

RayWhite[®]

Tenancy Application Form

PROPERTY DETAILS

Street Address:		
Suburb:		
Lease term:	years	months
Lease commencement date:		
Rent: \$	weekly	monthly
Names of all other applicants:		
Number of Occupants	Adults:	Children:
Ages of Children:		

PERSONAL DETAILS

Given name(s):
Surname:
Mobile:
Home Phone:
Work Phone:
Fax:
Email:
Date of Birth:

IDENTIFICATION

Drivers Licence No:	State:
Passport Number:	
Passport Issuing Country:	
EMERGENCY CONTACT DETAILS	
Name:	
Relationship:	
Address:	
Mobile:	
Home Phone:	
Work Phone:	

CURRENT TENANCY DETAILS

Street Address:		
Suburb:		
Time at Address:	years	months
Rent paid: \$	weekly	monthly
Reason for Leaving:		
Name of Landlord/Agent:		
Landlord/Agent Phone:		
Landlord/Agent Email:		



COMPARE, CONNECT & SAVE

Select services you want connected

ELECTRICITY

GAS

INTERNET

PHONE

PAY TV

WATER

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.

Ray White Home Now will contact you to arrange your utility services. You will be advised of any associated terms and conditions, including connection fees that may apply. Once you have chosen your preferred providers, Ray White Home Now may then need to disclose your personal information to the selected utility company. Ray White Home Now is unable to accept responsibility for any delay or failure to connect your utility service. Ray White Home Now is committed to protecting the confidentiality of your personal information and will handle your personal details in accordance with Ray White Home Now's privacy policy available at raywhitehomenow.com/privacy-policy

Split It Pty Ltd ABN 83151244558 T/A Ray White Home Now

PREVIOUS TENANCY DETAILS

Street Address:		
Suburb:		
Time at Address:	From:	To:
Rent paid: \$	weekly	monthly
Name of Landlord/Agent:		
Landlord/Agent Phone:		
Was the bond refunded in full?:	Yes	No
If No, please specify reasons why:		

INCOME

Employment Income:	weekly	annually
Other Income:	weekly	annually
Other Income source(s):		

CURRENT EMPLOYMENT DETAILS

Position Held:		
Business Name:		
Street Address:		
Suburb:	Postcode:	
Contact Name:		
Contact Phone:		
Length of Employment:	years	months

PREVIOUS EMPLOYMENT DETAILS

Position Held:		
Business Name:		
Street Address:		
Suburb:	Postcode:	
Contact Name:		
Contact Phone:		
Length of Employment	To:	From:

IF SELF EMPLOYED PLEASE COMPLETE

Company Name:	
Business Type:	
Business Address:	
Suburb:	Postcode:
ABN:	
Accountant Name:	
Accountant Phone:	
Accountant Email:	
Accountant Street Address:	
Suburb:	State:

PROFESSIONAL REFERENCE

Reference Name:	
Relationship:	
Phone:	
Email:	

PERSONAL REFERENCE 1

Reference Name:	
Relationship:	
Phone:	
Email:	

PERSONAL REFERENCE 2

Reference Name:	
Relationship:	
Phone:	
Email:	

ADDITIONAL INFO

Pets:	Yes	No	Smokers:	Yes	No
If yes, please state: Pet type:					
Pet breed:					
Council registration:					

SUPPORTING DOCUMENTS

Provide 100 points of identification photocopied and attached to this application.

40 pts	Drivers License
40 pts	Passport Photo Page
20 pts	Other Photo ID
20 pts	Current Payslip
20 pts	Previous 2 Rent Receipts
20 pts	Previous Tenancy Ledger
20 pts	Medicare Card
20 pts	Debit/Credit Card
20 pts	Bank Statement
20 pts	Utility Bill

PRIVACY POLICY

CONSENT

HOLDING DEPOSIT

Complete for properties in QLD if you wish to reserve the property for a period of time.

In accordance with Section 161 (5) (a) of The Residential Tenancies and Rooming Accommodation Act 2008 QLD, if a tenancy agreement is entered into by the Applicant, the Holding Deposit will be applied in full to the rental bond.

- The Holding Deposit is equivalent to one week's rent, and holds the premises in favour of the Applicant for a period of 7 days, starting from the date the Holding Deposit is paid to the Agent. The Applicant must exercise the option to enter into a tenancy agreement by no later than the end of the 48 hour option period.
- The Applicant agrees that, should they withdraw their application during the 48 hour option period, then the deposit will be refunded in full. After the option period expires the Applicant agrees that the Holding Deposit will be forfeited.

HOLDING FEE

Complete for properties in NSW if you wish to reserve the property for a period of time.

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 and holding period must 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,
- A Holding Fee should be attributed to rent upon the tenancy commencing.
- The Applicant understands that, should they decide not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Holding Period, the landlord may retain the whole Holding Fee representing the rent that would have been paid during the Holding Period.

The Applicant agrees to pay a Holding deposit/fee of (equivalent to 1 week's rent):

\$

PAYMENT DECLARATION

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:

Rent amount:	\$	weekly	monthly
First payment of rent in advance:	\$		
Rental Bond:	\$		
Subtotal:	\$		
Less Holding Fee:	\$		
Amount payable upon signing Tenancy Agreement:	\$		

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.

X

Signature

Date

Important Information and Tenancy Declaration

Your Application for Tenancy cannot be accepted unless this has been completed in full and signed.

TENANCY ACCEPTANCE

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fill out ALL required details on the application and ensure your completed application is returned to our office as quickly as possible.

UNSUCCESSFUL APPLICATIONS

Should your application be unsuccessful you will be advised provided you have inspected the property. However, should you wish to apply for another property we will hold over your application for you for a period of 14 days.

SUCCESSFUL APPLICATIONS

Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require the leases to be signed and the bond to be paid in full to secure the tenancy. The property manager will supply you with these amounts at the confirmation of your tenancy. Keys will only be handed out when all parties have signed the tenancy agreement, Bond Lodgement Form, all monies have been paid and the tenancy has commenced. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.

DECLARATION

I acknowledge that this application 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* (for properties in Victoria) and pursuant to the *Residential Tenancies Act 2010* (for properties in NSW).

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 is true and correct and given of my own free will.

RENT PAYMENT

If your application is successful, you will make rental and other payments to the agency by the Agent's preferred payment method of direct deposit into the Agency Trust Account using a unique ID code.

I acknowledge that it is the office's preferred rent payment policy to not accept cash as a method for rental and other payments because of risks associated with cash payments and keeping cash on premises.

Signed by the Applicant

Print Name

Date

Witness

Tenancy Privacy Statement and Privacy Collection Notice

Your Application for Tenancy cannot be accepted unless this has been completed in full and signed.

All real estate agencies must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully, and once completed return it to this office with your tenancy application.

As professional property managers, Ray White collects personal information about you. To ascertain what personal information we have about you, you can contact us by the following ways:

Ray White Echuca ABN: 19085220766
Address: 209 Anstruther Street , Echuca 3564
Postal address: 209 Anstruther Street , Echuca 3564
Phone no: (03) 5480 1466
Fax: (03) 5480 1355
Email: echuca.vic@raywhite.com

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises which you have requested, and if the risk is considered acceptable, to provide you with a lease/tenancy of the premises.

To carry out this role, and during the term of your tenancy, we usually disclose your personal information to the following:

The landlord, the landlord's lawyers, the landlord's mortgagee – for mortgage purposes, referees you have nominated, organisations/tradespeople required to carry out maintenance to the premises, rental bond authorities, Residential Tenancies Tribunals/Courts, collection agencies, Tenancy Databases, other real estate agents and landlords, utilities companies such as gas, electricity, water connection, telephone connection, banks – for rental payment facilities and financial records, employers – for reference purposes.

I authorise the Agent to obtain details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal and employment referees, any record, listing and relevant Tenancy Databases 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, but not limited to the National Tenancy Database (NTD) and the Tenancy Information Centre of Australia (TICA). The NTD can be contacted on 1300 563 826 and TICA can be contacted on (02) 9743 1800.

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 (i.e., by contacting the person who listed them or the database operator).

PLEASE NOTE: This application is subject to the owner's approval and may take 2-3 days to process.

1. All applicants must complete an application form.
2. Initial bond payment must be paid in the form of a bank cheque or money order made payable to the Residential Tenancies Bond Authority (RTBA) (personal cheques or cash will not be accepted) for properties in Victoria or to the Rental Bond Board (RBB) for properties in NSW.
3. The agency prefers the initial rental payments to be paid by bank cheque or money order made payable to Ray White Echuca or via direct deposit into the Agency Trust Account using a unique ID code and subsequent payments to be made via direct deposit into the Agency Trust Account using a unique ID code.
4. The applicant hereby agrees to a credit check being carried out by the National Tenancy Database (NTD) and/or the Tenancy Information Centre of Australia (TICA). The NTD can be contact edon 1300 563 826 and TICA can be contacted on (02) 9743 1800.
5. The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.

Signed by the Applicant _____

Print Name _____

Date _____

Witness _____