

Ray White Inverell Tenancy Application Form

RayWhite.

Date Received:

Applicant Name:

Property:

5/121 Byron Street,

Inverell NSW 2360

P: 02 6722 3000

E: rentals.ruralinverell@raywhite.com

SUPPORTING DOCUMENTS

Mandatory Identification Please Attach ONE Document from each section with completed application form	Attached
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 Inverell 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 understand on approval of my application a 1-week non-refundable holding deposit will be required within 48 Hours to secure the property. Failure to make payment may result in the property going to another applicant.	
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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Property Address		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.
Name		
Previous Name (If Applicable)		
Date of Birth		
Mobile		
Phone (H)		
Email		

I Have Read & Understood the Privacy Consent of This Application

Signature	Date: / /
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Address Information

Current Address:					
Period of Occupancy:	Situation (Please Circle)	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 (Please Circle)	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:		

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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

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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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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: _____