

TENANCY APPLICATION FORM

YOUR APPLICATION WILL NOT BE PROCESSED UNLESS THE FOLLOWING HAS BEEN COMPLETED.

1. Each Adult (18 yrs & over) occupying the premises must complete a separate application
2. All questions have been answered
3. All references have phone numbers (do not just provide mobile numbers, 2 numbers at least are needed for each reference)
4. All relevant documentation and references have been attached
5. Please complete & sign disclaimer on page 5

PHOTOCOPYING COST 20 CENTS PER PAGE

IMPORTANT (Please Read)

Ray White Penrith are members of the Tenancy Information Centre of Australia (TICA) and RP Data Tenancy Information Group.

Your application will be processed using these Agencies.

Your completed application will be presented to the landlord for their consideration.

Please allow (2 working days) for processing

Ray White™

Penrith

TENANCY APPLICATION

It is a condition of Ray White Penrith that all initial payments ie.

Bond & rent in advance are to be paid by money order or bank cheque only.

All future rental payments are to be paid using our DEFT card.

Payments can be made by phone, internet or Bpay which also offers payment by Credit Card (Bank fees apply). A brochure will be given to you upon signing the lease. Any dishonour fees incurred by Ray White Penrith as a result of insufficient funds in your account when paying your rent will be charged back to you.

By you accepting to lease the property, you are agreeing to our rental payment system.

We do not accept guarantors on a Tenancy Agreement, you must reside at the property and will be responsible for any rent defaults, cleaning or damage costs if owing.

You must attach 2 of the following documents from each category with your application form. The application will NOT be processed until ALL the relevant information has been provided.

IDENTIFICATION

1. Drivers Licence
2. Other Photo ID showing current address
3. Proof of Age Card
4. Birth Certificate
5. Marriage Certificate

INCOME

1. Pay slip or letter confirming employment from employer (on company letterhead)
2. Current Centrelink statement
3. Current bank statement that provides your full name on the statement
4. If self employed you **must** provide: last Taxation Return, a letter from your Accountant, Business Registration Certificate showing proof of Business Name & ABN Certificate.

CURRENT & PREVIOUS RENTAL OR OWNERSHIP DETAILS

1. Tenant Ledger from Agent or bank account statement for private landlord (must be supplied)
2. Rental References (must be supplied)
3. Proof of ownership of property i.e; Sydney Water and Council Rate Notice (Note if property is being or has been sold, provide name & number of Agent who sold property)

Note: All "Ray White Penrith" Defaulting Tenants will be listed on TICA throughout Australia & New Zealand and RP Data as defaulting tenants

FOR YOUR APPLICATION TO BE PROCESSED, ALL QUESTIONS MUST BE ANSWERED. PLEASE WRITE CLEARLY.

A. AGENT DETAILS

OFFICE: Ray White Penrith
 ABN: 2900 361 3278

ADDRESS: Shop 3/308 High Street, Penrith NSW 2750

OR: P.O Box 1144, Penrith NSW 2751
 PHONE: 4732 3333
 FAX: 4721 3051
 EMAIL: penrith.nsw@raywhite.com
 WEB: www.raywhitepenrith.com.au

B. PROPERTY DETAILS

What is the full address of the property you are applying for:

| |
|------------|
| |
| POST CODE: |

Weekly Rent: \$ _____

Lease Commencement Date?

| | | |
|-----|-------|------|
| DAY | MONTH | YEAR |
|-----|-------|------|

How many people will be occupying the property?

| | | |
|--------|----------|------|
| ADULTS | CHILDREN | AGES |
|--------|----------|------|

Please provide details of any pets with breed & type of pet: Number of pets: _____

| | |
|----|------------------------|
| 1. | Council & Rego number: |
| 2. | Council & Rego number: |
| 3. | Council & Rego number: |

C. OTHER INFORMATION

Are any Applicants smokers? Please circle: YES / NO

Inside or Outside? _____

D. PERSONAL DETAILS:

Please give us your details:

| | | | | |
|----|----|-----|------|-------|
| MR | MS | MRS | MISS | OTHER |
|----|----|-----|------|-------|

Surname: _____ Given Name's: _____

| | | | | |
|----------------|-------|------|---------------------------------|-------|
| Date of Birth: | | | Driver's Licence Number & State | |
| DAY | MONTH | YEAR | NUMBER | STATE |

| | | | |
|---------------------------------|-------|---------------------------|---------|
| Car Registration Number & State | | Passport Number & Country | |
| NUMBER | STATE | NUMBER | COUNTRY |

| | |
|----------------|--------------|
| Pension Number | Pension Type |
| | |

Please provide your contact details:

| | |
|-------------------|-------------------|
| Home Phone Number | Work Phone Number |
| | |

| | |
|---------------|------------|
| Mobile Number | Fax Number |
| | |

Email Address

E. FREE UTILITY CONNECTION SERVICE

To save you time when you're moving house, DIRECT CONNECT can help you arrange your utility connections all in the one phone call. It is FREE!!

CLEANING PHONE ELECTRICITY GAS INSURANCE
 ADSL BROADBAND DIAL UP PAY TV TRUCK/CAR HIRE

this is a **FREE** service and there is **NO OBLIGATIONS**

The Utility services are provided by: **DIRECT CONNECT**

Phone: 1300 664 715
 Fax: 1300 664 185
 Web: www.directconnect.com.au

Direct Connect will use the information in this application to explain the services offered and to undertake any connection and disconnection services authorised (including the provision of information to utility companies). Person information collected by Direct Connect may be accessed by contacting Direct Connect on the contact details above. Normal service provider bonds may apply, AGL do not charge a bond.

F. 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 about me from:

- (a) The owner or the Agent of my current or previous residences;
- (b) My personal referees for this application
- (c) My current and past employers
- (d) Any person who maintains any record, listing or database of defaults by tenants

And I authorise and consent to each of those persons providing requested personal information about me to the Agent.

And I authorise and consent to each of those persons providing requested personal information about me to the Agent.

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 within this application in order to:

- (a) communicate with referees, employees, landlords, third party operators of tenancy reference databases, other agents and select a tenant
- (b) communicate with the owner and select a tenant
- (c) prepare lease/tenancy documents
- (d) allow trades people or equivalent organisations to contact me
- (e) lodge/claim/transfer to/from a Bond Authority
- (f) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (g) refer to collection agents/lawyers (where applicable)
- (h) complete a credit check with a tenancy default database

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. I am aware that I may access personal information on the contact details above and that I may be able to correct this information if it is inaccurate, incomplete or out-of-date.

I consent to the disclosure of this page of the application form to Direct Connect ABN 20110316973 for the purpose of enabling Direct Connect to offer the connection and disconnection services to me. I consent to Direct 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 Direct Connect disclosing confirmation details (including NMI, MIRN and telephone number) to the Agent. I acknowledge that neither Direct 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. I acknowledge that the Agent, its employees and Direct Connect may receive a fee/benefit from a service provider in relation to the connection of a utility service. There is no charge for the Direct Connect service; normal service provider fees or bonds may apply.

| | |
|-------------------------|--|
| Signatures of applicant | |
|-------------------------|--|

Dated _____

APPLICATION FAXED/EMAILED TO Direct Connect – DATED: _____

G. APPLICANT HISTORY

What is your **current** address?

[Address field]
[POST CODE: field]

How long have you lived at your current address?

Years [] Months []

Why are you leaving this address?

[Reason for leaving field]

Landlord / Agent details of this property

Name of Agent or Landlord & address

[Agent/landlord name and address field]

Agent / Landlord Phone Number

Weekly Rent Paid

Home: [] Work: []
Fax: [] Mobile: []
\$ []

What was your **previous** residential address?

[Previous address field]

Name of Agent or Landlord & address

[Agent/landlord name and address field]
Reception Phone Number: []

Agent / Landlord Phone Number

Weekly Rent Paid

Home: [] Work: []
Fax: [] Mobile: []
\$ []

Reason why you left this property? Was bond refunded in full? Yes /No
If no reason why?

[Reason for leaving field] [Bond refunded field]

How long did you live at your previous address?

Years [] Months []

H. CURRENT EMPLOYMENT HISTORY

Full company name

Reception or Payroll Phone Number

[Company name field] [Phone number field]

What is the nature of your employment? (Please circle)

FULLTIME PARTTIME CASUAL SELF EMPLOYED
(must provide documents)

What is your current occupation

[Occupation field]

Company Full Street Address?

[Company address field]

Length of employment?

Net Weekly/Fortnightly/Monthly income?

[Years field] [Months field] \$ [Income field]

I. PREVIOUS EMPLOYMENT HISTORY

Occupation

Length of employment

[Occupation field] [Length of employment field]

Full Company Name & Address

[Company name and address field]
Phone Number: []

Reason for leaving:

[Reason for leaving field]

K. EMERGENCY CONTACT

Please provide details of parents or a close relative (Not partner on application)

Surname

Given Names

[Surname field] [Given Names field]

Relationship to you

Home Number

[Relationship field] [Home Number field]

Work Number

Mobile Number

[Work Number field] [Mobile Number field]

Full Address

[Full Address field]
Post Code: []

**L. PERSONAL REFERENCES (FILL OUT EVERY PHONE NUMBER)
(EACH APPLICANT SHOULD HAVE DIFFERENT REFERENCES)**

1. Surname

Given Names

[Surname field] [Given Names field]

Relationship & length of relationship

Home Number

[Relationship field] [Home Number field]

Work Number

Mobile Number

[Work Number field] [Mobile Number field]

2. Surname

Given Names

[Surname field] [Given Names field]

Relationship & length of relationship

Home Number

[Relationship field] [Home Number field]

Work Number

Mobile Number

[Work Number field] [Mobile Number field]

3. Surname

Given Names

[Surname field] [Given Names field]

Relationship & length of relationship

Home Number

[Relationship field] [Home Number field]

Work Number

Mobile Number

[Work Number field] [Mobile Number field]

M. PLEASE PROVIDE A BUSINESS / WORK REFERENCE

Full name

Company Name & position held

[Full name field] [Company name and position field]

Office phone number

Home Number

Mobile number

[Office phone field] [Home Number field] [Mobile number field]

N. IF SELF EMPLOYED, PLEASE PROVIDE FOLLOWING?

Full Company Name & type of business:

[Company name and type of business field]
Type of business: []

Business address, ABN number and all contact phone numbers:

[Business address field]
Post Code: [] ABN Number: []
All PhoneNumbers: []

O. ANY OTHER COMMENTS FOR THE APPLICATION REQUIRED?

[Comments field]

DISCLAIMER/AUTHORITY

I, the said applicant, do solemnly and sincerely declare that the information contained in this application is true and correct and all the information was given of my own free will. I further authorise the letting agent "**Ray White Penrith**" to contact and conduct any inquiries and or searches with regard to the information and references supplied in this application.

I, the said applicant do solemnly and sincerely declare that I am over 18 years of age and eligible to enter into this agreement.

I, the said applicant do solemnly and sincerely declare:-

1. I have inspected the property at _____.
2. I have of my own accord decided that I wish to rent the above mentioned property commencing ____/____/____ for a period of ____ months.
3. I have been informed, understand and agree that the rental for the above property is to be \$ _____ per week and that this rental is within my means to support.
4. I have been informed, understand and agree that the rental for the above property is to be paid every _____ and is to be 2 (two) weeks in advance at all times.
5. I have been informed, understand and agree that the bond for the above property will be \$ _____ (4 weeks rent) and I further agree to undertake to pay the bond on signing the Tenancy Agreement. I further authorise the letting agent to attend to all details regarding the lodgement of the bond with the appropriate authority.
6. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on the tenancy application submitted by me.
7. I have been informed and understand that this property could be covered by the Landlord Insurance.
8. I have been informed, understand and agree that should this application not be accepted, the agent is not required or obligated to disclose why or supply any reason for the rejection of this application.
11. I agree to accept the rental payment system Ray White Penrith has in place.

PRIVACY ACT ACKNOWLEDGEMENT

In accordance with the privacy act, I authorise Ray White, Penrith to provide information and obtain information from all payroll, credit providers, agents and landlords and references named in this application. I understand this can include information about my credit worthiness, credit standing, credit history, credit capacity, property condition report history and residential tenancy tribunal orders history. I understand this information may be used to assess my application for this property or other properties for which I apply.

APPLICANT FULL NAME _____

APPLICANT SIGNATURE _____ **DATED** _____

(Office Use Only – Application Received)

Received By _____

Date Received _____ Time Received _____

Ray White™

Penrith