

# Tenancy Application Form

**Ray White Maitland**

90 Lawes Street  
East Maitland NSW 2323  
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[maitland.nsw@raywhite.com](mailto:maitland.nsw@raywhite.com)

## 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:

Names & ages of children:

Number & type of pets:

## PERSONAL DETAILS

Given name(s):

Surname:

Mobile:

Home Phone:

Email:

Date of birth:

## IDENTIFICATION

Drivers Licence No:

State:

Passport Number:

Passport Issuing Country:

## EMERGENCY CONTACT DETAILS

Name:

Relationship:

Address:

Mobile:

Home/ Work Phone:

## CURRENT TENANCY DETAILS

Street Address:

Suburb:

Postcode:

Time at Address:

Rent paid: \$                       weekly                       monthly

Reason for leaving:

Name of Landlord/ Agent:

Contact details:



HOME NOW™



### COMPARE, CONNECT & SAVE

Select services you want connected

ELECTRICITY



GAS



INTERNET



PHONE



PAYTV



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](http://raywhitehomenow.com/privacy-policy)

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

**PREVIOUS TENANCY DETAILS**

Street Address:

Suburb:

Postcode:

Time at Address:

Rent paid: \$

 weekly monthly

Reason for leaving:

Name of Landlord/ Agent:

Contact details:

Was the bond refunded in full?

 Yes No

If No, please specify reasons why:

**CURRENT EMPLOYMENT DETAILS**

Position Held:

Business Name:

Business Address:

Suburb:

Postcode:

Contact Name:

Contact Phone:

Length of employment:

**PREVIOUS EMPLOYMENT DETAILS**

Position Held:

Business Name:

Business Address:

Suburb:

Postcode:

Contact Name:

Contact Phone:

Length of employment:

**SELF EMPLOYMENT DETAILS** (if applicable)

Company Name:

Business Type:

Business Address:

Suburb:

Postcode:

ABN:

Accountant Name:

Accounting Firm:

Accountant Phone/ Email:

**INCOME**

Employment Income: \$

per \_\_\_\_\_

Other Income: \$

per \_\_\_\_\_

Other Income source(s):

**BUSINESS REFERENCE**

Name:

Relationship:

Contact details:

**PERSONAL REFERENCE (1)**

Name:

Relationship:

Contact details:

**PERSONAL REFERENCE (2)**

Name:

Relationship:

Contact details:

**Please ensure to complete and sign the following page before returning your application to our office**

## SUPPORTING DOCUMENTS

Please provide 100 points of identification attached to this application

<input type="checkbox"/>	40 pts	Drivers Licence or Passport Photo Page
<input type="checkbox"/>	20 pts	Other Photo ID
<input type="checkbox"/>	20 pts	Current payslip
<input type="checkbox"/>	20 pts	Previous two rent receipts
<input type="checkbox"/>	20 pts	Previous tenancy ledger
<input type="checkbox"/>	20 pts	Medicare card
<input type="checkbox"/>	20 pts	Debit/ Credit Card
<input type="checkbox"/>	20 pts	Bank Statement
<input type="checkbox"/>	20 pts	Utility Bill

## HOLDING DEPOSIT

Complete for the properties in NSW if you wish to reserve the property for a period of time. The Holding Deposit is equivalent to one week's rent to hold the property for seven days only, starting from when the funds are received. The Agent undertakes that;

- A Holding Deposit may only be requested following approval of the application by the landlord
- A receipt for the amount, property, landlord, tenant names, and holding period must be provided to the tenant
- Where a Holding Deposit 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 Deposit
- A Holding Deposit 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 Deposit representing the rent that would have been paid during the holding period.

The Applicant agrees to pay a Holding Deposit of:

(equivalent to one 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:	\$	per _____
Rental Bond: (4 weeks worth of rent)	\$	
Holding Deposit:	\$	
Rent in Advance:	\$	
Total amount payable upon signing lease agreement: (6 weeks worth of rent)	\$	

## PRIVACY POLICY

Maitland Real Estate Pty Ltd T/A Ray White Maitland 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 search, and customer satisfaction enquiries. We may need to collect information about you from 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 your 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 our 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 you 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 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 Maitland. I authorise Ray White Maitland and the Agent to collect information about me from:

1. My previous letting agents, landlord, current and previous employers
2. My personal referees
3. 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:
  - a. The landlord may use
    - NTD 1300 563 826
    - TICA 1902 220 346
    - RPDATA 1300 734 318
    - TRA 02 9363 9244
  - b. 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 of 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 agreement.

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 Maitland disclosing confirmation details (including RMI, MIRN, and telephone number) to the utility service provider and Agent. I acknowledge that Ray White Home Now, Ray White Maitland, 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, Ray White Maitland, the Agent, and its employees may receive a fee or benefit from a utility service provider in relation to the connection of a utility service. I also acknowledge while there is no charge for me for the Ray White Home Now service; normal service provider fees or bonds may apply for which I am responsible.

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 OF THE PROPERTY.

Signature

Date