

Application Form

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

Ray White™

A. AGENT DETAILS

Park Coast Realty Pty Limited

T/as Ray White Park Coast East
126 Avoca Street Randwick NSW 2031

Phone no. (02) 8381 7000

Fax no. (02) 8383 1183

Email address: Imogen.breen@raywhite.com

Poppy.josef@raywhite.com

B. PROPERTY DETAILS

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

		Postcode

2. Lease commencement date?

	Day		Month		Year
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3. Lease term?

	Years		Months
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4. How many people will normally occupy the property?

	Adults		Children
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C. PERSONAL DETAILS

5. Please give us your details

Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other ☐

Surname

Given name/s

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Date of Birth

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Driver's license no.

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Driver's license state

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Passport no.

--

Passport country

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Pension no. (if applicable)

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Pension type (if applicable)

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6. Please provide your contact details

Home phone no.

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Mobile phone no.

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Work phone no.

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Fax no.

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Email address

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7. What is your current address?

Postcode	

D. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the amounts as specified in Section J.

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;
- 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 organizations/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)

to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

Signature

Date

X

X

NOTICE: Section 42A

If you dispute all or part of the amount specified in this statement and if you have been unable to resolve the dispute, you may apply to the Fair Trading Tribunal for a determination of the matter. Legal action to recover the amount specified in this statement cannot be commenced until 28 days after it has been served on you.

N.B. All pages of this application & tenant signature on TRA page must be completed before your application will be processed by our office.

E. APPLICANT HISTORY

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

<input type="text"/>	Years	<input type="text"/>	Months
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9. Why are you leaving this address?

10. Agent/Landlord details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

\$

11. What was your previous residential address?

<input type="text"/>	
<input type="text"/>	
Postcode	

12. How long did you live at this address?

<input type="text"/>	Years	<input type="text"/>	Months
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13. Agent/Landlord details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

\$

Was bond refunded in full?

If not why not?

14. Please answer the following questions:

Have you ever been evicted by any landlord or agent

Have you ever been refused another property

Are you in debt to another landlord or agent

Is there any reason that would affect your rent payment

yes no

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

F. EMPLOYMENT HISTORY

15. Please provide your employment details

What is your occupation?

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

Employer's address

<input type="text"/>	
Postcode	

Contact name

Phone no.

Length of employment

<input type="text"/>	Years	<input type="text"/>	Months
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Net income?

\$

16. Please provide your previous employment details

Occupation?

Employer's name:

Employer's phone no.

Length of employment

<input type="text"/>	Years	<input type="text"/>	Months
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G. CONTACTS / REFERENCES

17. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

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

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

H. OTHER INFORMATION

19. Car Registration

20. Please provide details of any pets:

Breed / type

Council registration / number

1.

2.

I. PAYMENT DETAILS

Property rental

\$

per week OR

\$

per month

First payment of rent in advance

\$

Rental bond (4 weeks rent)

\$

Tenant's share of cost of preparing tenancy agreement

\$

Sub Total

\$

Less: deduct Reservation Fee (see below)

\$

Amount payable on signing tenancy agreement
(money order or bank cheque only)

\$

J. HOLDING FEE

The Holding Fee is equivalent to one week's rent to hold/reserve the property for a period of 7 days only, starting from the moment 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 must be provided to the tenant,
- Where a Holding Fee has been paid, a landlord must not enter into another tenancy agreement 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.

Signature of the Landlords agent

Date

TRA DISCLOSURE

I understand this agent is a member of Trading Reference Australia (TRA) and may conduct a reference check with that organisation. I authorise Trading Reference Australia to collect and store my details and to provide any information currently listed to others (below). I authorise this agent to provide any information about me to TRA for the purpose of that check. I acknowledge that if I am currently listed as a defaulter with TRA, this agency/landlord has the authority to reject my application. I understand that I am under no obligation to sign this consent form, but that a failure to do so may result in my application being refused.

Furthermore I authorise the agent to contact my employers past and present to confirm my employment history including my wage, my current / previous Landlord / Agency to verify details of my tenancy and if I am Self Employed, my accountant to verify my being able to cover the rent for the property and my authenticity. I also authorise the agent to contact my personal referees to establish my identification, location and reputation and concede that those referees have given permission for me to use them. I recognize that my photo id may be scanned onto TRA for absolute identification.

I acknowledge that if I default on my tenancy obligations in future, I may be listed as a defaulter with TRA, until such time as the problem giving rise to the listing is resolved to the satisfaction of the agent/landlord, and I hereby authorise this agent to provide information about me to TRA in connection with that listing. I acknowledge that in the event of a listing on the TRA database, that information may be available to other institutions for the purpose of locating me and I hereby consent to such a use and disclosure of that information for that purpose.

I acknowledge that if I am currently listed as a tenancy defaulter with TRA, that I may contact the listing Agent/s for settlement and/or negotiation. Should such settlement and/or negotiation change the details of me as a listed defaulter, it is understood that it is the real estate agent's responsibility is to amend the TRA listing. I also recognise that my photo id and this signed Disclosure may be scanned onto TRA for absolute identification. I, acknowledge that information provided to TRA by these authorities given by me may be made available to:

a) Real Estate Agents, Landlords, Housing NSW, Compass Housing, to assist them in evaluating applications. b) Real Estate Agents, Landlords, Banks, Utility companies, Commercial Agents, organisations or any other institutions and other persons for the purpose of locating me for any lawful purpose and I hereby consent to such a use and disclosure of that information for that reason. Should this real estate agent transfer its agency business to another person, I consent to the new agent (and any further person to whom that business may be transferred) taking any step which the former agent could have taken.

Trading Reference Australia may be contacted at the address below during business hours 9-5 Monday to Friday regarding any records kept concerning you. However, we do not give information out over the phone regarding whether an individual is listed unless we are presented with a signed Personal Disclosure provided by TRA under the heading Tenants on our site. An Urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page.



Print Name

SignatureDate.....



PLEASE INCLUDE WITH APPLICATION:

- Copy of ID (Passport, Driver's License OR Medicare etc.)
 - Copy of Bank Statement – Showing Savings
 - Copy of current Visa if relevant
- Page 3 Trading References Australia:
- Applicant must print name & sign at the bottom of the form.
 - Most recent pay slips and or proof of income.

If you are not an Australian Citizen you must include:

- **Copy of Passport & VISA** (must be clear & legible)

Please include copies of any additional documents, reference etc. to support your application.

NB: Completed applications will be processed immediately.

Ray White™



PRIVACY NOTICE

The Privacy Act 1998 regulates the collection and use, disclosure and maintenance of personal information collected by (Real Estate Agents) from people attending Open for Inspections.

It is a condition of entry that before entering this property you must give your name and current telephone number to the Agency's representative. In addition you also may give your email address.

This information is collected for the following reasons:-

1. security reasons
2. to allow us to call or email you after the open for inspection to establish your interest in the property and to inform you of other properties we have listed for sale that may suit your needs
3. To send you information from time to time regarding the local property market
4. To enable us to give feedback to the vendor regarding interest in the property. In this case only your surname or given name will be disclosed
5. The information is used for internal purposes only and phone numbers and email addresses will NOT be disclosed to any other third party (except as in 3 above) without your written consent.

If you do not wish to be called as part of our normal follow up procedures please advise the Sales Consultant before leaving.

All personal information we collect is held electronically and in hard copy in our office in a secure manner. It will only be used for the purposes noted above and will not be disclosed to any third party or recipients in other countries without your written permission, unless required by law. However, we are not liable for any unauthorized access of this information.

If you do not wish to be contacted as part of our normal follow up procedures please advise the Sales Consultant before leaving.

You have the right to view the information collected about you, the right to correct the information if it is not accurate, up to date or complete. Should you ask us to remove your information from our records we will do so securely.

If you want to obtain more information about our Privacy Policy you may contact our Privacy Officer

(name)

p: (phone no.)

e: (email address)