

Tenancy Application Form

Property: _____

**NO ORIGINAL DOCUMENTS ACCEPTED
OUR OFFICE DOES NOT PHOTOCOPY**

With your application, you are required to provide 100 points of identification with the following documents.

Please make sure that you have provided us PHOTOCOPIED documents of what is required below and NOT THE ORIGINALS as they will not be returned.

1. Rental Ledger / Rent Receipts – showing a history of your rental payments. 20 points
2. Photo Identification e.g. Drivers Licence or Passport 40 points
3. Medicare Card 10 points
4. Account/Invoice with your current address
e.g. phone/mobile, electricity, credit card, bank account, rates notice 10 points
5. Evidence of Income – pay slip or letter from employer. If self-employed, a letter from your accountant or your last tax return. A copy of your Centrelink Income statement. 10 points
6. References – a written rental reference and any other written references. If you have sold your home, please provide a copy of your rates notice or water bill and selling agent details. 10 points.

IMPORTANT NOTICE TO ALL APPLICANTS

Applications that do not have the above documents or are unsigned will not be processed.

Should you have any questions, please contact our office on (02) 9793 3333.

The agent on behalf of the owner reserves the right to deny or accept this application. No further correspondence will be entered into.

If the application is not accepted – all documents will be destroyed.

Ray White Bankstown

68 Marion Street

Bankstown, NSW 2200, Australia

Ph: +61 2 9793 3333 Fax: +61 2 9793 3344

bankstown.nsw@raywhite.com

Tenancy Application

Property Address: _____ Rent: \$ _____

Number of Occupants: _____ Adults _____ Children: Ages: ____/____/____/____

Pets: Yes / No Type: _____ Age: _____

Commencement date: ____/____/____ Lease Term: 6 months / 12 months

Personal Details

Mr / Mrs / Miss / Ms / Dr Full Name: _____

Date of Birth: ____/____/____ Drivers Licence #: _____ State: _____

Smoker: Yes / No Vehicle Registration #: _____ State: _____

Passport #: _____ Country of Authority: _____

Mobile: _____ Home: _____ Work: _____

Email: _____

Emergency Contact: _____ Relationship to You: _____ Phone: _____

Current Address: _____

Rent per week: \$ _____ Length at Property: _____

Reason for Leaving: _____

Agent / Landlord Name: _____ Phone: _____

Previous Address: _____

Rent per week: \$ _____ Length at Property: _____

Reason for Leaving: _____

Agent / Landlord Name: _____ Phone: _____

Employment Details / Centrelink (PROVIDE COPY OF CURRENT CENTRELINK INCOME STATEMENT)

Current Employer: _____ Phone: _____

Contact Name: _____ Position: _____

Address: _____

Occupation: _____ Income (weekly): \$ _____ Length of Employment: _____

Previous Employer: _____ Phone: _____

Contact Name: _____ Position: _____

Address: _____

Occupation: _____ Income (weekly): \$ _____ Length of Employment: _____

If Self employed

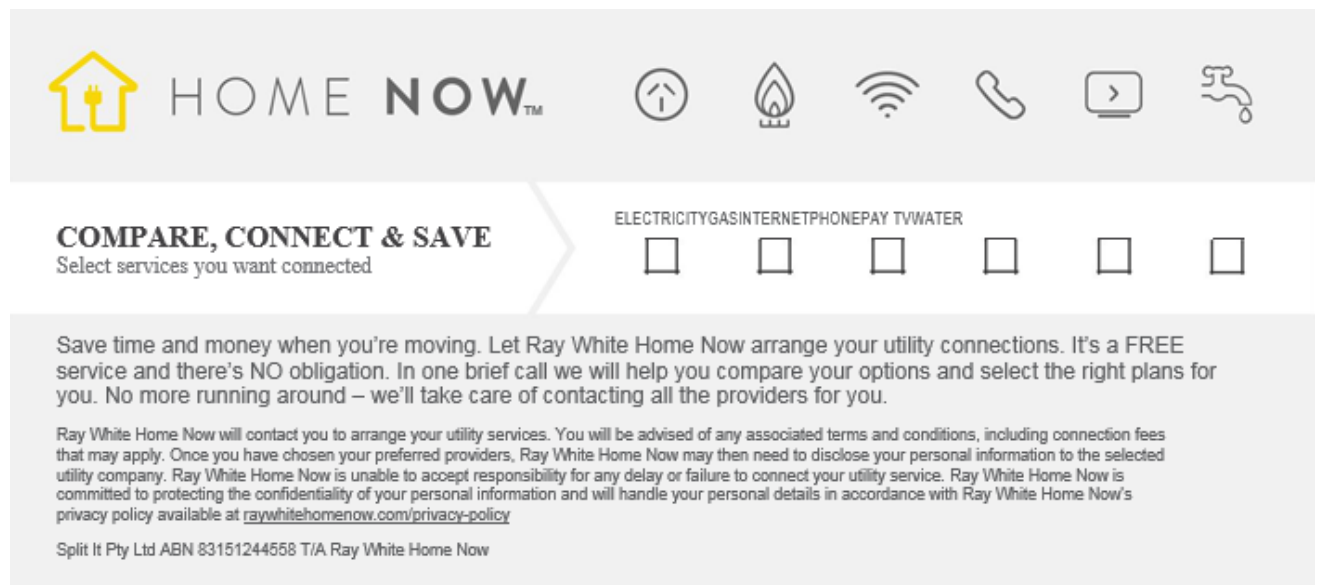
Business Name: _____ Business Type: _____

Business Address: _____

Income (weekly): \$ _____ Length: _____ A.B.N: _____

Other People To Occupy The Premises

- 1. Name: _____ Relationship: _____ Age: _____
- 2. Name: _____ Relationship: _____ Age: _____
- 3. Name: _____ Relationship: _____ Age: _____
- 4. Name: _____ Relationship: _____ Age: _____
- 5. Name: _____ Relationship: _____ Age: _____
- 6. Name: _____ Relationship: _____ Age: _____



The banner features the Ray White Home Now logo on the left, followed by icons for electricity, gas, internet, phone, pay TV, and water. Below these icons are six checkboxes corresponding to the service categories: ELECTRICITY, GAS, INTERNET, PHONE, PAY TV, and WATER. The text reads: "COMPARE, CONNECT & SAVE Select services you want connected". Below this is a paragraph explaining the service: "Save time and money when you're moving. Let Ray White Home Now arrange your utility connections. It's a FREE service and there's NO obligation. In one brief call we will help you compare your options and select the right plans for you. No more running around – we'll take care of contacting all the providers for you." A smaller paragraph below explains that Ray White Home Now will contact you to arrange services, advise on terms and conditions, and may disclose personal information to utility companies. It also states that Ray White Home Now is committed to protecting confidentiality and handles details in accordance with their privacy policy, available at raywhitehomenow.com/privacy-policy. At the bottom, it provides the company name and ABN: Split It Pty Ltd ABN 83151244558 T/A Ray White Home Now.

RENTAL BOND ON-LINE

I understand that should my application be approved by the Landlord, I can request to lodge my Rental Bond online directly with NSW Fair Trading. I must advise Ray White Bankstown at the time of my application being approved that I wish to choose this method. I acknowledge that I must have an email address, mobile number, access to the internet, a Visa card or MasterCard or the ability to pay by BPAY through my bank, credit union or building society, and Australian bank account details. I understand that confirmation of my bond being lodged, must be received before I can sign the Residential Tenancy Agreement. Note: Payment via Visa or MasterCard will incur a 0.4% surcharge. Payment via BPAY may take up to 3 business days to be processed.

I would like to lodge my rental bond online: _____ Yes _____ No

HOLDING FEE

The Holding Fee is equivalent to one week’s rent to hold the property for a period of 7 days only, starting from the funds are received. The Agent undertakes that:

- A Holding Fee may only be requested following approval of the application by the landlord;
- A receipt for the amount, property, landlord and tenant names will be provided to the tenant,
- Where a Holding Fee has been paid, a landlord must not enter into another tenancy agreement for that period with another tenant.
- Should the tenant withdraw from the tenancy application, the landlord may retain the whole Holding Fee. (As per Residential Tenancy Act Section 24:4)
- A Holding Fee should be attributed to rent upon the tenancy commencing.

PAYMENT DECLARATION

Other IMPORTANT Information

Upon submitting this application, please understand the following conditions:

- We are unable to accept your application unless you have inspected the property.
- You agree to take the property as it was inspected.
- Keys will not be available for collection until the lease is signed & commenced & only during office hours.

I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be approved, I acknowledge that I will be required to pay the following amounts:

When signing the lease, initial funds payable must be paid by Bank Cheque or Money Order payable to Ray White Bankstown.

Initial funds required are:

Rent in advance	2 weeks rent
Bond	4 weeks rent

OFFICE USE ONLY	
Property:	_____
Lease Term: 6 Months /12Months	From: _____ To _____
Rent:	\$_____ per week
Bond (4 weeks rent)	\$_____
Rent in Advance (2 weeks)	\$_____
Total	\$_____
Less Deposit Received	\$_____
Total Owing	\$_____

PRIVACY POLICY

Greenwood Property Group Pty Ltd T/A Ray White Bankstown is an independently owned and operated business. Our complete privacy policy can be found on our website. If you believe that your privacy has been breached, please contact us using the contact details on our website and provide details of the incident so that we can investigate it. Our procedure for investigating and dealing with privacy breaches is set out in our current complaints handling procedures.

We collect personal information in this form to assess your application for a residential tenancy. You also consent to us using your information for the purposes of direct marketing, business research and customer satisfaction enquiries. 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 the 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 or the contact details on our website.

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.

Our complete privacy policy is can be found at www.raywhite.com/franchisee-privacy-policy/

CONSENT

I, the Applicant, acknowledge that I have read the Privacy Statement and the Privacy Policy of Ray White Bankstown. I authorise the Ray White Bankstown and the Agent to collect information about me from:

1. My previous letting agents, landlords, current and previous employers
2. My personal referees
3. Ray White may use one or more of the following residential tenancy databases (RTDs) to check my tenancy history for the purpose of deciding whether the landlord should enter into a tenancy agreement with me:
 - a. The landlord may use: TICA 1902 220 346 tica.com.au
 - b. You may contact an RTD about personal information held about you by using the contact details provided above.
4. Personal information collected about me to the owner of the property even if the owner is resident outside Australia.
5. Personal information collected about me to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases to which it is reasonably necessary to disclose in relation to the tenancy arrangement.

As your information may be emailed or stored in the cloud, we cannot ensure that overseas recipients to whom your information is disclosed will not breach the Australian Privacy Principles in relation to your information. Acknowledging that this is so, you consent to your information being emailed and stored in the cloud.

I consent to Ray White Bankstown disclosing confirmation details (including NMI, MIRN and telephone number) to the utility service provider and the Agent. I acknowledge that Ray White Home Now, the Ray White Bankstown and the Agent do not accept 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 Ray White Home Now, the Ray White

Bankstown and the Agent and its employees may receive a fee and/or benefit from a utility service provider in relation to the connection of a utility service. I also acknowledge, while there is no charge to me for the Ray White Home Now service; normal service provider fees or bonds may apply for which I am responsible.

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.

Signed By the Applicant

Print name: _____

Signature: _____ Date: _____