

Ray White Glen Innes Tenancy Application Form

RayWhite.

Date Received:
Applicant Name:
Property:



276 Grey Street
Glen Innes NSW 2370
PH: 02 6732 4324
E: enquiries.gleninnes@raywhite.com

SUPPORTING DOCUMENTS

Mandatory Identification	Attached
Please Attach ONE Document from each section with completed application form	
Photo ID - (Drivers Licence, Passport or Proof of age card)	
Document Depicting Current Full Name and Address Details (Bank, Electricity, Phone, Rates or Water Notice or Car Registration)	
Medicare or Bank Card Birth Certificate	
Proof of Income – Last 3 payslips / Centrelink Statement Account and Statement Advising Income and Projections (if self-employed)	

APPLICATION CHECKLIST

Please Read Each Item	Please Tick
I have attended a showing of the property I am applying for and agree to take the property as is.	
I have provided photocopies of my 100 points of identification and proof of income.	
I have submitted an application for each Adult (18 Years +) intending to reside at the property	
I have completed the 'Application for Pet Approval' (if necessary)	
I accept that all information provide is true and correct to the best of my knowledge and understand that any false information will jeopardise this application and any subsequent applications.	
I accept that Ray White Glen Innes have a zero tolerance for monies outstanding.	
I accept that it is my responsibility to provide all documentation supporting my application & I understand that incomplete applications will not be processed.	
I understand that my application may take up to 5 business days to process.	
I give permission, if approved, to be contacted regarding utility connections	
I understand that a total of 2 weeks advance rent and a 4-week bond payment is required PRIOR to the lease sign up and receiving the keys.	
I understand that it may be my responsibility to pay for my water consumption at the property I am applying for.	
I understand and accept that if this application is rejected, the agent is not legally obligated to give reason for the rejection	

I Have Read & Understood the Above Conditions.

Signature		Date:
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Ray White Glen Innes Tenancy Application Form



Property Address	
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Name	
Previous Name <small>(If Applicable)</small>	
Date of Birth	
Mobile	
Phone (H)	
Email	

PRIVACY CONSENT

I, the Applicant, acknowledge that I have read this Privacy Notice. I authorise Ray White Real Estate to collect information about me from my previous letting agents and/or landlords, my business, character and personal referees, any tenancy default database which may contain personal information about me. I also authorise Ray White Real Estate 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 Barclay MIS Debt Collection. I authorise Ray White Real Estate to disclose the personal information it collects about me to the owner of the property even if the owner is resident outside of Australia and to any third. If you do not complete this form or do not sign the consent, 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 can be found at www.raywhite.com/franchisee-privacy-policy. By providing your details to our team, you consent to the terms contained in this notice and acknowledge that this notice has been brought to your attention.

I Have Read & Understood the Privacy Consent of This Application

Signature	Date: / /
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Address Information

Current Address:					
Period of Occupancy:	Situation <small>(Please Circle)</small>	Renting	Owned	Boarding	Other:
Rent Amount: \$	Reason for Leaving:				
Landlord/Agent:				Phone:	
Are you currently on notice to leave?	No	Yes	Reason:		
Are you currently in debt to the landlord or agent?	No	Yes	Reason:		

Previous Address:					
Period of Occupancy:	Situation <small>(Please Circle)</small>	Renting	Owned	Boarding	Other:
Rent Amount: \$	Reason for Leaving:				
Landlord/Agent:				Phone:	
Was your bond refunded in full?	No	Yes	Reason:		
Have you ever been given notice to leave or been evicted from any property in your name?	No	Yes	Reason:		
Are you currently in debt to ANY landlord or agent?	No	Yes	Reason:		

Ray White Glen Innes Tenancy Application Form

Occupation / Income Information

Current Occupation & Employer:				
Employer Details:	Employment Status:	Full Time	Part Time	Casual
		(Please Circle)		
Duration of Employment:	Net Wage:			
If Employed For Less Than 2 Months – Provide Previous Employer Details				
Previous Employer:	Net Wage:			
Centrelink Income Information				
Centrelink CRN:	Fortnightly/Weekly Income:			

Property Details

Proposed Lease Commencement Date:	Are you seeking a bond loan?	No	Yes
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References

All References MUST NOT be a relative.

Name:	Phone:	Relationship:
Name:	Phone:	Relationship:

Next of Kin

MUST NOT be living with the applicant at the address they are applying for.

#1 Name:	Phone:	Relationship:
Address:		
#2 Name:	Phone:	Relationship:
Address:		

Occupants

Please List ALL occupants that will be residing at the premise. (Including Dependants)

Name	Date of birth

Ray White Glen Innes Tenancy Application Form



Personal Information

Are you a smoker? (I acknowledge that smoking is strictly outside the premises)	No	Yes
Will the premises be used for business purposes?	No	Yes

Vehicle Information

Number of vehicles:	Model:	Rego Number:
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Pets

Application for pet approval

This is an initial request and DOES NOT Infer Acceptance

ALL LEASES WITH RAY WHITE INVERELL ARE WITH PETS NOMINATED AS "STRICTLY OUTSIDE" AT ALL TIMES

WE REQUIRE YOU TO PLEASE ATTACH A PHOTO OF YOUR PET/S

Pet Type:	Breed:	Age:	Photo Attached Y / N
Pet Type:	Breed:	Age:	Photo Attached Y / N
Pet Type:	Breed:	Age:	Photo Attached Y / N
Pet Type:	Breed:	Age:	Photo Attached Y / N

The Owner reserves the right to decline this application without providing a reason.

Should the Owner approve the pet/s, any damages caused by the animal's is the responsibility of the Tenant's and must be rectified immediately

- The pet/s must be flea treated as required and an annual flea spray of the property must be carried out at the Tenant's expense
- The pet/s must be registered with the local Council authority if applicable
- The pet/s must not become a nuisance to any neighbours or cause discomfort to others
- All pet/s waste must be removed from the property on a regular basis

Should the above terms and conditions not be followed, the Owner reserves the right to ask that the pet/s be removed from the property immediately

I have read & understood the above Conditions of this Pet agreement.

Signature		Date	
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Apply to keep a pet in a rental property

What's this form for?

- Tenants must use part A of this form to ask for approval to keep pet/s in a rental property.
- The landlord must fill out part B of this form to respond to the tenant's request.

How to use this form

- Tenants must provide information about the pet/s they want to keep.
- The landlord must respond within 21 days after the tenant gives them this form. If they don't respond, the pet is approved.
- If the landlord approves the pet, they can ask the tenant to agree to reasonable conditions for the pet (section B2).
- If the landlord refuses the pet, they must explain their refusal. They can only refuse for certain reasons (section B3).
- You can complete this form using a PDF reader and add your electronic signature, or you can print it out.
- If there is not enough space anywhere on this form, you can add **attachments**.

Exceptions

- Tenants **do not** need to submit this form or ask for landlord approval for an assistance animal. Tenants with an assistance animal should notify the landlord of the animal.
- Tenants who have already received consent for their animal **do not** need to submit this form.
- Tenants who live in purpose-built student accommodation **do not** need to use this form.

Terms used in this form

- **The Act** means the *Residential Tenancies Act 2010*.
 - **Tenant** means a tenant that has entered into a residential tenancy agreement.
 - **Co-tenants** means all tenants listed on the residential tenancy agreement.
 - **Landlord** means a person who grants the right to occupy residential premises.
 - **Rental property** means a rented residential premises under the Act.
 - **Pet** means an animal. It does not include an assistance animal. The type of animal that can be a pet is not limited by the Act.
 - **Assistance animal** means an animal trained or accredited to assist a person with a disability, as in the *Disability Discrimination Act 1992* (Cth).
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A. Tenant to complete

1 Address of the rental property

Postcode:

2 Pet details

Note: If you do not yet have your pet, complete as much information as possible about the kind of animal/s you intend to keep.

The following information is needed to help your landlord make an informed decision.

Dog	Number:	
Cat	Number:	
Fish	Number:	
Bird	Number:	Type:
Reptile	Number:	Type:
Small mammal	Number:	Type:
Other	Number:	Type:

Microchip number/s for dogs or cats only

Microchip number/s: (If applying for more than one dog or cat, clearly label which animal the microchip number relates to)

OR

I do not have the pet yet / My pet is exempt

(If exempt, give details below of why the dog or cat is exempt from microchipping. For example, if the animal is medically exempt)

Details:

Description of animal/s – if known:

(Give more details on the type of animal/s and describe any identifying features. For example, fur colour, markings or size, if known. Clearly label each animal)

5 Attachments

Have you included any attachments?

(For example, more information, photo of pets, photo of enclosure, medical exemption from microchipping, etc.)

Yes No

Description of any attachment/s, if applicable:

B. Landlord to complete

1 Landlord's response to the pet request

You can only refuse a pet for certain reasons listed in this section. More information is provided at the end of this form. You or your agent should discuss the request with the tenant/s before making your decision.

You must respond to the tenant's request within 21 days by completing and giving them this form. The 21-day period begins the day after the application is given to you or your agent.

If no response is provided after 21 days, the request is approved without conditions.

Note: *You can approve some animals but not others (for example, approve two dogs, refuse one dog).*

I consent to the following animal/s being kept at the rental property: *(Please list each animal. Any conditions for the pet/s must be included in **section B2**)*

I do not consent to the following animal/s being kept at the rental property: *(Please list each animal. The reasons for refusal must be provided in **section B3**)*

2 Conditions for approval – if applicable

The landlord **cannot** set **unreasonable conditions**, such as (but not limited to):

- Increasing the rent or the bond, or
- Requiring another type of financial security (for example, insurance).

Conditions should be discussed with the tenant/s before making a decision.

I have discussed the conditions with the tenant/s.

Are there any conditions of consent?: Yes No

If yes, please tick the conditions that apply

The carpets must be professionally cleaned at the end of the tenancy (clause 57 of standard form agreement). **Note:** *This can only be a condition if the animal will live indoors, and the condition is appropriate for the type of animal and the rental property (for example, keeping a goldfish should not require the tenant to commit to carpet cleaning).*

The premises must be professionally fumigated at the end of the tenancy (clause 58 of standard form agreement). **Note:** *This can only be a condition if the animal will live indoors and is a mammal.*

The animal is not allowed to be indoors (clause 59 of standard form agreement). **Note:** *This can only be a condition if the animal is a type not usually kept indoors (for example, chickens, goats or other livestock animals).*

Other reasonable condition/s. These conditions must **only** relate to the tenant keeping the animal at the property. You must include any additional conditions in an **attachment**, which:

- clearly explains what the condition is.
- clearly labels which animal/s the condition applies to.

3 Reasons for refusal – *if applicable*

You can only refuse the request for the pet if at least one of the reasons below is applicable.

The below reasons only apply in specific circumstances. You **must** read the 'More information' section on page 7 of this form before completing your response.

I have read the 'More information' section.

You can also visit the [Keeping a pet in a rental property](#) webpage for further guidance.

Reason/s for refusal:

Unreasonable number of animals: Keeping the pet would lead to an unreasonable number of animals at the property.

Fencing: The fencing at the property is not appropriate for the pet.

Open space: The property is not suitable because there is not enough open space.

Welfare: The pet could not be kept at the property humanely.

Damage: It is highly probable the pet will cause damage exceeding the bond.

Other laws: It is against another Act or law (such as local council orders), or strata/community by-laws or rules, to keep the pet in the rental property.

The landlord lives at the rental property.

The tenant did not agree to a reasonable condition for keeping the pet.

If the refusal applies to multiple animals, please explain which reasons apply, and how they apply for each animal:

4 General consent – *Optional*

If the landlord is satisfied with the type of animal/s and number of animals given consent in this form, they can provide an ongoing general consent to have up to the approved amount of this type of animal at the rented property.

I give consent for the tenant to replace an existing approved animal with one of the same type, without re-applying.

5 Signature of the landlord

Print name:

Signature:

Date:

dd/mm/yyyy

More information

Factors that must be considered when refusing consent

Unreasonable number of animals

- This reason can only be used if there will be **more than four** animals at the property, and the total number of animals would be unreasonable.
- If there are four or less animals, the landlord still can use other reasons that apply. For example, see 'Other laws' below if the number of animals is different to what is allowed by the local council.

Fencing

- Fencing can't be used for refusal if:
 - the landlord has not kept the fencing in a reasonable state of repair, or
 - the tenant will keep the animal within an enclosure (for example, a hutch, cage or fish tank), or
 - the tenant will keep the animal indoors, and it will be under the physical control of a person if taken outside.

Open space

- Open space includes areas of the common property that the tenant and pet are entitled to access (for example, a garden area).
- There is not enough open space if the animal cannot:
 - defecate and urinate outside unless they can reasonably do so indoors (for example, in a litter box or tank) or off the rental property, or
 - be kept outside, unless the animal can be reasonably be kept indoors, or
 - receive adequate exercise unless the animal can reasonably exercise indoors or off the rental property.
- The open space reason does not apply to animals that are kept within an enclosure, provided there is enough space for the enclosure.

Other laws

- Local councils can set limits on the number of animals allowed in a property (for example, no more than two dogs). If the tenant asks for more animals than allowed by the local council, the landlord can refuse using this reason. This applies even if the number is less than four animals.
- Strata by-laws that ban all pets are not valid in NSW and cannot be used to refuse a pet.

Further information and guidance

For more information about landlord and tenant rights and responsibilities, please visit nsw.gov.au/renting.

If you are a tenant and think the landlord's reason for refusing a pet is not applicable, or a condition they have set is unreasonable, you can contact NSW Fair Trading to discuss the issue. Tenants can also apply to the NSW Civil and Administrative Tribunal for a decision. To learn more about dispute options visit nsw.gov.au/housing-and-construction/renting-a-place-to-live/resolving-residential-tenancy-disputes.

For any other complaints or enquiries visit [Housing and property complaints and enquiries | NSW Government](#) or call Fair Trading on 13 32 20.

This form is made under sections 73C and 73D of the [Residential Tenancies Act 2010](#) (the Act).

For other relevant legislation see Part 3, Division 8 of the Act and clause 22A of the [Residential Tenancies Regulation 2019](#).



TICA Statement & Privacy Act Acknowledgement Form

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the Australian Privacy Principles in the Privacy Act 1988.

TICA Data Solutions Pty Ltd (ABN 70 638 779 521) is a tenancy database that records tenants' personal information from its members including tenancy application enquiries and tenancy history. If a member chooses to run a check through the TICA System for risk management purposes, this may result in information being disclosed on your previous rental history; also, your current and future managing agent/landlord being advised of your applications.

TICA Assist Pty Ltd (ABN 28 137 488 503) is a database Agent that records information from Debt Collection Agencies, Mercantile Agents, Credit Providers, associated industries and related persons.

In accordance with the Australian Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by any of the following ways

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80

Online: My TICA File provides instant access via the internet for 12 months a \$55.00 subscription fee applies.
All pricing includes GST.

Primary Purpose

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organisation other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows

Name, date of birth, driver's license number, proof of age card number and or passport number (except Australian), photographic proof, email address, occupation, employer (including address and phone), self employment details (including business name and ACN/ABN/ARBN), telephone number (including mobile) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Further Information about TICA

Full details about TICA's Privacy Policies and its deletion timeframe policies can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy.

If the applicant/s personal information is not provided to The TICA Group the member may not proceed with assessing the application and the applicant/s may not be provided with the rental property.

Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

This form provides information about how we the below named agent handle your personal information, as required by the Australian Privacy Principles in the Privacy Act 1988 and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we cannot process your application.

Agency Name: _____
(Herein referred to as the "Agent")

Tenant Current Address: _____

Phone: _____ Fax: _____

Email: _____

As a professional asset manager, the Agent collects personal information about you. The information collected can be accessed by you by contacting our office on the above numbers or addresses.

Primary Purpose

Before a tenancy is accepted the Agent collects your personal information for the primary purpose of assessing the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property.

In order to assess your application, the Agent may disclose your personal information to all or any of the following:

- The Lessor / Owners for approval or rejection of your application
- TICA Data Solutions Pty Ltd and TICA Assist Pty Ltd to record details of your application for tenancy with the Agent and assess the risk to our clients and verify the details provided in your application.
- Referees to validate information supplied in your application
- Other Real Estate Agents or asset managers to assess the risk to our clients

The Agent may also consider any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

Secondary Purpose

The Agent also has several secondary purposes for collecting your information. These purposes are related to your tenancy and as such, will only become applicable if your application for this property is successful.

During and after the tenancy the Agent may disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property;
- Tribunals or Courts having jurisdiction seeking orders or remedies;
- Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you;
- TICA Data Solutions Pty Ltd to record details of your tenancy history;
- Lessors / Owners insurer in the event of an insurance claim;
- Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant's personal information may be recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications for the purpose of skip tracing. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

If you fail to provide your personal information and do not consent to the uses set out above the Agent cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently the Agent cannot provide you with the property you requested to rent.

Signed by the Applicant(s)

Name: _____ Signature: _____

Name: _____ Signature: _____

Date: _____