Tenancy Application Form

Ray White®

South Morang

Ray White
South Morang

TENANCY APPLICATION FORM

One form per person

27 Gorge Road
South Morang VIC 3752
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Fax: (03) 9404 1896
www.raywhitesouthmorang.com.au
southmorang.vic@raywhite.com

PLEASE PROVIDE 100 POINTS OF ID

Driver's Licence	**50**	**Copy of Medicare Card**	**20**
Passport	**50**	**Bank or Credit Card**	**20**
Proof of Age Card	**50**	**Concession/Pension Card**	**10**
Student ID Card	**50**	**Copy of Gas/Water/Electricity Account**	**30 each**
Copy of Mobile Phone Account	**20**		

2. INCOME: WAGE SLIP OR CENTERLINK STATEMENT/BANK STATEMENT.
3. WRITTEN WORK REFERENCES IF WAGE SLIP NOT AVAILBLE.
4. WRITTEN RENTAL REFERENCE FROM CURRENT AGENT OR LANDLORD, OR
5. PHONE NUMBER AND ADDRESS OF CURRENT LANDLORD/OWNER OWNER AND PREVIOUS LANDLORD IF AVAILABLE
6. CHARACTER REFERENCES IF AVAILABLE.

PLEASE NOTE: Once application is accepted first payments of Rent and Bond must be made by money order or bank cheque within 24 hours of acceptance. Bond cheque is to be made payable to the RTBA on a separate cheque - one cheque for both payments will not be accepted. ALL APPLICATIONS ARE DESTROYED VIA SHREDDING MACHINE IF NOT APPROVED.

Property Details

Property Address: _____

Preference No. 2: _____

Suburb: _____ Post Code: _____

Have you viewed the property? YES NO

Rental $ _____ pw Bond $ _____

Commencement Date: / /
(Please enter a realistic date - ASAP is not acceptable)

Lease Term: 6mths 12mths Other: _____

Number of proposed occupants: Adults: _____ Children: _____

Age of children: _____ Names: _____

_____

Pets: YES NO Type: _____

Personal Details

Title: Dr Mr Mrs Ms Miss

Date of Birth: / /

Given Names: _____

Surname: _____

Driver's Licence no. _____ State: _____ Exp: / /

Car Registration no. _____

Make/Model: _____

Passport no. _____ Exp: / /

Pension no. _____ Exp: / /

Pension Type: _____

Medicare no. _____ Exp: / /

Smoker: YES NO

Contact Details

Current Address: _____

Suburb: _____ Post Code: _____

Home Phone no: _____

Work Phone no: _____

Mobile Phone no: _____

Email Address: _____

Employment Details / Student Details

Current Employer: _____

Occupation: _____ Full time/Part time/Casual

Address: _____

Phone no: _____

Contact Person: _____

Net Income: _____ per week _____ per year

Length of Employment: _____

Previous Employment

Previous Employer: _____

Occupation: _____ Full time/Part time/Casual

Address: _____

Phone no: _____

Contact Person: _____

Net Income: _____ per week _____ per year

Length of Employment: _____

References / Contacts

Two Personal references (not related)

1. Name: _____

Relationship: _____

Phone no: _____ Mobile: _____

2. Name: _____

Relationship: _____

Phone no: _____ Mobile: _____

Utility Connection Service

myconnect

Please tick utilities as required ☐ Electricity ☐ Gas ☑ Water ☐ Phone ☐ Internet ☐ Pay TV

A FREE utility connection service
Once we have recived this application we will call you to confirm your details

By signing this application, I consent: consent to the disclosure of information on this form to myconnect ABN 34 121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent; acknowledge the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. Myconnect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this Application to confirm your details and explain the details of the services offered.

X

Signature

Property Manager

P: 1300 854 478 **F: 1300 854 479** **W: www.myconnect.com.au** **GPO Box 4778. Melbourne, Vic 3001**

Current Living Situation

Are you the ☐ Owner ☐ Renter

Are you currently a tenant of Ray White South Morang? Yes ☐ No ☐

How long have you lived at your current address?

Years _____ Months _____

Name of Landlord/Agent _____

Property Manager's Name _____ **Ph** _____

Rent Paid per Week $ _____

Reason for Leaving _____

Was Bond Repaid in Full? ☐ YES ☐ NO

If No, Please Specify _____

Previous History

Were you the ☐ Owner ☐ Renter

Previous Address _____

Suburb _____ Post Code _____

How long did you live at your previous address?

Years _____ Months _____

Name of Landlord/Agent _____

Property Manager's Name _____ **Ph** _____

Rent Paid per Week $ _____

Reason for Leaving _____

Was Bond Repaid in Full? ☐ YES ☐ NO

If No, Please Specify _____

Social Security Benefits (If applicable)

Type _____

$ _____ Per Week $ _____ Per Month

If self-employed, please complete the following

Company Name _____

Compnay Address _____

Suburb _____ Post Code _____

Business Type _____

Position Held _____

ABN _____

Accountant Name _____ Ph: _____

Solicitor Name _____ Ph: _____

Please provide the last Financial year profit and loss statement

If student please complete the following

Place of Study _____

Course _____

Course Length _____

Enrolment No. _____

Parents Name: _____ Ph: _____

Campus Contact _____ Ph: _____

Course Coordinator Name _____

Income _____

Parents Overseas Address _____

Emergency Contact:

Name: _____

Relationship: _____

Address: _____

Phone no: _____

Mobile no: _____

Declaration

I acknowledge that the application to lease this property is subject to the owner's approval and the availability of the premises on the due date. 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 due date for whatever reason. I herby offer to rent the property from the owner under the terms and conditions outlined in a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997.

I acknowledge that if this application is successful, I will be required to pay rental in advance and a rental bond on or prior to the signing of the lease agreement. I declare that all information contained in this application is true and correct and given of my own free will and that only those persons on this application will reside permanently at the property.

I declare that I am over the age of 18 years, that the rental payments are within my means, I have inspected the premises and am not bankrupt or an undischarged bankrupt. I authorise the agent to make all necessary enquires to verify the information provided herein, including information relating to my employment, rental history, business and personal references and 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.

X

Signature _____ **Date** _____

PRIVACY STATEMENT

We are an independently owned and operated business (***Ray White Office***). 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.

CONSENT

I, the Applicant, acknowledge that I have read the Privacy Statement above and the privacy policy of the Ray White Office. I authorise the Ray White Office and the Agent to collect information about me from:

1. My previous letting agents, landlords, 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	ph - 1300 563 826	ntd.net.au
TICA	ph - 1902 220 346	tica.com.au
RPDATA	ph - 1300 734 318	rpdata.com
BARCLAY MIS	ph - 1300 883 916	barclaysmis.com.au
TYRA	ph - 02 9363 9244	tradingreference.com

   (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 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. Where MyConnect is requested by me to arrange for the provision of connection and disconnection services, I consent to MyConnect disclosing personal information about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I consent to MyConnect disclosing confirmation details (including NMI, MIRN and telephone number) to the Ray White Office and the Agent. I acknowledge that MyConnect, the Ray White Office 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. The Ray White Office and the Agent have a commercial relationship with MyConnect . I acknowledge that MyConnect, the Ray White Office and the Agent and its employees may receive a fee and/or benefit from a utility service provider in relation to the disconnection, reconnection or connection of a utility service. I also acknowledge, while there is no charge to me for the MyConnect service; normal service provider fees or bonds may apply for which I am responsible.

Signed by the applicant:

Signature X _____

Applicant Name _____

Date _____