

Tenancy Application Form

Ray White Lara

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Office Hours

Monday to Friday: 9.00am - 5.15pm
Saturday: 9.00am - 12.30pm

SUBMITTING YOUR APPLICATION

In order to process your application, each applicant must provide the following information:

- | | |
|--|---|
| <input type="checkbox"/> Property must have been viewed. Date viewed: | <input type="checkbox"/> 100 points of ID supplied. |
| <input type="checkbox"/> Application must be completed in full. | <input type="checkbox"/> Provided 2 pay slips or proof of income. |
| <input type="checkbox"/> Each person over 18 years old must complete an application. | <input type="checkbox"/> Next of kin details. |
| <input type="checkbox"/> Privacy statement must be signed. | |

IF YOUR APPLICATION IS APPROVED

On approval of your application, the following must be provided within 48 hours.

- Your first 2 weeks rent.
- Your bond.
- Signing of your lease documents.

If you cannot meet this requirement, the property will still be advertised for rent.

If your application is declined you will be notified by SMS and email. Your application is immediately shredded so you must complete a new application should you wish to apply for another property with us.

BOND - Your Bond must be provided in a bank cheque or money order made out to RTBA.

RENTAL PAYMENTS - All ongoing rental payments are made through Payment Gateway. Direct debit or BPAY options are available.

UTILITIES - By signing the ConnectNow on this application form your information will be provided to ConnectNow who will arrange the connection of utilities on your behalf at no cost.

We get things sorted.

Moving home has never been easier

Street Address: _____

Suburb: _____

Preferred lease term:	Years	Months
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Lease commencement date: _____

Rent:\$ _____

Was the property upon your inspection in a reasonably clean & fare condition? Please circle YES NO

Adults: _____ Children: _____ Pets: _____ Vehicles: _____

Age of children: _____

Type/breed of pets: _____

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 of receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call 1300 556 325 to ensure your services can be addressed by the required date.

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 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 is 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.

PERSONAL DETAILS

Name: _____

Mobile: _____

Work Phone: _____

Email: _____

Date of birth: _____

Emergency contact name: _____

Emergency phone number: _____

Relationship to you: _____

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

IDENTIFICATION

Drivers licence number: _____ State: _____

Passport number: _____ Country: _____

Signed: _____ Date ____/____/____

- (a) Complete a credit check with NTD (national tenancies database)
- (b) Transfer water accounts in to my name

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 tenancy agreement. 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 property 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, TICA or TRA 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 or TRA 02 9363 9244

If I default under a rental agreement, I agree that 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:

- (c) Communicate with the owner and select a tenant
- (d) Prepare lease/tenancy documents
- (e) Allow tradespeople or equivalent organisations to contact me
- (f) Lodge/claim/transfer to/from a bond authority
- (g) Refer to tribunals/courts & statutory authorities (where applicable)
- (h) Refer to collection agents/lawyers (where applicable)

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.

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

- Bank account: \$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 3 business days prior to the due date.

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. I understand that the agent will also offer me an alternate free facility to paymental and other payments to the agency by deposit book at the Commonwealth Bank.

Signature _____ Date ____/____/____

CURRENT TENANCY DETAILS

Managed By:	Agent	Private Landlord	I'm the owner
Property Address:			
Suburb:	State:		
Length of stay:	Rent amount:		
Reason for leaving:			
Name of Agent/Landlord:			
Agent/Landlord contact number:			

PREVIOUS TENANCY DETAILS

Managed By:	Agent	Private Landlord	I'm the owner
Property Address:			
Suburb:	State:		
Length of stay:	Rent amount:		
Reason for leaving:			
Name of Agent/Landlord:			
Agent/Landlord contact number:			
Was your bond refunded in full:			
If no, why?			

PERSONAL REFERENCE ONE

Reference name:	
Relationship:	
Phone:	

PERSONAL REFERENCE TWO

Reference name:	
Relationship:	
Phone:	

BOND

How will your bond be paid? Please circle	
Bank cheque/money order	Department of Housing

CURRENT EMPLOYMENT DETAILS

Business name:			
Position:			
Type of employment:	Casual	Part time	Full time
Length of employment:			
Annual salary:			
Net weekly:			
Business address:			
Contact name:			
Contact phone number:			

OTHER INCOME

Type of income:			
Income amount:			
Frequency of income:	Weekly	Fortnightly	Yearly

IF SELF EMPLOYED PLEASE COMPLETE

Company name:	
Business type:	
Business address:	
ABN:	
Accountant name:	
Accountant phone:	
Accountant address:	

SUPPORTING DOCUMENTS

Provide 100 points of ID photocopied and attached to this application

MUST PROVIDE

- 40 Pts Drivers License/ Passport photo page/ Proof of age card
- 20 Pts Medicare card/ 2 current pay slips/ Centrelink statement
- 20 Pts Bank statement (3 months)

OPTIONAL

- 20 Pts Tenancy ledger
- 10 Pts Utilities bill