



Ray White®

Ray White Oakleigh Tenancy Application Pack

Thank you for choosing to apply for a rental property through Ray White Oakleigh. In order to ensure a swift and thorough process of your application we ask you to refer to the following checklist and ensure all information has been provided.

PLEASE TICK THE BOXES ONCE YOU HAVE COMPLETED THE CRITERIA

- ☐ All Applicants whose name is to appear on the lease agreement have inspected the property
- ☐ Filled in property address for the property you wish to apply for, commencement date and term of lease (if you wish to apply for more than one property, separate applications must be completed for each)
- ☐ Indicate if there will be any pets residing at the premises
- ☐ Ensure all details are filled in, including personal details, current and previous tenancy details, and current and previous employment details
- ☐ Provided ALL phone numbers for each contact
- ☐ Stated and provided proof of other forms of income ou may receive, e.g. Centrelink statements/government benefits
- ☐ Provided a minimum of 2 personal references including contact numbers (must be different from employment and Landlord/Agent reference)
- ☐ Provided a next of kin (must be family member or close friend not living with you) and signed the declaration
- ☐ Provided 100 points of identification (as outlined on application form)
- ☐ Provided any further information that may assist in your application, written references, rent receipts, photos of current premises in support of your application
- ☐ If self-employed, have provided profit/loss statements from the financial year and your accountant's details
- ☐ Anyone over the age of 18 who will be residing in the premises MUST fill out an individual application form

****PLEASE NOTE - APPLICATIONS WILL NOT BE PROCESSED UNLESS ALL SECTIONS ARE COMPLETED CORRECTLY AND IN FULL DETAIL****

Signature

Date

We highly recommend you deliver your completed application to our office as soon as possible to eliminate any disappointment of the property being leased prior.

If your application is successful you should receive a phone call from our Property Management Department by 3pm the next business day. If for some reason your application is not successful you should receive a text message by 3pm the next business day. Please feel free to contact us after 3pm if you have not received a phone call or text message.

Ray White Oakleigh Office Hours:

Monday to Friday 9:00am – 6:00pm & Saturday 9:00am – 1:00pm

OFFICE USE ONLY

Date & time application received:

Copy given to applicant: Yes / No

☐ Handed in at Reception ☐ Left in over night box

☐ Emailed ☐ Faxed

Initialled:

Free utility connection service

On The Move are specialists in connecting and disconnecting electricity, gas, water, telephone and more!

As part of your Ray White Real Estate experience, On The Move will arrange your services and take the stress out of moving ... What's even better is we do it for free.

We will call you within 2 hours of receiving your application to discuss the services you want connected.



on the move



phone
1300 850 360

fax
1300 661 160

email
sales@onthemove.com.au

web
www.onthemove.com.au

Residential Tenancy Application

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

Ray White®

A. AGENT DETAILS

Ray White Real Estate Oakleigh

7 - 9 Atherton Road, OAKLEIGH VIC 3166

Phone: 03 9568 2000

Fax: 03 9568 2222

Website: www.raywhiteoakleigh.com.au

Email: leasing.oakleigh@raywhite.com

Property Manager

B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

Postcode

2. Lease commencement date?

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3. Lease term?

Years	Months
-------	--------

4. Property Rental?

\$	per week	\$	per calendar month
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5. How people will normally occupy this property?

Adults	Children	Ages:
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6. Names of other applicants:

7. Please provide details of any pets.

Breed/Type	Council registration number

C. PERSONAL DETAILS

8. Please give us your details.

Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other ☐

Surname

--

Given name/s

--

Date of birth

--

Driver's licence number

--

Driver's licence expiry date

--

Driver's licence state

--

Passport number

--

Passport country

--

9. Please provide your contact details.

Home phone number

--

Mobile phone number

--

Work phone number

--

Email address

--

D. UTILITY CONNECTIONS



on the move

Let **On The Move** reduce your stress and save you time by arranging your utility connections at the property ... at no extra cost! We will contact you within 2 hours to confirm.

☐ **YES!!** I would like On The Move to contact me.

☒ **Water** (Standard connection for all applications).

ELECTRICITY, GAS, TELEPHONE, BROADBAND, FOXTEL
Ph: 1300 850 360 Fax: 1300 661 160

Terms & Conditions - By ticking the box above you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. Please see On The Move's Privacy Policy at www.onthemove.com.au. On The Move and your agent may receive a benefit for arranging your services. On The Move and your Agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees and bonds may apply.

E. DECLARATION OF APPLICANT

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancies Agreement pursuant to the Residential Tenancies Act 1997.

I acknowledge that this application is subject to the approval of 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 personal information from:

- (a) the owner or the Agent of my current or previous residence;
- (b) my personal referees and employer/s;
- (c) any record, listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting:

- NTS: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

If I default under a rental agreement, the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future. I am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow organisations/tradespeople to contact me
- (d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database) Phone 1300 563 826 - Email info@ntd.net.au
- (h) transfer water account details into my name

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

If Section D is completed, I consent to the disclosure of this page of the application form to On The Move for the purpose of enabling On The Move to offer the connection and disconnection services to me. I consent to On The Move disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I acknowledge that neither On The Move nor the Agent 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.

The initial payment of a calendar month's rent and bond is to be paid by MONEY ORDER OR BANK CHEQUE ONLY. If your application is successful, you will make rental and other payments to the agency by either the Agent's preferred payment method Payment Gateway or by the alternative method offered by the agency as detailed below. I acknowledge the Agent's preferred payment method is Payment Gateway (IP Payments Pty Ltd) and accept that the following fees apply for rent payments made using this method:

- Bank Account: \$1.65 inc GST
- Credit Card: 2.2% inc GST

We hope this information is of value to you. If there is anything we can do to make the 'moving in' process easier for you, please let us know. It is our aim to provide you with every assistance possible to ensure that your association with this office is an enjoyable one.

Signature

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Date

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F. OFFICE USE

Application submitted to On The Move (if required) ☐

G. APPLICANT RENTAL HISTORY

10. What is your current address?

Postcode

11. How long have you lived at your current address?

Years	Months
-------	--------

12. Why are you leaving this address?

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13. Is the property at this address:

☐ Rented ► Go to question 14 ☐ Owned ► Go to question 15

☐ Other - Please provide details

--

14. Please tell us about this rented property.

Name of landlord or agent

--

Landlord/agent's address

--

Landlord/agent's phone number Weekly rent paid

	\$
--	----

Has your bond been refunded? ☐ YES ☐ NO

If NO, why?

--

15. What was your previous residential address?

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16. How long did you live at this address?

Years	Months
-------	--------

17. Why did you leave this address?

--

18. Was this property:

☐ Rented ► Go to question 19 ☐ Owned ► Go to question 20

☐ Other - Please provide details

--

19. Please give us further information about this rented property.

Name of landlord or agent

--

Landlord/agent's phone number Weekly rent paid

	\$
--	----

Was bond refunded in full? ☐ YES ☐ NO

If NO, why?

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H. EMPLOYMENT HISTORY

20. Please provide your employment details.

What is your occupation?

--

What is the nature of your employment?

☐ Full Time ☐ Part Time ☐ Casual

Employer's name (inc. accountant if self employed or institution if a student)

--

Employer's address

--

Postcode

Contact name Phone number

--	--

Length of employment

Years	Months
-------	--------

Weekly income Other income

\$	\$
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I. PREVIOUS EMPLOYMENT DETAILS

21. Please provide your previous employment details.

Occupation

--

Employer's name

--

Length of employment

Years	Months
-------	--------

Contact name

Phone number

--	--

J. CONTACTS / REFERENCES

22. Please provide a contact in case of emergency.

Surname

Given name/s

--	--

Relationship to you

Phone number

--	--

23. Please provide two personal references (not related to you).

1. Surname

Given name/s

--	--

Relationship to you

Phone number

--	--

2. Surname

Given name/s

--	--

Relationship to you

Phone number

--	--

K. OTHER INFORMATION

24. Car Registration.

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L. PLEASE NOTE

NO APPLICATIONS WILL BE PROCESSED UNLESS ALL SECTIONS ARE COMPLETED CORRECTLY AND IN FULL DETAIL. ALL PROPERTIES ARE TO BE LEASED AS INSPECTED UNLESS SPECIFIED IN WRITING.

Initial payments must be made via our preferred method of bank cheque or money order within 24 hours after the approval of your application. Keys will not be handed over until the lease agreement has been signed by all applicants and first month rent and bond has been paid. This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstance arise whereby the property is not available for occupation on the due date.

M. 100 POINTS OF IDENTIFICATION

Applicants must supply a minimum of four (4) types of identification from the list below with a minimum total of 100 points. ID must include at least 1 type of Photo ID plus ID that contains the applicants current residential address and date of birth.

Driver's Licence or Passport	30 points
Proof of income	30 points
Copy of Medicare card	20 points
Proof of Age card (Keypass)	10 points
Student ID card	10 points
Copy of electricity/gas/water/utilities account	10 points
Rent Receipt (current or previous)	10 points
Concession/Pension card	10 points
Work or Student Visa confirmation	10 points
Student course/offer confirmation	10 points
Pet Registration (council)	10 points

N. OFFICE USE ONLY

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