or territory in which the supply address is located.		
<b>Cooling off period</b>	If a cooling off period applies to your contract (which will typically be the case only where it is a market retail contract), then you may cancel the contract within 10 business days of receiving the retailer's welcome pack by informing the retailer by telephone or in writing of your intention to cancel the contract.		
<b>Electronic transactions</b>	If any requirement in connection with the service is to be met electronically, it will be met in accordance with the contract. You will be recognised as having received the information and be bound by the transaction in accordance with applicable laws, regulatory requirements and the contract.		
<b>Complaints</b>	You may complain to the retailer about the Service Provider. Contact the retailer if you wish to do this. If your complaint is not satisfactorily resolved by the retailer, then you may complain to the energy ombudsman.		

**eBilling and Welcome Pack**

Unless you request otherwise, your electricity and/or gas bills will be sent to the email address provided by you in this form.

No, please post these items to me in hard copy to my new address (please tick)

**Explicit Informed Consent**

By signing below, I/we understand and agree:

- that I/we have read and accept the prices and charges applicable to the selected energy product;
- that, subject to the terms of the selected contract and any applicable legislation, the selected retailer may vary the energy rates which are used to calculate the applicable usage charges from time to time, and can vary the tariff structure, charges, billing frequency, and the terms of the contract at any time by writing to me/us;
- to become a customer of the selected retailer in accordance with the terms and conditions of the selected contract, including by transferring to that retailer, if the retailer agrees to provide me/us with my/our chosen product on those terms and conditions.

Tenant/Purchaser Signed

Co-Tenant/Co-Purchaser (if any) Signed

Date

Please note, if you select ANY of the products displayed above, you must acknowledge your consent to the above information, our Privacy Collection Statement and you being contacted by our Service Provider in relation to the selected products, by providing your signature(s).

**Privacy Collection Statement**

realestate.com.au collects and uses the information in this form and your tenant application form (if applicable) to provide the connection service and will disclose this information to its Service Provider and to your chosen energy and telecommunication retailer(s). realestate.com.au may also use the information to promote its other services, and services of trusted third parties. realestate.com.au's Privacy Policy at [www.realestate.com.au/privacy](http://www.realestate.com.au/privacy) further explains how realestate.com.au collects, uses and discloses personal information and how to access, correct or complain about the handling of personal information. You agree that the personal information you provide to us (or authorise to be provided to us) is your information, or information which you have been authorised to provide us. Where you are authorised to provide another individual's information to us, you must inform that individual that their personal information will be used and disclosed by us in accordance with our Privacy Policy [www.realestate.com.au/privacy](http://www.realestate.com.au/privacy) and these terms and conditions.