IMPORTANT INFORMATION FOR PROSPECTIVE TENANTS



It is a condition of Ray White Upper Blue Mountains that **ALL** rental, bond, water usage and lease fee payments made to our office are made by either:

- RAY WHITE ADVANTAGECARD;
- MONEY ORDER OR;
- DIRECT DEPOSIT. (WE ARE A NON CASH OFFICE)

You must provide at least **100 points** of identification with your application form. The application will **NOT** be processed until **ALL** the required information has been provided. Providing comprehensive supporting documentation will aid the investor in making a decision about your application.

IDENTIFICATION

- 1. Drivers Licence = 40 points
- 2. Passport = 40 points
- 3. Birth Certificate = 20 points
- 4. Photo ID = 20 points
- 5. Utility bill/Car rego = 20 points
- 6. Medicare/Bank card = 20 points

INCOME

- 1. Payslip and or letter confirming employment from employer
- 2. Centrelink payment details
- 3. Current bank statement with NAME displayed
- 4. If you are self-employed we require a copy of your Last Tax Return or a letter from your Accountant, plus a copy of your Business Registration Certificate.

CURRENT & PREVIOUS RENTAL OR OWNERSHIP DETAILS

- 1. Three recent rent receipts from your AGENT (private receipts not accepted).
- 2. Rental references
- 3. A current Tenant Ledger must be provided with your application
- 4. Proof of ownership of Property i.e. Sydney Water or Council Rates Notice (if the property is being sold, please provide the name of the listing agent).

COPIES OF ALL DOCUMENTS MUST BE PROVIDED AS WE DO NOT PROVIDE PHOTOCOPYING

PLEASE NOTE RAY WHITE UPPER BLUE MOUNTAINS IS A MEMBER OF THE TENANT INFORMATION CENTRE OF AUSTRALIA (TICA) AND BARCLAY GROUP. YOUR APPLICATION WILL BE PROCESSED USING THESE BUREAUS.

Sue Ellen Oxenbould Senior Property Manager sue-ellen.oxenbould@raywhite.com 02 4787 8797 Stephanie Jones Property Management Assistant stephanie_jones@raywhite.com 02 4787 8797 Olivia Wilkison Property Management Assistant olivia.wilkinson@raywhite.com 02 4787 8797

PROPERTY DETAILS	Ď		IDENTIFICATION			
Street Address:			Drivers Licence No:	State:		
Suburb:			Drivers Licence Exp Date:			
Lease Term:	years	months	Medicare No:			
Lease Commencement of	date:		Medicare Exp Date:			
Rent: \$ weekly monthly		monthly	Passport No:			
Names of all other applic	cants:		Passport Issuing Country:			
Number of Occupants:	Adults Ch	ildren:	SUPPORTING DOCUMENTS			
Ages of Children:			Drivers Licence - 40 pts			
ADDITIONAL INFO			☐ Passport - 40pts☐ Other Photo ID - 20pts			
Smokers: Yes:	No:		Current Payslip - 20pts			
Pets: Yes: No:			Previous 2 rent receipts - 20pts			
Number of Pets:			☐ Previous Tenancy Ledger - 20pts☐ Medicare Card- 20pts			
Number of Fets.			☐ Debit/Credit Card - 20pts			
If yes, please state: Pet t	type(s):		☐ Bank Statement - 20pts☐ Utility Bill - 20pts			
Pet breed(s):						
Council registration:			EMERGENCY CONTACT DETAILS			
PERSONAL DETAILS			Name:			
Given name(s):			Relationship:			
Surname:			Address:			
Date of Birth:			Mobile:			
Mobile:			Home Phone:			
Home Phone:			Work Phone:			
Work Phone:						
Email:						

By confirming your email address you consent to service of any documents required to be given or served in respect to the tenancy/management agency agreement of which you are a party to.

CURRENT TENANCY DE	ETAILS	PREVIOUS EMPLOYMENT DETAILS			
Street Address:			Position Held:		
Suburb:			Business Name:		
Length of tenancy:	years	months	Street Address:		
Rent paid: \$	weekly	monthly	Suburb:	Postcode:	
Reason for vacating:			Contact Name:		
Name of Landlord/Agent:			Contact Phone:		
Landlord/Agent Phone:			Length of Employment:	То:	From:
Landlord/Agent Email:					
PREVIOUS TENANCY DETAILS			INCOME		
Street Address:	ETAILS		Employment Income:	weekly	annually
			Other Income:	weekly	annually
Suburb:			Other Income source(s):		
Length of tenancy:	years	months			
Rent paid: \$	weekly	monthly	IF SELF EMPLOYED PL	EASE COMPLETE	<u> </u>
Name of Landlord/Agent:			Company Name:		
Landlord/Agent Phone:					
Was the bond refunded in full? Yes		No	Business Type:		
If No, please specify reasons why:			Business Address:		
			Suburb:	Postcode:	
CURRENT EMPLOYMENT DETAILS Position Held: Business Name: Street Address:			ABN:		
			Accountant Name:		
			Accountant Phone:		
			Accountant Email:		
			Accountant Street Address:		
Suburb:	Postcode:		Suburb:	Postcode:	
Contact Name:					
Contact Phone:					

Length of Employment: years months

PROFESSIONAL REFERENCE 1 Referee Name: Relationship: Phone: Email: PROFESSIONAL REFERENCE 2 Referee Name: Relationship: Phone: Email:

PRIVACY POLICY

LUMEG HOLDINGS PTY LTD T/A Rat White Blackheath 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 on blackheath.nsw@raywhite.com and provide details of the incident so that we can investigate. 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.

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.

Our complete privacy policy can be found at http://www.raywhite.com/franchisee-privacy-policy

CONSENT

I, the Applicant, acknowledge that I have read the Privacy Statement and the Privacy Policy of Ray White Upper Blue Mountains and I authorise Ray White Upper Blue Mountains and the Agent to collect information about me from:

- My previous letting agents, landlords, current and previous employers
 My personal referees
- 3.Ray White may use one or more of the following residential tenancy databases (RTD's) to check my tenancy history for the purpose of deciding whether the landlord should enter into a tenancy agreement with me:

a.The landlord may use:

NTD 1300 563 826 ntcA 1902 220 346 tica.com.au
RPDATA 1300 734 318 podata.com
BARCLAY MIS 1300 883 916 parclaysmis.com.au
TRA 02 9363 9244 tradingreference.com

b.You may contact an RTD about personal information held about you by using the contact details provided above.

4.Personal information collected about me will be provided to the owner of the property even if the owner is a resident outside Australia.

5.Personal information collected about me may be given to third parties - valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases to which it is reasonably necessary to disclose in relation to the tenancy arrangement.

As your information may be emailed or stored in the cloud, we cannot ensure that overseas recipients to whom your information is disclosed will not breach the Australian Privacy Principals in relation to your information. Acknowledging that this is so, you consent to your information being emailed and stored in the cloud.

I consent to Ray White Upper Blue Mountains disclosing confirmation details (including NMI, MIRN and telephone numbers) to the utility service provider and the Agent. I acknowledge that Ray White Home Now, Ray White Upper Blue Mountains and the Agent do not accept 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. I acknowledge that Ray White Home Now, Ray White Upper Blue Mountains and 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. I also acknowledge that, while there is no charge to me for the Ray White Home Now service: normal service provider fees or bonds may apply for which I am responsible.

HOLDING FEE

Complete for properties in NSW if you wish to reserve the property for a period of time. The Holding Fee is equivalent to one week's rent to hold the property for a period of 7 days only starting from when the funds are received. The agent undertakes that:

- *A Holding Fee may only be requested following approval of the application by the landlord:
- *A receipt for the amount, property, landlord and tenant names and holding period must be provided to the tenant.
- *Where a Holding Fee has been paid, a landlord must not enter into another tenancy agreement for that period with another tenant.
- *Should the tenant withdraw from the tenancy application, the landlord may retain the whole Holding Fee.
- *A Holding Fee should be attributed to rent upon the tenancy commencing.
 *The Applicant understands that, should they decide not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Holding Period, the landlord may retain the whole Holding Fee representing the rent that would have been paid during the Holding Period.

The Applicant agrees to pay a Holding Deposit/Fee of (equivalent to 1 week's rent): \$

PAYMENT 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 amount: \$	weekly	\$ monthly
First payment of rent in ad	\$	
Rental Bond:	\$	
Subtotal:	\$	
Less Holding Fee:	\$	
Amount payable upon sign Tenancy Agreement:	\$	

BOND LODGEMENT

Tenants have the option to lodge their bond online if they have an email address, mobile phone number and access to the Internet, a Visa Card, Mastercard or the ability to pay by BPAY through your bank, credit union or building society and an Australian bank account. If you wish to utilise this online bond service, please advise our agency to enable us to enter your tenancy and bond details into Rental Bonds Online. We can provide you with an information sheet 'Getting started with Rental Bonds Online' to assist you.

X	
Signature	Date