

# ***Ray White***<sup>®</sup>

## Tenancy Application Form



### **Ray White Toronto**

5 The Boulevard, Toronto 2283 NSW  
PO Box 94, Toronto 2283 NSW

**Ph** 02 4959 6577

**Fax** 02 4959 5988

**Email** [stevie.alo@raywhite.com](mailto:stevie.alo@raywhite.com)

**PROPERTY DETAILS - Property you would like to rent**

Proposed Property:

Rent per week for Proposed Property

\$

per week

Plus Bond 4 weeks rental

\$

Proposed lease term (months please tick)

☐

6

☐

12

Proposed commencement date

How many tenants will occupy the property?

Adults

☐

Children

Ages

Are you a smoker?

Yes

☐

No

☐

Social

☐

Are all occupants living in the property full time?

Yes

No

Pets: Yes

☐

No

☐

Breeds

I/We agree to payment of a holding deposit of one week's rent to secure the property. If I/We decide not to proceed, I/We agree that this holding deposit will be forfeited to the Landlord. I/We agree that the property will be advertised until the holding deposit has been paid.

I/We the applicant/s, agree that I will not be entitled to occupation of the premises until:

1. Vacant possession is provided by the current occupant of the premises
2. The tenancy agreement is signed by the applicant/s
3. All monies due are paid by the applicant/s in cleared funds prior to the expected date of occupation
4. I have personally inspected the property and agree to the terms outlined above (please sign)

**APPLICANT'S CURRENT DETAILS****Please give us your details**

Mr

☐

Ms

☐

Miss

☐

Mrs

☐

Other

☐

Surname

Given Name/s

Passport Number

Date of Birth

Driver's licence number

Driver's licence expiry date

Driver's licence state

Registration Number

**Please provide your contact details**

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email address

**CONTACTS / REFERENCES****Please provide a contact in case of EMERGENCY (next of kin)**

Surname

Given name/s

Relationship to you

Phone no.

**Please provide 2 personal references (not related to you)**

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

**EMPLOYMENT HISTORY**

Please provide your employment details / self employed

What is your occupation?

What is the nature of your employment?

(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

Net Income per week

Years

Months

\$

**CENTRELINK**

Centrelink reference

No. Type of payment

\$

per fortnight

**PREVIOUS EMPLOYMENT HISTORY**

Please provide your previous employment details

Occupation?

Employer's name

Contact name

Phone no.

Length of employment

Net Income per week

Years

Months

\$

**APPLICATION CHECKLIST**

Please attach a copy of the following:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Drivers Licence / Passport                 | <input type="checkbox"/> Self Employed - recent tax return / bass statement | <input type="checkbox"/> Electricity / Gas                 |
| <input type="checkbox"/> Employed - 4 recent pay slips              | <input type="checkbox"/> Owner - rates notice                               | <input type="checkbox"/> Car Registration                  |
| <input type="checkbox"/> Unemployed - Bank statement and centrelink | <input type="checkbox"/> letter   | <input type="checkbox"/> Phone Account / Foxtel / Internet |
|   | <input type="checkbox"/> Bank   | <input type="checkbox"/> Statement                         |

**CURRENT APPLICANT ADDRESS**

What is your current address?

  
 Postcode

Are you the: Owner / Tenant (please circle)

How long have you lived at your current address?

 Years  Months

Why are you leaving this address?

  


Landlord / Agents Name

Landlord/ Agents phone no.

Weekly Rent Paid

 \$
**PREVIOUS APPLICANT ADDRESS**

What was your previous residential address?

  
 Postcode

How long did you live at your previous address?

 Years  Months

Why did you leave this address?

  


Landlord / Agents Name

Landlord/ Agents phone no.

Weekly Rent Paid

 \$

This is a FREE service that connects all your utilities and other services. Direct Connect can help arrange for the connection or provision of the following utilities and other services:

☐ Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.  
 We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move



in. Please refer to Direct Connect's Terms &amp; Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges. Electricity Cleaners Gas Insurance Phone Removalist Internet Truck or van hire Pay TV We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information. **DECLARATION AND EXECUTION: By signing this application, you:**

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement.
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature

Date

PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F: 1300 664 185. www.directconnect.com.au

**NOTICE TO PROSPECTIVE TENANTS**

The availability of telephone lines; internet services; analogue; digital or cable television (and adequacy of such devices); 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 and antenna sockets or other such points located in the property are serviceable or will otherwise meet the requirements of the tenant and tenants must rely upon their own enquiries.

ONE CALL WILL *save* YOU *time* AND *effort*

SERVICES WE *connect*

TO GET CONNECTED ASK YOUR LOCAL REAL ESTATE AGENT TO SEND US YOUR DETAILS

Call us on 1300 664 715 or visit [directconnect.com.au](http://directconnect.com.au)

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CONNECT**

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## DECLARATION

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 premises 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 • 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:

(a) communicate with the owner and select a tenant

(b) prepare lease/tenancy documents

(c) allow tradespeople or equivalent organisations to contact me

(d) To conduct other searches from various persons/companies/third parties to verify the information provided by me. (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)

(h) To provide information to Insurance Providers, Salespersons, and any other Third Party who would have a beneficial interest relating to a tenancy matter.

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.

Signature

Date

## APPLICATION DETAILS

Your application will not be processed unless you provide photocopies of all of the following documents. If you require our office to photocopy any documents there will be a charge of \$0.50 cents per page.

For your application to be processed, you are required to provide photocopies of the following documents:

1. (eg. drivers licence or passport)
2. rental ledger or rent receipts (showing a history of your rental payments)
3. account or invoice with the current address (phone/mobile, electricity, credit card, bank account, rates notice)
4. evidence of income (pay slip or letter from employer. If self employed a letter from your accountant or your last tax return. If unemployed a letter from Centrelink confirming your payments.
5. references (a written rental reference and any other written references, if you have sold your home provide a copy of your rates notice or water bill & the selling agents details)
6. current ATM balance or bank statement "for occupants over the age of 18yrs it is essential that each person who wishes to reside on the premises complete an application form in full" Terms & Conditions

I authorise that the above information may be used to carry out a credit check on me.

I also agree that should I be in breach of any express or implied provision of the Tenancy Agreement or any provision of the Residential Tenancies Act, that I am responsible for the landlords costs incurred in undertaking collection action to recover his/her losses

- Please remember to sign each page of the application.
- We accept payments via BPAY, Direct Debit, Deft Card
- If a student, provide documentation of enrolment

Signature

Date

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CLEANING



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Call us on **1300 664 715** or visit **directconnect.com.au**

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# Request for Rental Reference

# Ray White®

**If your current or previous rental property is managed by a Real Estate Agent, please complete the following details in order for that agency to provide us with a rental reference on your tenancy.**

**If this form is not completed, your application will not be processed.**

REAL ESTATE AGENCY: \_\_\_\_\_ FAX NO: \_\_\_\_\_

APPLICANTS NAME: \_\_\_\_\_

RENTAL PROPERTY ADDRESS: \_\_\_\_\_

DATE VACATED PROPERTY: \_\_\_\_\_

In accordance with the Privacy Act I/We the undersigned authorise the recipients of this facsimile to give information to Ray White Toronto regarding my/our rental history. I/We understand this information will be used to assess my/our application.

APPLICANTS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**For completion by agent: Please return with a copy of rental payment ledger by fax 02 4959 5988 or [stevie.alo@raywhite.com](mailto:stevie.alo@raywhite.com). Thank you!**

Date of tenancy commencement: \_\_\_\_\_

Date of vacation: \_\_\_\_\_

Rental amount paid: \$ \_\_\_\_\_

Was the rent paid on time? ☐ Yes ☐ No

Were there any Termination Notices issued during the course of the tenancy? ☐ Yes ☐ No

If so what for? \_\_\_\_\_

Did the tenant vacate the property under a Termination Notice? ☐ Yes ☐ No

Have CTTT applications been lodged? ☐ Yes ☐ No

If so what for? \_\_\_\_\_

Were routine inspections carried out during the course of the tenancy? ☐ Yes ☐ No

Overall cleanliness of property: ☐ Exceptional ☐ Excellent ☐ Good ☐ Satisfactory ☐ Poor

What condition were the lawns and grounds kept in? ☐ Exceptional ☐ Excellent ☐ Good ☐ Satisfactory ☐ Poor

Were pets kept at the premises? ☐ Yes ☐ No

If so, what type and breed: \_\_\_\_\_ Any damages caused? ☐ Yes ☐ No

Was bond refunded in full? ☐ Yes ☐ No

On a scale of 1-10, how would you rate the tenants? (poor) 1 2 3 4 5 6 7 8 9 10 (excellent)

What best describes the tenants? Polite / Friendly / Demanding / Rude / Easy Going / Co-operative

Would you rent to this tenant again? ☐ Yes ☐ No

**PLEASE PROVIDE LEDGER'S REPORT.**

Signature of Agent: \_\_\_\_\_ Date: \_\_\_\_\_