

Ray White[®]

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Ray White

521 Main Street
Mordialloc VIC 3195
03 9586 7555

Office in Mordialloc Centre
Opp. Mordialloc
Mordialloc VIC 3195

Application for Residential Tenancy

Ray White Mordialloc

521 Main Street, Mordialloc, VIC 3195

Ph: (03) 9586 7555 **F:** (03) 9587 6144

mordialloc.vic@raywhite.com

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Tenant Information for completing an Application Form

When completing and submitting an application for a rental property it is important to ensure that the following requirements are met:

- Every person over the age of 18 years is to complete an application form
- The application form must be fully completed
- 100 points of ID are to be provided along with photo identification and proof of income
- Please attach any reference that you believe may add merit to your application
- The privacy act MUST be signed to enable your application to be processed
- Please make sure you tick YES if you would like your utilities connected and sign where indicated
- You are required to view the property or have somebody view it on your behalf, prior to your application being processed

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 a reference. If you're a home owner and still own property, please provide a copy of rates notice/s.

If you are currently employed, or receiving any form of Centrelink Benefits, we require a statement and proof of income.

Processing Applications

We aim to process applications within 48 hours. Please 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.

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 2 weeks or advise us if you have been successful through another agency.

If your application has been successful

Within 48 hours of acceptance, the tenancy agreement must be signed, 1 calendar month's rent must be paid and a security bond equal to 1 calendar month's 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. PLEASE NOTE – CASH OR EFTPOS CANNOT BE ACCEPTED FOR PAYMENT OF THE BOND.

Tenancy Application Form

ACKNOWLEDGEMENTS BY APPLICANT

I have inspected the above property (internally) on:	/	/
Have you ever had your lease terminated by an owner or agent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No If so why?
Have you a debt to any other Landlord or Agent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I have inspected the property and agree to accept it with existing features subject to the final clean and the property being presented in a reasonable condition:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PROPERTY DETAILS

Address of Property:	
Lease commencement date	Lease term:
Rent per week:	Rent per month:
Bond:	Number and type of pets:
Names of all other occupants for the property:	
Names and ages of any children to occupy the property:	

PERSONAL DETAILS

Given Name(s):	Surname:
Current Address:	
Home Phone:	Work Phone:
Mobile:	Fax:
Email:	Date of Birth:
Drivers Licence No:	Drivers Licence State:
Passport No:	Passport Country:

NEXT OF KIN

Given Name(s):	Surname:	
Relationship:		
Address:		
Phone:	Mobile:	Email:

REFEREES

Business referee:	Relationship:
Phone:	Mobile:
Personal referee:	Relationship:
Phone:	Mobile:

CURRENT TENANCY DETAILS

Length of time at current address:	Rent Paid:
Reason for leaving:	
Name of Landlord / Agent:	Phone:

PREVIOUS RENTAL HISTORY 1

Previous Address:		
Length of time at above address: From	to	Rent Paid:
Name of Landlord / Agent:	Phone:	
Was Bond refunded in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, please specify reasons why:		

PREVIOUS RENTAL HISTORY 2 (IF CURRENT TENANCY IS LESS THAN 6 MONTHS)

Previous Address:		
Length of time at above address: From	to	Rent Paid:
Name of Landlord / Agent:	Phone:	
Was Bond refunded in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, please specify reasons why:		

CURRENT EMPLOYMENT DETAILS

Occupation:	Current Employer:
Employer's Address:	
Contact Name (payroll / manager):	Contact Number:
Length of Employment:	

SELF EMPLOYMENT DETAILS

Company Name:	Business Type:
Business Address:	
Position Held:	ABN:
Accountant Name:	Phone:
Accountant Address:	

INCOME

Net weekly employment income:

Net weekly income from other sources:

Source(s) of other income:

PREVIOUS EMPLOYMENT (IF CURRENT EMPLOYMENT IS LESS THAN 6 MONTHS)

Occupation:	Previous Employer:
Employer's Address:	
Contact Name (payroll / manager):	Contact Number:
Length of Employment: From to	Net weekly income:

STUDENT INFORMATION

Place of Study:	Course Name:
Course Length:	Enrolment / Student No:
Campus Contact:	Contact Number:
Course Co-ordinator:	Contact Number:

PETS

Do you have any pets? <input type="checkbox"/> Yes <input type="checkbox"/> No	Pets:
Pet Registration Number:	Breed:

CONNECT NOW – FREE SERVICE



PH: 1300 554 323 | Fax: 1300 889 598
info@connectnow.com.au | connectnow.com.au

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 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 554 323 to ensure your services can be addressed by the required date.

PRIVACY CONSENT AND TERMS: By signing this form you consent and agree to the following: Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's Privacy Policy for further details, including your rights to access and correct the information held about you at connectnow.com.au. Third party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing privacy@connectnow.com.au. To the extent permitted by law, connectnow is not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may be paid a fee by service providers and may pay a fee to real estate agents relating to services provided to you. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

Yes, I accept the Terms. Please call me to connect my new home services.

Signed: _____

Date: _____

Referring Property Manager: _____

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.

CONSENT

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

1. My Previous letting agents and/or landlords;
2. My personal referees;
3. 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 authorise 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.

Where Ray White Connect is requested by me to arrange for the provision of connection and disconnection services, I consent to Ray White Connect disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I consent to Ray White Connect disclosing confirmation details (including NMI, MIRN and telephone number) to the Agent. I acknowledge that neither Ray White Connect nor the Agent accepts 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. The Agent has a commercial relationship with Ray White Connect. I acknowledge that Ray White Connect, 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. There is no charge to me for the Ray White Connect service; normal service provider fees or bonds may apply.

Applicant Name

Signature

Date

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 per week, or \$ _____ rent per calendar month

First payment of rent in advance: \$ _____

Rental Bond \$ _____

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.

Applicant Name

Signature

Date

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:

- Bank Account: \$1.65 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 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 the Applicant:

Print Name:

Date:

Witness:

Print Name:

Date:

OFFICE USE ONLY

100 POINT IDENTIFICATION CHECK – The following identification has been photocopied and is attached to this application.

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

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

Property Manager Name

Signature

Date