

# TENANCY APPLICATION FORM

Please complete this application form in full and attach a photocopy of all supporting documentation prior to submission.

I, \_\_\_\_\_ confirm that I have seen the property at \_\_\_\_\_  
on \_\_\_\_\_ and wish to apply for the property in its current condition.

## Ray White Policy & Procedures

- Applications can only be submitted after you or your representative have viewed and accepted it its current condition.
- We will endeavour to process all applications within 3 business days. All applicants will be advised via phone call or text message if successful or not.
- Each applicant must submit an individual form with 100 points of photocopied identification for each applicant.
- Please complete all details accurately, as incomplete or incorrect details could void your application.
- All applicants will be checked through the Tenancy Information Centre of Australia (TICA).

Applications are referred to the owner of the property and the owner's decision is considered final.

## Should Your Application Be Successful

- You will not be committed to the property until you view and agree to the relevant Tenancy Agreement and its terms. Once you agree to the relevant terms, you will be committed to the property and are required to pay the first 2 weeks rent prior to or on lease commencement date. The property will not be removed from our availability list until your rent is paid and agreement fully signed unless a non-refundable holding deposit is paid.
- Once the commencement date of the tenancy has been agreed upon, this cannot be changed.
- Before moving in it will be necessary for you to pay the bond (equivalent of 4 weeks rent) and 2 weeks rent, by either Bank Cheque or Money Order. The bond can be paid online using the NSW Fair Trading Online Rental Bond Service.
- We are a **CASHLESS** office. Methods of payment options are **Direct Debit** and **CentrePAY**. By completing this application you have agreed to these payment methods. Please provide your nominated bank account details at the time of the sign up to set up for Direct Debit.
- Our preferred method of rental payment is **Direct Debit**.
- All rejected Direct Debits will incur a fee of \$15 payable by you within 7 days of notice of the rejection. This fee is subject to change at the discretion of our financial institution.
- We do not accept Bond transfers.

### 100 POINT IDENTIFICATION REQUIRED

Must be **PHOTOCOPIED** prior to submitting your application

Proof of Income / Pay Slips	Compulsory		Photo ID	40 Points	
Centrelink Statement (if Applicable)	Compulsory		Birth Certificate	10 Points	
Current Bank Statement	Compulsory		Bank Card / Medicare Card	10 Points	
Proof of Address	40 Points		Copy of Residential Rates Notice	10 Points	

## If you are approved for this property

Please tick if you are able to fund the following:

- 1 x weeks rent** within 24 hours of approval (non-refundable holding deposit)
- 4 x weeks rent** for the bond (required to be paid to our office or direct to Rental Bonds Online prior to your lease sign)
- 1 x weeks rent** (payable at the lease sign, and in addition to the holding deposit)
- I will need assistance from Department of Housing or other to help fund the above payments

I have read, understand and agree to all of the above terms above Signed \_\_\_\_\_

If you are unable to sign the application electronically – Typing your name here will acknowledge your consent to the terms of the application.

**Ray White Grafton**  
14 Prince Street, Grafton NSW 2460  
P 02 6642 3844 F 02 6642 3811  
E pm.grafton@raywhite.com



## Where Did You Find Us?

Rent List from Office	Internet		
For Rent Sign	raywhite.com	realestate.com.au	domain.com.au
Sales Person Referral		Other	
Do you own investment property locally? Y/N		Are you looking to buy in the near future? Y/N	

## Property Details

Proposed Property					
Rent per week	\$	Lease Term	months	Commencing	

## Personal Details

Full Name			
Date of Birth		Phone	
Mobile		Email	
Total Number of Occupants		Name	Age
Name	Age	Name	Age
Name	Age	Name	Age

## Residency Details

Current Address				
Occupancy Period		Rent Paid	\$	
Reason for Leaving				
Agent / Landlord			(Ph)	
			(Fax)	

Previous Address				
Occupancy Period		Rent Paid	\$	
Reason for Leaving				
Agent / Landlord			(Ph)	
			(Fax)	
Bond Refunded	Yes / No	If No, Why Not?		

Previous Address				
Occupancy Period		Rent Paid	\$	
Reason for Leaving				
Agent / Landlord			(Ph)	
			(Fax)	
Bond Refunded	Yes / No	If No, Why Not?		

## Occupation/Education (Complete where applicable – proof of income must be provided)

Current Occupation			
Current Employer			
Employer Address			
Employer Details	Ph	Fax	Contact
Employment Period		Gross Wage \$	Net Wage \$
If Employed For Less Than 6 Months – Provide Previous Employer			

<b>If Self Employed</b>			
Name of Business			
Nature of Business			
Address			
Accountant Details		Ph	
Average Weekly Income		Period of Self Employment	
If Employed For Less Than 6 Months – Provide Previous Employer			

Name of Tafe / Uni	
Faculty / Course	

Other income Details	

## Business / Work Reference (Must be different to your payroll contact)

Name			
Business Name		Ph	
Address			

## Emergency Contact

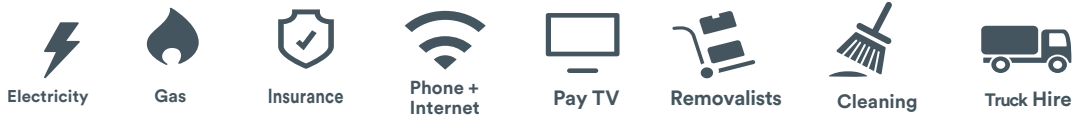
Name		Ph
Address		
Relationship to Applicant		

## Other

Type & No. Pets		Small / Medium / Large	Inside / Outside
		Small / Medium / Large	Inside / Outside
		Small / Medium / Large	Inside / Outside
Council Registered	Yes / No	Drivers Lic No.	Smoker
			Yes / No
Car Rego No.	Make & Year		
Pension No.	Passport No.	Country	
Have you been known as any other names?			



Direct Connect is a FREE service that can connect you to the following utilities and services in your new home



YES

» I/we consent to Ray White Grafton providing my personal information details to Direct Connect which will include my name, address, email and phone number to be contacted in relation to my/our utilities and service connections

» This includes obtaining metering information for the premises I am moving to

Signature

Date

## Privacy Disclosure Statement

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. 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 owner's insurers. We may also send 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. 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.

## Consent

I the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise Ray White Real Estate to collect information about me from:

1. My previous letting agents and/or landlords;
2. My Business/Work/Employment & Emergency Referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorise the Agent to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorise Ray White Real Estate to disclose the personal information collected about me to the owner of the property and to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, utilities companies such as gas, electricity, water connection, telephone connection, other agents and tenancy default databases.

I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

**Applicant Name**

**Signature**

**Date**

Ray White **Know How**



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