

Tenant Information for when completing an Application Form:

When completing and applying for a rental property it is important to ensure that the following requirements are met:

- Every person over the age of 18 years is to complete an application form.
- The application form must be completed in full.
- 100 points of ID are to be provided along with photo identification and proof of income. EG-2 of your most recent payslips, Centrelink statement or bank statement.
- The privacy act statement MUST be signed to enable your application to be processed.
- You are required to view the property, or have somebody view it on your behalf, prior to your application being processed.
- Ray White Drysdale uses the TICA database to check tenancy applications. TICA contact details: www.tica.com.au, ph:1900 222 0346.
- You are required to provide full details of your employment, including the name of your manager and the telephone number (landline and mobile) of the business.
- If you are a home owner and have recently sold your house, please provide details of your selling agent as they can be used as your referee.
- If you are currently unemployed, or receiving any form of Centrelink Benefits, we require an Income Statement which you can obtain from Centrelink.
- If you are currently self-employed we require a copy of your most recent tax return as well as the contact details of your accountant.

Processing Applications

- We aim to process applications within 3 business days. Please keep in mind that the processing of applications involves checking numerous references. It is in your best interest to provide business hour contact details for all references.
- When we have completed checking references, the application is then presented to the Landlord. The Landlord may then take time to deliberate on the decision.
- We will contact you to advise whether your application has been successful or not.
- Your application is regarded as a confidential document. If your application is deemed unsuccessful it will be destroyed. Please advise our office if you wish to be considered for another property and we will hold the application on file for a period of 2 weeks.

If your application has been successful:

In order for a tenant to secure the property, it is agreed that within 48 hours of acceptance you must:

- Sign a tenancy agreement.
- Pay four weeks' rent to Ray White Drysdale (by direct transfer).
- Pay a security bond equal to 1 calendar month's rent in the form of a bank cheque or money order made out to the RTBA. PLEASE NOTE-CASH OR EFTPOS CANNOT BE ACCEPTED FOR PAYMENT OF THE BOND.

If the above is not followed the approval for the property may be forfeited.

Item	<input type="checkbox"/>	Points	Initial		<input type="checkbox"/>	Points	Initial
Driver's License	<input type="checkbox"/>	40		Medicare Card	<input type="checkbox"/>	20	
Passport	<input type="checkbox"/>	40		Bank Debit/Credit Card	<input type="checkbox"/>	20	
Other Photo ID	<input type="checkbox"/>	20		Bank Statement	<input type="checkbox"/>	20	
Current Wage Advice	<input type="checkbox"/>	30		Telephone Account	<input type="checkbox"/>	20	
Previous Tenancy Reference	<input type="checkbox"/>	20		Electricity Account	<input type="checkbox"/>	20	
Previous 2 Rent Receipts	<input type="checkbox"/>	20		Gas Account	<input type="checkbox"/>	20	

Tenancy Application Form

Please be advised that this application will only be processed once **ALL** details have been completed and all copies of supporting documents have been attached. Each applicant over 18 years' age must submit an individual form. If forms are not complete they will not be processed.

Please note when submitting this application to our office you are accepting the property as per inspection and are agreeing to rental payments staying 4 weeks in advance throughout the duration of your tenancy.

PROPERTY DETAILS

Address of property		
Preferred lease term	Preferred Lease Date	
Rent per week		
Number of applicants to Occupy the property		
Adults	Children	Ages of Children
Number and type of pets (inc breed)*		

** Please note keeping of pets on the property is at the Landlords discretion, and will be considered on a case by case basis.*

** Ownership of pets on a property not previously agreed to by Landlord can lead to a breach of Lease Agreement.*

**If pets are accepted the tenant will be provided with a pet clause to sign.*

PERSONAL DETAILS:

Title	Given Name(s)	Surname	Date of Birth
Driver's Licence Number		State	
Passport Number		Country of Issue	
Car make/model		Registration	
Current Address			
Work Phone	Home Phone	Mobile	
Email			
Current Address			

NEXT OF KIN

Given Name(s)		Surname
Relationship		
Address		
Phone	Mobile	Email

APPLICANT HISTORY*

How long have you lived at your current address?	Years	Months
Name of Landlord/Real Estate Agent		Phone Number
Rent Paid Per Week \$	Reason for Leaving	
Was the Bond Returned in Full (circle)	Yes	No If not, please specify why

** Please attach additional information if your history does not include the last 5 years*

CURRENT EMPLOYMENT DETAILS

Occupation	Pls Tick	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Casual
Employer Name	Employer Address			
Employer Contact Name	Employer Phone Number			
Length of Employment	Years	Months		

PREVIOUS EMPLOYMENT DETAILS (If less than 6 months)

Occupation	Pls Tick	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Casual
Employer Name	Employer Address			
Employer Contact Name	Employer Phone Number			
Length of Employment	Years	Months		

INCOME

Net weekly employment income	\$
Net weekly income from other sources	%
Sources of other income (eg: Centrelink)	

INCOME

Net weekly employment income	\$
Net weekly income from other sources	%
Sources of other income (eg: Centrelink)	

STUDENT INFORMATION

Name of Institution	Address		
Course Name	Length of Course		
Commencement Year	Student ID Number		
Contact Person	Contact Number		
Source of Income	<input type="checkbox"/> Parents	<input type="checkbox"/> Scholarship	<input type="checkbox"/> Other
Net Income	\$	\$	Per Month

REFERENCES

1.Reference Name	Occupation
Relationship	Phone Number
Notes	
2.Reference Name	Occupation
Relationship	Phone Number
Notes	

APPLICATION FOR MY CONNECT: (Please only fill out if you would like to use this service)

Please complete all sections of this application to enable us to connect your utilities.

Family /Surname: _____

Given Name/s: _____

Date of Birth: _____

Home Phone Number: _____

Work Phone Number: _____

Mobile Phone Number: _____

Email Address: _____

Driver's Licence Number: _____

State: _____

Passport No (if applicable): _____

Country: _____

Concession No (if applicable): _____

Type: _____

Property Manager: Ray White Drysdale bellarine.rentals@raywhite.com

CONNECTION

Please tick the utilities required

☐

Electricity

☐

Gas

☐

Water

☐

Telephone

☐

Internet

☐

Pay TV

New Property Address: _____

Move in Date: Connection Date: _____

The Main Electricity switch must be in the 'OFF' position between 7 am and 6 pm on the day of connection.

DECLARATION

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.

Signature _____

Date: _____

myconnect

FX: 1300 854 479

PH: 1300 854 478

PRIVACY STATEMENT

We are an independently owned and operated business, and are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. 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 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 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 us. 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. As information may be emailed or stored in the cloud, Ray White Drysdale 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

DECLARATION

I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1987. Should this application be approved, I acknowledge that I will be required to pay the following amounts:

Rent per week \$ _____ OR Rent per calendar month: \$ _____

First payment of rent in advance: \$ Rental Bond \$

Amount payable upon signing Tenancy Agreement: \$

- I declare that all information contained in this application is true and correct and given of my own free will, and I acknowledge that that this application is subject to the approval of the owner and I will be required to pay rent in advance and a rental bond.
- I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.
- I acknowledge that the information collected on this Tenancy Application Form is required to assess suitability to lease the premises, and to do this, it is necessary to disclose my personal information to others.
- 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
- I, the Applicant, acknowledge that I have read the Privacy Statement above and the privacy policy of the Ray White Office. I authorise Ray White Drysdale 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 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.
 - Personal information collected about me to the owner of the property even if the owner is resident outside Australia
 - 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.
- I acknowledge that on acceptance of my application that rent shall be paid by either Direct Deposit, Bank Deposit (deposit book will be provided) or Direct Debit via IP Payments (form to be completed).
- Initial payments must be made by cash, bank cheque or direct deposit within 48 hours of approval.
- Keys will not be handed over until the lease agreement has commenced, been signed by all applicants and all monies have been received including BOND.
- 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 circumstances arise whereby the property is not available for occupation by the due date.

Applicant Name

Signature

Date _____

Ray White Drysdale
T 5251 5880
F 5251 5883
E bellarine.rentals@raywhite.com
raywhitedrysdale.com

Ray White®

Ray White Drysdale
16 Collins Street
Drysdale Vic 3222

Tenant Reference Request

To: _____

Applicant's Name: _____

Applicant's Previous address: _____

Tenancy dates (from/to): _____ Lease expiry? _____

Rent per week: _____ Number of occupants paying rent _____

Was the tenant ever in arrears? _____

Were there any Notices? (pls advise) _____

Was the property well kept? _____

Were there any issues regarding pets/neighbours/noise, etc? _____

Were there any issues regarding tenant behaviour towards staff or contractors? _____

Were there any issues regarding access to the property for Routines or repairs? _____

Was the bond returned in full? _____

Would you rent to them again? _____

Any additional comments?

Completed by: _____ Date : _____

Tren Pty Ltd trading as Ray White Drysdale
ACN 151 618 709 ABN 65 293 502 947

Officer in Effective Control
Travis Smith