

PRE APPLICATION – FACT SHEET

Ray White.

Chatswood

Thank you for your inquiry on one of our available rental properties. We value your interest and will endeavour to make the process as smooth and hassle free as possible.

You will probably already realise that not all of our properties will be suitable for you and, likewise, we do not accept every application we receive. In order to assist you with your search for a property and ultimately your application for tenancy, should you decide to proceed with us, the following information might be useful:

We strongly recommend once you have received our For Lease List and viewed our photo display, that you do a drive-by. For your convenience, updated lists are available for viewing on our web site www.raywhite.com. This will help eliminate any properties that do not appeal to you and may save you time and energy. A time to view the property inside can then be made that is convenient to you and the Property Officer.

When you have chosen a property that you are interested in, you will be given an Application for Tenancy. It is essential that each person who wishes to reside in the property completes this in full, prior to making the application. **Applications that are incomplete will not be processed.** Should you require assistance with completing the form, we would be more than happy to help. When you return the application you must ensure that you have available the following:

Evidence of Your Income

You will be required to provide proof of current income. This can be in the form of a pay slip, Accountant's letter (if self employed), Centrelink Statement or Bank Statement.

Appropriate Identification

Each applicant is required to provide a minimum of 100 checkpoints using the following as a guide.

Last 4 rent receipts:	50 points
Driver's License:	40 points
Photo ID:(Either this or Passport)	30 points
Passport: (are essential)	30 points
Reference from previous Landlord/ Agent & telephone number:	20 points
Current motor vehicle rego papers:	10 points
Copy of previous telephone, electricity or gas account:	10 points
Copy of birth certificate:	10 points
Proof of income:	30 points

Tenancy Check

Upon authorisation, your application will be checked against a Tenancy Data Base (TRA) for information. If you have ever had a problem with a previous tenancy, it is imperative that you advise us so that we can discuss it with you.

We may also ask for your consent to confirm your information details with your employer and discuss any previous tenancy with a former Agent or Landlord.

Application not Accepted

Our office will retain your application form for only one month after lodgement. At this point unless otherwise directed, it will be shredded as per the Privacy Act.

Rental Payment Method

Our office does not accept cash as a method of rental payment deposit. We offer the choice of Money Order or Bank Cheque. Our preferred method of rental payment is by Ray White Payment Gateway. We understand that moving house can be a traumatic experience with significant upheaval to all residents. We want you to know that we are here to make a smooth transition, but do request your co-operation with the above. Should you have any questions at all we would be delighted to answer them.

RAY WHITE CHATSWOOD

101/7 Railway St, Chatswood NSW 2067

ENTER OFFICE FROM HELP ST

PO Box 1111, Chatswood NSW 2057

E; chatswood.nsw@raywhite.com

Ph: 02 9412 1288 Fax: 02 9412 3456

Residential Tenancy Application Form

For your application to be processed you must answer all questions

1. Agent Details

Ray White Chatswood

Address: 101/7 Railway St, Chatswood NSW 2057
(entry via Help Street)
Phone: 02 9412 1288
Fax: 02 9412 3456
Email: chatswood.nsw@raywhite.com

PM ID: 13708

2. Property Details

Address _____

Suburb _____ Postcode _____

Electricity Meter No _____

Lease Term _____ Years _____ Months _____

Date Property is to be occupied _____ / _____ / _____

Number of other Applicants to Occupy the Property _____

Adults _____ Children _____

Ages of children _____

3. Personal Details

Title _____ First Name _____ Initial _____

Last Name _____

Date of Birth _____ / _____ / _____ Age (Years / Months) _____

Drivers Licence Number _____ State of Issue _____

Alternate ID (eg passport) _____ No _____

Visa (if not an Australian Citizen) _____

Pension Type (if applicable) _____ No _____

Please provide contact details

Home Ph _____ Mobile Ph _____

Email _____

Occupation _____ Work No _____

Current Address _____

Suburb _____ Postcode _____

Are you a smoker? YES NO

4. Emergency Contact

Please provide an emergency contact not residing with you

First Name _____ Surname _____

Relationship _____ Phone No _____

Address _____

Suburb _____ Postcode _____

5. Utility Connection Services

connectnow. PH: 1300 554 323 | Fax: 1300 889 598
We get things sorted. info@connectnow.com.au
connectnow.com.au

Moving home has never been easier

Connectnow is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire.

What's more, you pay no extra charges as a result of using the Connectnow service. We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call 1300 554 323 to ensure your services can be addressed by the required date.

DECLARATION AND EXECUTION/PRIVACY NOTICE: By signing this application and ticking the 'YES' box below, I: consent to the collection of my personal information by Connectnow Pty Ltd (ABN 79 097 398 662) ("connectnow") for the purposes of contacting me to talk about arranging the connection and disconnection of moving and utility services and related services and to inform me about other products and services that may compliment my home/lifestyle needs; consent to the disclosure by connectnow of my personal information contained in this application to other parties, including the relevant third party service providers, connectnow's related companies and third parties who provide connectnow with services in connection with the ordinary operation and administration of connectnow's business or where otherwise required or authorised by law; understand that protecting my privacy is important to connectnow and that I can obtain further details about how connectnow manages my personal information, including how I may access and seek correction of my personal information, how I may complain about a breach of my privacy and how connectnow will deal with that complaint, by viewing connectnow's Privacy Policy at www.connectnow.com.au or contacting their Privacy Officer at info@connectnow.com.au; understand that whilst connectnow is unlikely to disclose my personal information to recipients located overseas, connectnow is not responsible for the privacy practices of any third party service providers, and accordingly, I accept that it is my responsibility to check the privacy policies of the relevant service providers if I wish to obtain further information about how they manage personal information (including whether or not they are likely to disclose such information to overseas recipients); understand that my consent to receive such marketing materials will continue until I opt-out by contacting info@connectnow.com.au; understand that the connection and disconnection of moving and utility services and related services (collectively referred to as "the nominated services") will only be initiated once a connectnow representative has discussed the details with me and obtained my consent to the terms and conditions of supply of the relevant service providers; acknowledge that, to the extent permitted by law, neither connectnow nor my real estate agent accepts liability for loss caused by delay in, or failure to, connect and disconnect or provide the nominated services; acknowledge that the nominated services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated service providers bind me and that after hours connections may incur additional service fees from utility providers; authorise the obtaining of a National Metering Identifier or a Metering Installation Registration Number for my residential address to obtain supply details; understand that it is the responsibility of the customer/homeowner to ensure that the electricity main switch is in the 'Off Position' for the required timeframe on the day of connection of the nominated utility services and that there is easy access to the meters; understand that connectnow may be paid a fee by the service provider and may pay a fee to a real estate agent in respect of the provision of the services provided to me by connectnow. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements and other undertakings set out in this application form on behalf of all applicants listed on this application form. Where I have nominated an alternative contact person on this application, I authorise connectnow to speak to them about my move and connection and disconnection needs if connectnow is unable to contact me directly.

Yes, I consent to connectnow contacting me to organise my move home services and other products and services to suit my home or lifestyle needs.

Signed _____ Date _____

6. Declaration

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997.

I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from 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 details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, any record, listing and National Tenancy Database (NTD) which lists defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information including National Tenancy Database (NTD).

If a landlord or estate agent finds details of a prospective tenant on a database, they must advise the tenant in writing, within seven days, of:

- the name of the database and the person who listed the information
- the tenant's information held in the database
- how the tenant can check, change or remove the listing (ie, by contacting the person who listed them or the database operator).

Signed _____ Date _____

7. Applicant History

How long have you lived at your current address? Years Months

Name of Landlord/Agent (If applicable)

Phone No

Rent Paid per month \$

Reason for leaving

Was bond repaid in full? Yes No If No, please specify why:

What was your previous residential address?

Suburb Postcode

How long did you live at your previous address? Years Months

Name of Landlord/Agent (If applicable)

Phone No

Rent Paid per month \$

Reason for leaving \$

Was bond repaid in full? Yes No If No, please specify why:

8. Employment Details

Occupation Full time P/T Casual

Employers Name

Employment Address

Suburb Postcode

Employer Phone No

Contact Name

Length at current employment Years Months

Net Income \$ Per Week \$ Per Month

9. Previous Employment Details

Occupation

Employers Name

Employment Address

Suburb Postcode

Employer Phone No

Contact Name

Length at previous employment Years Months

Net Income \$ Per Week \$ Per Month

10. Centrelink Benefits

Type

\$ Per Week \$ Per Month

11. If Student, please complete the following

Place of Study

Course being undertaken

Course Length

Enrolment Number

Parents Name Ph

Campus Contact Ph

Course Co-ordinator Ph

Income

Parents Address Overseas

12. Other information

Car Registration

Do you have pets? Yes No If Yes, please specify:

Have you inspected this property? YES NO

If yes, when?

13. Personal Referees

1. Reference name

Occupation

Relationship Phone No

1. Reference name

Occupation

Relationship Phone No

14. Additional notes or requests

15. How did you find out about this property? (Please Tick)

RENT LIST INTERNET OFFICE FOR LEASE BOARD OTHER _____

TRA DISCLOSURE

I understand this agent is a member of Trading Reference Australia Pty. Ltd. (TRA) and may conduct a reference check with that organisation on myself and the company whose name appears on the lease. I authorise this Agent to provide any information about me or the company to TRA / Landlord for the purpose of the check and I acknowledge that such information may be kept and recorded by TRA.

I, the tenant, do acknowledge that information provided to TRA and / or the agent by these authorities given by me may be available to: a) Real Estate Agents, Landlords, Trades Persons, Emergency Contacts, Housing NSW, Compass Housing, Video Stores, Dentists to assist them in evaluating applications, for the purpose of managing the property and requirement of the tenant/s during their tenure with this agency and b) Real Estate Agents, Landlords, Dentists, Video stores, Banks, Utility companies, Commercial Agents, organizations, or any other members for verifying my identity for the reason of locating me, and for any lawful purpose. I hereby consent to such use and disclosure of that information for those reasons.

I realise that if a search is performed on the TRA database and my identification and the company whose name appears on the lease with the label "Refer to Agent" beside my name and the company name, the agency who conducted the search as a matter of procedure will call the listing agency to exchange information and establish why my name and the company's details have been entered on the register and in turn provide my contact details to the listing agency for the purpose of resolution and the removal of my name and the company details from the database. The agency that searched will then inform me of the listing / listings, the listing agency name and contact details giving me right of reply. I accept that if I and the company whose name appears on the lease are currently listed as a defaulter with TRA, this Agency / Landlord has the authority to reject my application.

I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused. I acknowledge that if I default on my tenancy / rental obligations in future, which means in breach of my contract / lease agreement for residential or commercial property and / or in accordance with the current legislation, I and the company whose name appears on the lease may be listed with TRA, until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent / Landlord or in accord with the new regulations. The same applies to me if I am a Commercial Tenant and or Holiday Tenant and in breach of my contract whatever the stipulations are within that contract with the said agency. I hereby authorise this agent to provide information about me to TRA and my default to TRA in connection with that listing.

I will not hold TRA accountable for the inaccurate keying in of information by TRA members therefore delivering an incorrect search as I understand mistakes can be made within this process due to human error. It is also understood that technical failure can cause errors and I do not hold TRA or the Agent responsible for same. I understand that if the said eventuates I may question the source and understand this will be thoroughly investigated and corrected immediately.

Furthermore I authorise the agent to contact my employers past and present to confirm my employment history and my current / previous Landlord / Agency to verify details of my tenancy. I also authorise the agent to contact my personal referees to establish my identification, location and reputation and concede that those referees have given permission for me to use them. I also recognize that my photo id may be scanned onto TRA for absolute identification.

TRA adheres strictly to requirements of the Privacy Laws. TRA does not use the information supplied by the tenant for TRA's own advertising or marketing purposes. It should be noted that the personal information you provide on your tApp application will be available to and retained by the Real Estate Agent to whom you submit that information and the real estate agent will use this Information for purposes related to the conduct of their own business which may include use by the real estate agent and/or further disclosure by the real estate agent for marketing purposes Should this Agent transfer its agency business to another person, I consent to the new agent (and any further person to whom that business may be transferred) taking any step which the former agent could have taken. (If more than one applicant, "I" means "We" in this form).

AGENCY REQUIREMENTS:

I declare I have inspected the property and am willing to accept it in its current state. I hereby offer to rent the property from the owner under lease to be prepared by the Agent. Should this application be accepted by the Landlord I agree to enter into a Residential Tenancy Agreement pursuant to the Residential Tenancies Act 2010.

I acknowledge that this application is subject to the approval of the Landlord/Owner. I declare that all information contained in this application (including the front page) is true and correct and given of my own free will.

I am aware that the availability of telephone lines, internet services, digital or cable television and the adequacy of such services are the sole responsibility of the tenant(s) and the tenants should make their own enquiries as to the availability and adequacy of such services. The landlord or agent do not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant(s) and the tenant(s) must rely upon their own enquiry.

"I state that I have read the two pages of the TRA Disclosure, agree and understand the terms including the Agency Requirements section"



Print Name of Tenant

Signature of Tenant.....Date.....

Trading Reference Australia may be contacted during business hours 9-5 Monday to Friday regarding any records kept concerning you. To validate and correct inaccurate information we require a signed Personal Disclosure form and photo id. An urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page. Copyright Trading Reference Australia ©