

TENANCY APPLICATION

47 Brisbane Water Drive, Point Clare NSW 2250
Ph: 02 4324 6122

Ray White™
POINT CLARE

Please note we do **NOT** accept faxed Applications – Application for 2 people

PROPERTY _____

RENT \$ _____

No. of occupants Adults Children

Names of Children: _____

Age _____

I/We inspected this property on ___/___/___ with _____
Name of Agent

APPLICANT 1

Surname _____

First Name _____

Middle Name _____

Phone H _____ W _____

M _____

Email _____

Date of Birth ___/___/___ Passport No _____

Drivers License No _____

Car Make/Model _____

Smoker **YES/NO**

Pets **Y / N** - Type/breed/How many _____

Will the Department of Housing be helping with bond? **YES / NO**

EMPLOYMENT

Current Occupation _____

Employer _____

If self employed: Business name _____

Address _____

Salary \$ _____ per week/fortnight/month

Contact name _____ Ph: _____

Period of employment _____

Previous - if less than 12 months _____

Address _____

Salary \$ _____ per week/fortnight/month

Contact name _____ Ph: _____

Period of employment _____

Other income / benefit received _____

RENTAL HISTORY / CURRENT LIVING ARRANGEMENTS

Current Address _____

Current Landlord/Agent _____

Ph _____ Rent per week \$ _____

Period of Tenancy _____

Reason for moving _____

Previous Address _____

Previous Landlord/Agent _____

Ph _____ Rent per week \$ _____

Period of Tenancy _____

Bond Returned **YES / NO**

REFERENCES

Personal _____ Phone _____

Personal _____ Phone _____

EMERGENCY CONTACT

Next of Kin _____ Phone _____

Address _____

Signed _____ Date _____

APPLICANT 2

Surname _____

First Name _____

Middle Name _____

Phone H _____ W _____

M _____

Email _____

Date of Birth ___/___/___ Passport No _____

Drivers License No _____

Car Make/Model _____

Smoker **YES/NO**

Pets **Y / N** - Type/breed/How many _____

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Ph _____ Rent per week \$ _____

Period of Tenancy _____

Reason for moving _____

Previous Address _____

Previous Landlord/Agent _____

Ph _____ Rent per week \$ _____

Period of Tenancy _____

Bond Returned **YES / NO**

REFERENCES

Personal _____ Phone _____

Personal _____ Phone _____

EMERGENCY CONTACT

Next of Kin _____ Phone _____

Address _____

Signed _____ Date _____

NOTICE TO ALL APPLICANTS**Before any application will be considered, each applicant must supply 100 check points.****TENANT HISTORY LEDGER****ESSENTIAL** (PROVIDED TO US BY CURRENT/PREVIOUS AGENT)**PROOF OF INCOME****ESSENTIAL****PHOTO ID****ESSENTIAL**

DRIVERS LICENSE

40 POINTS

PASSPORT

30 POINTS

CURRENT REGO PAPERS

30 POINTS

REF FROM PREVIOUS LANDLORD

20 POINTS

PHONE/ELECTRICITY ACCOUNT

10 POINTS

CURRENT BANK STATEMENT

10 POINTS

BIRTH CERTIFICATE

10 POINTS

**NO PHOTOCOPIES
ACCEPTED WITHOUT
ORIGINALS VIEWED.****Please attach copies
of your ID and
relevant documents
to your application.****If you are not able to meet the 100 check points, please speak to the property manager.**

NOTICE: The applicant states that all information in this application is true and correct and as such is a precondition to the landlord entering into the Residential Tenancy Agreement.

- The applicant unreservedly permits the agent to check all references and information supplied by the applicant and make any further inquiries that the agent may consider necessary to determine the suitability of the applicant as a tenant.
- I/we confirm that I/we have inspected the premises being applied for.
- I/we authorise the agent to access and check any information that may be listed on me/us on a default tenancy database.
- I/we agree to allow the agent to photocopy the information supplied by me/us for their records.

PRIVACY POLICY

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the Application and to manage the tenancy. Personal information collected about the Applicant in this Application and during the course of the tenancy if the Application is successful may be disclosed for the purpose for which it was collected to other parties including to the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and/or other agents. If the Applicant would like to access the personal information the Agent holds, they can do so by contacting the Agent at the address and contact numbers contained in this application. The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

Applicants Name/s: _____**Signed by applicants:** _____**Dated:** _____**Thank you for applying for a Rental Property through Ray White Point Clare.**

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PROPERTY _____ RENT \$ _____ per week

HOLDING FEES FOR APPROVED APPLICANTS

In accordance with Section 24 of the Residential Tenancies Act 2010, it is hereby acknowledged that the taking of the Holding Fee referred to in this Application for Tenancy Form is subject to the following conditions:

1. The Applicant, if approved, will pay a Holding Fee of \$ _____ equivalent to 7 days rent to hold the Premises in favour of the Applicant for a period of 7 days. If the Applicant has paid a holding fee, the landlord must not enter into a residential tenancy agreement for the residential premises with any other person within 7 days of payment of the fee (or within such further period as may be agreed with the tenant) unless the tenant notifies the landlord that the tenant no longer wishes to enter into the residential tenancy agreement.
2. A holding fee may be retained by the landlord only if the tenant enters into the residential tenancy agreement or refuses to enter into the residential tenancy agreement.
3. A holding fee must not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord's agent.
4. If a residential tenancy agreement is entered into after the payment of a holding fee, the fee must be paid towards rent.
5. A tenant cannot be asked to pay a holding fee unless the tenant's application has been approved by the landlord and the holding fee does not exceed 1 week's rent of the residential premises.

Have you made an application for accommodation in any social housing, as defined in the Residential Tenancies Act 2010 or aged care facility? YES NO

**I, the Applicant, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the above information is true and correct.
I have inspected the above mentioned Premises and wish to take a tenancy for such Premises for a period of ____ weeks, at a rental of \$ _____ per week and that the rental to be paid is within my means. I undertake to pay a rental bond in the form of a bank cheque or money order upon the signing of a Residential Tenancy Agreement.**

Applicants Name/s: _____

Signed by applicants: _____

Dated: _____

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.

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DETAILS OF RENTAL

Rent Amount \$ _____ commencing from / / for a period of _____ months/weeks

Residential Tenancy Agreement

INITIAL PAYMENT

Rental Bond \$ _____ (Equivalent of 4 weeks rent)

Bond to be paid at time of lease signing.

Note: A Rental Bond must not exceed 4 weeks rent. A Rental Bond cannot be required or received prior to the execution of a Residential Tenancy Agreement.

2 weeks rent in advance \$ _____

Note: A tenant cannot be required to pay more than 2 weeks rent in advance, but may elect to do so.

Sub Total \$ _____

Less Holding Fee \$ _____

Total \$ _____ **(BANK CHEQUE OR MONEY ORDER)**

Lease Signing Appointment

DAY: _____ DATE: _____ TIME: _____

**WE ACCEPT BANK CHEQUE OR MONEY ORDER
~ We do NOT accept cash or Personal Cheques ~**

Please make all bank cheques & money orders payable to "Ray White Point Clare"