

APPLICATION FOR TENANCY

This office is a member of:-

TENANCY INFORMATION CENTRE AUSTRALIA PTY LTD,
THE TENANT REFERENCE ASSOCIATION,
NATIONAL TENANCY DATABASE & RP DATA.

All applicants for tenancy with this office are processed through these databases.

Thank you for applying for one of our rental properties.

Please deliver the full completed application to our office at
C5/1-3 Burbank Place, Bella Vista or email to bellavista.nsw@raywhite.com

Please ensure that the following checklist below is FULLY COMPLETED prior to submitting your application. Incomplete applications WILL NOT be processed. All supporting photocopied documents must be submitted along with the application and must be clear and readable. Giving us all the information at one-time will allow us to start the reference process immediately and will result in a speedier response to your application.

- Have all people moving into the property over the age of 18 years completed an application in **FULL and SIGNED**?
- Have you viewed the property internally before applying? (Before submitting an application you must view the property internally)
- Has the privacy declaration form been signed?
- Does each applicant have at least one photo identification and the **100 points** minimum per person?

▪	-	Last four rent receipts/rent ledger	50 points
▪	-	Drivers License or Passport photo page	40 points
▪	-	Other Photo ID	30 points
▪	-	Medicare Card	20 points
▪	-	Current Payslip	20 points
▪	-	Bank Statement	20 points
▪	-	Current motor vehicle rego papers	10 points
▪	-	Telephone, gas, electricity, water bill	10 points
▪	-	Copy of birth certificate	10 points

- If you are a home owner who has never rented – You will need to supply copy of water, council rates or proof of ownership
- If you are commencing new employment – you will need to supply copy of your letter of appointment and a contact person and number

IT IS A POLICY OF RAY WHITE BELLA VISTA THAT ALL RENT PAYMENTS MUST BE PAID USING THE MACQUARIE BANK DEFT CARD SYSTEM (BPAY) OR CREDIT CARD. SUCCESSFUL TENANTS WILL ONLY BE ACCEPTED UNDER THESE PROVISIONS.

The landlord's decision to approve or reject your application will be based on the number and quality of references provided and a demonstrated ability to pay rent and maintain the property to an acceptable standard. Therefore, please complete the application to the best of your ability, providing as much information and supporting documents or references as possible. Our office reserves the right to allow for any changes or addition to the above. Should an applicant fail to provide the above details, the application may not be processed.

NOTICE TO PROSPECTIVE TENANTS

The availability of telephone lines; internet services; analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiries.

RAY WHITE BELLA VISTA C5/1-3 Burbank Place, Bella Vista 2153
Phone: **8824 4255** Fax: **8824 4299**

RayWhite.

PRIVACY DISCLOSURE FORM FOR TENANTS

This form provides information about how your personal information is handled, as required by the Australian Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application. As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

Primary Purpose:

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property. In order to assess your application we disclose your personal information to: The Lessor / Owners for approval or rejection of your application, TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application, Referees to validate information supplied in your application and Other Real Estate Agents to assess the risk to our clients.

The Agent may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

Secondary Purpose:

During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors / Owners insurer in the event of an insurance claim and Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant's personal information maybe recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications you make. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

TICA Statement

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the Australian Privacy Principles in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the Australian Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80

TICA Primary Purpose

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows: Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Communication Methods

I/we allow Ray Bella Vista to communicate to me/us via SMS, Emails and Phone as required.

Signed By the Applicant/s

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

APPLICANT DETAILS

Address of Property you are applying for: _____

Date of Application: _____

Rental Amount _____

Intended Commencement Date: _____

For a period of _____ mths

Where did you see this property advertised? _____

Have you viewed this property? Yes _____ No _____ Agent Name: _____

Applicant name:							
Contact numbers:	H:	W:	M:				
Email address:							
Date of Birth:				Drivers Licence:			
Current Employer:							
Your position:					Phone no.		
Business Address:					Fax No.		
Period of Employment:					Approx income p/w:		
Additional income or benefits received:							
Previous Employer:							
Your position:					Phone no.		
Period of Employment:					Approx income p/w:		
Present Address:							
Are you currently renting this property:			YES	NO	Current rent p/w:		
Agents Name:					Agents phone no.:		
How long have you live there:		Years	Mths				
Reason for leaving:							
Previous Address:							
Were you renting this property:			YES	NO	Current rent p/w:		
Agents Name:					Agents phone no.:		
How long have you live there:		Years	Mths				
Reason for leaving:							
Personal Reference:				Name:			
Address:					Phone:		
Emergency Contact Details:				Name:			
Address:					Phone:		
Total number of occupants who will be living in this property:					Adults	Kids	Ages
Pets:		YES	NO	Type of animal and Breed:			
Do you own a motor vehicle:				YES	NO	Registration number:	
Is this vehicle -		Leased	Owned	Company	Financed	Other	
If Self Employed:				Company/Business name:			
ABN Number:					How long in this business:		
Your accountants details:			Name:			Phone:	
(You must supply your Tax Returns for the last 2-5 years if you are self employed)							

Applicants Signature _____

Moving home has never been easier

Connectnow is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and Pay TV to a broad choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire.

What's more, you pay no extra charges as a result of using the Connectnow service. We will make all reasonable efforts to contact you within 1 working day or receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call 1300 554 323 to ensure your services can be addressed by the required date.

Dr Mr Mrs Miss Ms

Surname _____ Given Name/s _____

Property Address _____

Suburb: _____ Post Code _____

DOB ____/____/____ Drivers Licence _____ State _____

Home Phone _____ Work Phone _____ Mobile Phone _____

Email _____ Date of Connections ____/____/____

DECLARATION AND EXECUTION/PRIVACY NOTICE: By signing this application and ticking the YES box below, I consent to the collection of my personal information by Connectnow Pty Ltd (ABN 79 097 398 662) ('connectnow') for the purposes of contacting me to talk about arranging the connection and disconnection of moving and utility services and related services and to inform me about other products and services that may compliment my home/lifestyle needs; consent to the disclosure by connectnow of my personal information contained in this application to other parties, including the relevant third party service providers, connectnow's related companies and third parties who provide connectnow with services in connection with the ordinary operation and administration of connectnow's business or where otherwise required or authorised by law; understand that protecting my privacy is important to connectnow and that I can obtain further details about how connectnow manages my personal information, including how I may access and seek correction of my personal information, how I may complain about a breach of my privacy and how connectnow will deal with that complaint, by viewing connectnow's Privacy Policy at www.connectnow.com.au or contacting their Privacy Policy Officer at info@connectnow.com.au; understand that whilst connectnow is unlikely to disclose my personal information to recipients located overseas, connectnow is not responsible for the privacy practices of any third party service providers, and accordingly, I accept that it is my responsibility to check the privacy policies of the relevant service providers if I wish to obtain further information about how they manage personal information (including whether or not they are likely to disclose such information to overseas recipients); understand that my consent to receive such marketing materials will continue until I opt-out by contacting info@connectnow.com.au; understand that the connection and disconnection of moving and utility services and related services (collectively referred to as "the nominated services") will only be initiated once a connectnow representative has discussed the details with me and obtained my consent to the terms and conditions of supply of the relevant service providers; acknowledge that, to the extent permitted by law, neither connectnow nor my real estate agent accepts liability for loss caused by delay in, or failure to, connect and disconnect or provide the nominated services; acknowledge that the nominated services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated service providers bind me and that after hours connections may incur additional service fees from utility providers; authorise the obtaining of a National Metering Identifier or a Metering Installation Registration Number for my residential address to obtain supply details; understand that it is the responsibility of the customer/homeowner to ensure that the electricity main switch in the "Off Position" for the required timeframe on the day of connection of the nominated utility services and that there is easy access to the meters; understand that connectnow may be paid a fee by the service provider and may pay a fee to a real estate agent in respect of the provision of the services provided to me by connectnow. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements and other undertakings set out in this application form on behalf of all applicants listed on this application form. Where I have nominated an alternative contact person on this application, I authorise connectnow to speak to them about my move and connection and disconnection needs if connectnow is unable to contact me directly.

Yes, I consent to connectnow contacting me to organise my move home services and other products and services to suit my home or lifestyle needs.

Signed _____

Date _____

PMI ID: **18048**

Ray White Bella Vista

PH: 1300 554 323 FAX: 1300 889 598 info@connectnow.com.au www.connectnow.com.au