

# Residential Tenancy Application Form

For your application to be processed you must answer all questions  
(including the reverse side)

## 1. Agent Details

**Ray White Manningham**

**Address:** 5/259 Blackburn Rd, Doncaster East VIC 3109  
**Phone no:** 03 8841 2000  
**Fax no:** 03 8841 2099  
**Email:** manningham.vic@raywhite.com

ID: 11726

## 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 \_\_\_\_\_

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

Type/Breed \_\_\_\_\_ Council Reg. Details \_\_\_\_\_

## 3. Personal Details

Title \_\_\_\_\_ First Name \_\_\_\_\_ Initial \_\_\_\_\_

Last Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Current Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Drivers Licence Number \_\_\_\_\_ State of Issue \_\_\_\_\_

Alternate ID (eg passport) \_\_\_\_\_ No

Pension Type (if applicable) \_\_\_\_\_ No

Please provide contact details

Home Ph \_\_\_\_\_ Mobile Ph \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_ Work No \_\_\_\_\_

## 4. Payment Details



Property Rental	\$	Per Week or	\$	Per Month
First Payment of rent in advance			\$	
Rental Bond (1 Month Rent)			\$	
<b>Sub Total</b>			<b>\$</b>	

## 5. 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 via Payment Gateway - direct debit 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 or database of 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.

COMPARE, CONNECT & SAVE  
Select services you want connected

ELECTRICITY  GAS  INTERNET  PHONE  PVR 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 [www.raywhite.com/privacy-policy](http://www.raywhite.com/privacy-policy).

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

## PRIVACY POLICY

The Trustee for Manningham Co Unit Trust T/A Ray White Manningham 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/](http://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 Manningham. I authorise Ray White Manningham and the Agent to collect information about me from:

- My previous letting agents, landlords, current and previous employers
- My personal referees
- 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:
  - The landlord may use:

• NTD	1300 563 826	ntd.net.au
• TICA	1902 220 346	tica.com.au
• RPDATA	1300 734 318	rpdata.com
• BARCLAY MIS	1300 883 916	barclaysmis.com.au
• TRA	02 9363 9244	tradingreference.com
  - 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 Manningham 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 Manningham 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 Manningham 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.

Signed: \_\_\_\_\_

Date / / \_\_\_\_\_

## 6. 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 have you lived 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:

## 7. Employment Details

Occupation

Employers Name

Employment Address

Suburb      Postcode

Employer Phone No

Contact Name

Length at current employment      Years      Months

Net Income \$      Per Week      \$      Per Month

## 8. 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

## 9. If Student, please complete the following

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

RENT LIST  INTERNET  OFFICE  FOR LEASE BOARD  OTHER \_\_\_\_\_

Place of Study

Course being undertaken

Course Length

Enrolment Number

Parents Name      Ph

Campus Contact      Ph

Course Co-ordinator      Ph

Income

Parents Address Overseas

## 10. Personal Referees

1. Reference name

Occupation

Relationship      Phone No

Notes

1. Reference name

Occupation

Relationship      Phone No

Notes

## 11. ID Requirements

Before any application will be considered, each applicant must supply a minimum of 100 ID points.

### Photo ID is compulsory

Drivers Licence	40 Points
Passport	40 points
Other Photo ID	30 Points
Previous Tenancy Reference	20 Points
Copy of Gas/Water/Electricity Bill	20 points (each)
Bank Statement	20 Points
Motor Vehicle Registration	20 Points
Previous 2 Rent Receipts	20 Points

**PROOF OF INCOME IS COMPULSORY** in the form of wage slip, centrelink statement or bank statement.

**PLEASE NOTE:** PHOTOCOPIES OF ALL DOCUMENTS ARE TO BE SUPPLIED BY THE APPLICANT

If you are accepted for the property you will be required to pay the bond within 24 hours of being notified.

## 13. Office Use Only

Lease Start Date      /      /

Car Space/Garage

Landlord's Name

Lease to be signed on

Signed:      Date      /      /