

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 | | | |

| | | | |
|--|--|---------------------------|--|
| If Self Employed | | | |
| 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 |
| Car Rego No. | | Make & Year | |
| Pension No. | | Passport No. | Country |
| Have you been known as any other names? | | | |



Direct Connect can help arrange for the connection of the following utilities and other services:

| | | | | |
|-------------|------------|-------------------|----------|--------|
| Electricity | Gas | Phone | Internet | Pay TV |
| Insurance | Removalist | Truck or van hire | Cleaners | |

Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.



This is a FREE service that connects all your 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 & 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 hours of the nearest working day on receipt of this application to confirm your information 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.

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

P: 1300 664 715

F: 1300 664 185

W: www.directconnect.com.au

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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