



RayWhite.

Tenancy Application Form

Ray White Mordialloc

521 Main Street

Mordialloc VIC 3195

P: 61 (3) 9586 7555 | **F:** 61 (3) 9587 6144

E: mordialloc.vic@raywhite.com

Important - Before Completing Application please read

Step 1 Schedule & Attend an Inspection

Regular "rental list" updates are available on our website (www.raywhitemordialloc.com.au). Once you have found a property of interest, please register for an inspection by simply clicking on the red 'Book Inspection' button.

- Step 1 Fill in your details
Step 2 Click 'Register Details'
Step 3 Receive immediate confirmation Email/SMS. If there are no inspection times set, we will contact you when times become available.
Don't forget that rental lists are also available at each of our offices or via email if you prefer.

Step 2 Submit an Application

A complete application form should be submitted with all supporting documentation. Each adult will need to:

- Satisfy: a Proof of identity 100 Point Check. Please refer to ID break down below.
Provide: income support documents: 2 recent pay slips, pension/Centrelink statement and/or bank statement(s).
Provide: please provide a rates notice showing ownership if you have recently sold your home.
Complete: all relevant fields including property address, lease start date, length of term and pets.
Sign: each applicant to sign their Declaration & Authority and Privacy Policy. Also complete Home Now connection requests.
Notify: their referees to expect our call - (i.e.: employers, real estate agents and personal references)

Step 3 Approval

Your application will be submitted to the landlord for their consideration. This is always the landlord's decision. Landlords are entitled to reject an application without providing a reason. We aim to advise you of your application outcome within two business days of complete lodgement, however, this is dependent upon the availability of referees and the landlord. If you are unsuccessful, we will hold your application for one week so that you may apply for alternative properties. We will then destroy it to protect your privacy.

Step 4 Lease and Rent

If you are the successful applicant, you will be contacted and arrangements will be made for you to visit our office and execute your new lease agreement within 48 hours of acceptance. This is important to secure the property as it will continue to be available to other applicants until this is done. You will be required to pay the first month's rent and full bond prior to the lease commencement date - bond will be payable upon signing of the lease.

BOND: By bank cheque or Money Order made payable to "Residential Tenancies Bond Authority"
FIRST MONTHS RENT: By bank cheque or Money Order made payable to "Ray White Mordialloc"
Cash and personal cheques will NOT be accepted.

Step 5 Move In

Our Property Management Staff will be able to advise you of the process regarding collection of your keys, induction pack and payment of your first month's rent. Keys will not be handed over until all applicants have signed the agreement and all monies are received.

Good luck with your application - we wish you well with your search for a new home.
Failure to provide all requested documentation will result in your application not being processed.

Mandatory 100 Points of ID

Current Rent history Ledger or last four rent receipts	50 points	Bank Statement / Centrelink Statement / Pay Slips (MANDATORY)	20 points
Current Drivers Licence (with photo)	40 points	Medicare Card or Debit/Credit Card	10 points
Passport (Australian or Non Australian Resident)	30 points	Citizens Certificate or Birth Certificate	10 points
Proof of Age Card - (with Photo)	30 points	Latest Phone, Electricity or Gas account (current address)	10 points
Current motor vehicle registration	30 points	Working with Children's Card	10 points



HOME NOW™



COMPARE, CONNECT & SAVE

Select services you want connected

ELECTRICITY



GAS



INTERNET



PHONE



PAY TV



WATER



Save time and money when you're moving. Let Ray White Home Now arrange your utility connections. It's a FREE service and there's NO obligation. In one brief call we will help you compare your options and select the right plans for you. No more running around - we'll take care of contacting all the providers for you.

Ray White Home Now will contact you to arrange your utility services. You will be advised of any associated terms and conditions, including connection fees that may apply. Once you have chosen your preferred providers, Ray White Home Now may then need to disclose your personal information to the selected utility company. Ray White Home Now is unable to accept responsibility for any delay or failure to connect your utility service. Ray White Home Now is committed to protecting the confidentiality of your personal information and will handle your personal details in accordance with Ray White Home Now's privacy policy available at raywhitehomenow.com/privacy-policy

Split It Pty Ltd ABN 83151244558 T/A Ray White Home Now

Personal Details					
Proposed Property:				Post Code:	
Rent Per Week:		Rent Per Month:		Bond Amount:	
Length of Tenancy		Years	Months		Tenancy to Commence:
How many tenants will occupy the property?		Adults	Children		Ages:
Pets: Y / N (circle)	Types:	Reg #:	Breed/s:	Ages:	Inside / Outside

How did you find out about this property?					
Board	The Internet	Relocation Company	Referral	Rental List	Other (specify)

Applicant One: Personal Details	
Title:	First Name:
Surname:	
Date of Birth:	Rego:
Drivers Licence no.:	State:
Licence Expiry:	Smoker: Y / N outside only
Passport no.:	Country:
Pension type:	Number:
Mobile:	Phone:
Email:	
Work Phone:	
Current Address:	

Applicant One: Current Accommodation	
How long have you lived at your current address?	
Years	Months
Rent paid per week: \$	Ledger Attached: Y / N
Landlord / Agent:	
Contact:	Phone:
Reason for leaving:	

Applicant One: Previous Accommodation	
Address:	
Weekly Rent: \$	Lease length:
Landlord / Agent:	
Contact:	Phone:
Reason for leaving:	
Bond refunded in full: Y / N If not why?	

Applicant Two: Personal Details	
Title:	First Name:
Surname:	
Date of Birth:	Rego:
Drivers Licence no.:	State:
Licence Expiry:	Smoker: Y / N outside only
Passport no.:	Country:
Pension type:	Number:
Mobile:	Phone:
Email:	
Work Phone:	
Current Address:	

Applicant Two: Current Accommodation	
How long have you lived at your current address?	
Years	Months
Rent paid per week: \$	Ledger Attached: Y / N
Landlord / Agent:	
Contact:	Phone:
Reason for leaving:	

Applicant Two: Previous Accommodation	
Address:	
Weekly Rent: \$	Lease length:
Landlord / Agent:	
Contact:	Phone:
Reason for leaving:	
Bond refunded in full: Y / N If not why?	

Declaration & Authority			
<p>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.</p> <p>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 premises and am not bankrupt.</p> <p>I authorise the Agent to obtain personal information from:</p> <ul style="list-style-type: none">(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; <p>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 if the 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 am aware that I may access personal information on the contact details above.</p>		<p>I am aware that the Agent will use and disclose my personal information in order to:</p> <ul style="list-style-type: none">(a) communicate with the owner and select a tenant(b) prepare lease/tenancy documents(c) allow tradespeople or equivalent organisations to contact me(d) lodge/claim/transfer to/from a Bond Authority(e) refer to Tribunals/Courts & Statutory Authorities (where applicable)(f) refer to collection agents/lawyers (where applicable)(g) complete a credit check with NTD (National Tenancies Database). You may request copies of your records from NTD on 1300 563h 826 or www.ntb.net.au to amend or dispute the record.(h) transfer water account details into my name	
Applicant Signature #1		Applicant Signature #2	
Date		Date	
<p>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</p>			

Applicant One: Current Employment Details

Occupation:			
Nature of your Employment: FULL TIME / PART TIME / CASUAL (circle)			
Employers Name:			
Employment Address:			
Contact:		Phone:	
Employment:	Years	Months	Income: \$ Net weekly

Applicant One: Previous Employment Details

Occupation:			
Employers Name:			
Employment Address:			
Contact:		Phone:	
Employment:	Years	Months	Income: \$ Net weekly

Applicant One: If Student, Please Complete

Place of study:	
Course:	Visa Expiry:
Student ID:	Income: \$

Applicant One: Centrelink Benefits

Type:	Number:
Amount per fortnight: \$	

Applicant One: If Self Employed, Please Complete

Accountant Firm:	Phone:
Contact Name:	Annual Income: \$

Applicant One: Emergency Contact - Relative

Name:	
Relationship:	
Address:	
Mobile:	Phone:

Applicant One: References - Not a Relative

1) Name:	
Relationship to you:	
Mobile:	Phone:
2) Name:	
Relationship to you:	
Mobile:	Phone:

PRIVACY POLICY

G.J.S. Real Estate Pty Ltd T/A Ray White Mordialloc 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

Applicant Two: Current Employment Details

Occupation:			
Nature of your Employment: FULL TIME / PART TIME / CASUAL (circle)			
Employers Name:			
Employment Address:			
Contact:		Phone:	
Employment:	Years	Months	Income: \$ Net weekly

Applicant Two: Previous Employment Details

Occupation:			
Employers Name:			
Employment Address:			
Contact:		Phone:	
Employment:	Years	Months	Income: \$ Net weekly

Applicant Two: If Student, Please Complete

Place of study:	
Course:	Visa Expiry:
Student ID:	Income: \$

Applicant Two: Centrelink Benefits

Type:	Number:
Amount per fortnight: \$	

Applicant Two: If Self Employed, Please Complete

Accountant Firm:	Phone:
Contact Name:	Annual Income: \$

Applicant Two: Emergency Contact - Relative

Name:	
Relationship:	
Address:	
Mobile:	Phone:

Applicant Two: References - Not a Relative

1) Name:	
Relationship to you:	
Mobile:	Phone:
2) Name:	
Relationship to you:	
Mobile:	Phone:

PRIVACY POLICY

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/

Signature	Date
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Signature	Date
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