

Ray White Green Point Residential Tenancy Application Form

For your application to be processed you must answer **all** questions

Applicant's Full Name (Please complete a **separate** form for EACH adult applying)

Given Name(s):	Surname:
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Address of the Property you are applying for

Date able to commence tenancy of the property?

Tenancy period preferred

No. of people that will normally occupy the property?

/ /

6 / 12 Months

Adults:	Children:
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RENTAL APPLICATION CHECKLIST

PLEASE READ THE FOLLOWING POINTS AND **TICK** THAT YOU HAVE COMPLETED EACH **BEFORE** LODGING YOUR RENTAL APPLICATION (INCOMPLETE FORMS WILL NOT BE PROCESSED)

- I have physically viewed this property (if not, advise details): _____ attended on my behalf
- I have completed all sections of the application form
- I have signed and dated the application form
- I have provided photo copies of 100 points of identification (note that any forms of ID bearing an address **MUST** match the applicant's current address)

Before any application will be considered, each applicant **MUST** achieve a minimum of **100 check points**. Applications generally take approximately two business days to process. If you do not supply sufficient information (as required below), this will delay the process and the property may be let to another applicant.

NOTICE TO COMPLETE TENANCY APPLICATION

APPLICANT MUST PROVIDE:	Points
<input type="checkbox"/> Driver's Licence, Proof of Age or Passport	30
<input type="checkbox"/> Employee - 2 most current payslips or written confirmation from employer (must include start date, gross wages, employer name, contact name and telephone number)	15
<input type="checkbox"/> Self-employed - most recent PAYG/BAS statement	15
Accountant's name _____	
Telephone number _____	
<input type="checkbox"/> Other - relevant Centrelink confirmation or benefits	15

ADDITIONAL ID FOR BALANCE OF POINTS	Points
<input type="checkbox"/> Current Rental Ledger	20
<input type="checkbox"/> Birth Certificate / Marriage Certificate	10
<input type="checkbox"/> Current Electricity Account	15
<input type="checkbox"/> Current Council /Water Rates	15
<input type="checkbox"/> Home/Mobile Telephone Account	15
<input type="checkbox"/> Vehicle Registration	15
<input type="checkbox"/> Current Bank Statement	15
<input type="checkbox"/> Credit Card / Debit Card	15
<input type="checkbox"/> Medicare Card/ Student Card	10
<input type="checkbox"/> Health Care Card	15

OFFICE USE ONLY

Income Confirmed: 100 Points: Application Accepted: YES / NO
 Rental Reference Requested: Rental Reference Received: Date to Commence: ____ / ____ / ____

Applicant's Details

Mr Mrs Ms Mr Dr

Surname

Given Name/s

Date of Birth

 / /

Home Phone Number

Mobile Phone Number

Work Phone Number

Email Address

Passport Number

Passport Country of Issue

Driver's Licence Number

Driver's Licence State

Pension No. (if applicable)

Pension type (if applicable)

Are you a smoker? YES / NO Do you have any pets? YES/NO

If yes, type of pet, breed and how many?

Indoor or Outdoor?

Names and ages of children (under 18)

Name	Age
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

What is your **current** address?

Postcode

How long have you lived at your current address?

Years Months Current Rent: \$ p/w

Why are you leaving this address?

Are you the homeowner / tenant / boarder / other?

Landlord/Agent details of your **current** property (if applicable)

Name of Landord/Agent I've never rented before (tick)

Property Manager's Name

Landlord/Agent's Phone No.

Landlord/Agent's Fax/Email

Previous Residence(s)

What was your **previous** address?

Postcode

Were you the homeowner / tenant / boarder?

When did you live at this address?

From / / to / / Rent Paid: \$ p/w

Name of Landlord/Agent of your previous address - if applicable

Landlord/Agent's Phone No .

Property Manager's Name

Was Bond fully refunded? YES / NO

If not, why?

Additional previous address details (if previous address under 5 years)

Were you the homeowner / tenant / boarder ? Rent Paid: \$

Employment History

What is your **current** occupation?

What is the nature of your employment?

FULL TIME/P'TIME/CASUAL/SELF-EMPLOYED/CONTRACTOR (Please Circle)

Employer's name (business name if self-employed or institution if student)

Employer's address (accountant if self-employed or institution if student)

Postcode

Contact Name

Telephone Number

Length of Employment

Date Commenced: / /

Gross Income

\$ wkly/month

What was your previous employer's name and address

Postcode

Contact Name

Telephone Number

Length of Employment

From / / to / /

Gross Income

\$ wkly/month

In accordance with the Privacy Act 1988 we require you to read and sign this acknowledgement. In order to process a tenancy application a tenancy applicant is required under the national Privacy Principles of the Privacy Act to be made aware that an organisation may access a database. In addition, a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a database company other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments and other landlords and agents.

PRIVACY STATEMENT

I, the applicant, hereby authorise you as the agent, to conduct an inquiry with Tenancy Information Centre Australia Pty Ltd and any other searches which may verify the information provided by me. I do solemnly and sincerely declare that the information I have provided is true and correct and has been willingly supplied to assist in the assessment of my application.

I, the said applicant, declare that I give my permission to the Agent to collect my information and pass on such information onto TICA Default Tenancy Control Pty Ltd. I give my permission for my information to be provided to any other tenancy database for the assessment of my application. I further give consent to the member of the Database Company to contact any of my referees provided by me in my tenancy application.

I agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database, my information may be recorded as making an inquiry.

I agree that in the event of a default occurring under a tenancy agreement I give my permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I understand that the TICA Default Tenancy Control Pty Ltd is a database company that allows its members access to information accumulated from members about tenants who have breached their agreements.

I agree and understand that should I fail to provide the database member with the information and acknowledgement required, the database member may elect not to proceed with my tenancy application. I agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my ability to obtain future rental accommodation.

I acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 1902 220 346. I understand that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

I am aware that the Agent will use and disclose my personal information in order to:

- a. Communicate with the owner to select a tenant
- b. Prepare lease/tenancy documents
- c. Allow tradespeople or equivalent organisations to contact me
- d. Lodge/claim/transfer to/from a Bond authority
- e. Refer to Tribunals/Courts and Statutory Authorities (if applicable)
- f. Refer to collection agents/lawyers (where applicable)
- g. Complete a credit check with National Tenancies Database

If the applicant would like to access the personal information the Agent holds, they can do so by contacting Ray White Green Point, 1/199 Avoca Drive, Green Point, Tel: 02 4269 1111, Fax: 02 4369 5387 or Email: greenpoint.nsw@raywhite.com

The applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the required information is not provided, the Agent **will not** be able to process the application.

PRIVACY ACT ACKNOWLEDGEMENT

I acknowledge and give permission for a representative from Ray White Green Point to conduct appropriate checks and to verify all information provided in this application for tenancy and obtain written confirmation from referees supplied.

Applicant's Name: _____

Applicant's Signature: _____ Date: ____/____/____

Witness/Agent's Signature: _____ Date: ____/____/____

Ray White[®]

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