

## Tenant Selection Criteria

All tenancy applications must be accompanied by the following information:

- a. Photographic identification – current drivers license/passport
- b. Written references from previous landlords or real estate agents and/or tenant ledger or rent receipt
- c. Proof of last residential address ie electricity account, phone account, bank statement
- d. Proof of income (eg Pay slips, written references etc) Self employed please provide letter from accountant.

Acceptance of application is not deemed as approval. On approval of an application to rent a property, all money must be paid in full, in money order or bank cheque. That is bond x 4weeks, rent in advance and lease preparation fee.

**Photocopies of documents \$1.00 per page.**

It is our company policy that all rents be paid calendar monthly in advance Direct Debit in writing through Ipay (Ray White direct payment system) or by personal cheque Monday between 9am-12pm unless otherwise agreed in writing by both parties.

**No Cash Accepted.**

**The property will continue to be advertised and applications taken until a Residential Tenancy Agreement is signed.**

Applications can be delivered to:

-  Post – PO Box 403, Dee Why 2099
-  Emailed – [pm.beaches@raywhite.com](mailto:pm.beaches@raywhite.com)
-  Delivered – Ray White Dee Why at 5/23 Howard Avenue, Deewhy NSW 2099
-  Phone – 9971 1333

**RAY WHITE DEE WHY**

### PROPERTY DETAILS

Address of Property:

Lease commencement date:

Lease term:

Rent per week:

Number and type of pets:

Names of all other occupants for the property:

Names and ages of any children to occupy the property:

**100 POINT IDENTIFICATION CHECK** - The following identification has been photocopied and is attached to this application

Item	<input type="checkbox"/>	Points	Initial	<input type="checkbox"/>	Points	Initial
Drivers 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
				<b>Total Points achieved</b>		

# Tenancy Application Form



Please be advised that this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form.

## PERSONAL DETAILS

Given Name(s):		Surname:	
Current Address:			
Home Phone:		Work Phone:	
Mobile:		Fax:	
Email:		Date of Birth:	
Drivers Licence No:		Drivers Licence State:	
Passport No:		Passport Country:	

## NEXT OF KIN

Given Name(s):		Surname:	
Relationship:			
Address:			
Phone:	Mobile:		Email:

## CURRENT TENANCY DETAILS

Length of time at current address:		Rent Paid:	
Reason for leaving:			
Name of Landlord / Agent:		Phone:	

## PREVIOUS RENTAL HISTORY 1

Previous Address:					
Length of time at above address: From		to		Rent Paid:	
Name of Landlord / Agent:			Phone:		
Was Bond refunded in full?			<input type="checkbox"/> Yes		<input type="checkbox"/> No
If No, please specify reasons why:					

## PREVIOUS RENTAL HISTORY 2 (IF CURRENT TENANCY IS LESS THAN 6 MONTHS)

Previous Address:					
Length of time at above address: From		to		Rent Paid:	
Name of Landlord / Agent:			Phone:		
Was Bond refunded in full?			<input type="checkbox"/> Yes		<input type="checkbox"/> No
If No, please specify reasons why:					

**CURRENT EMPLOYMENT DETAILS/SELF EMPLOYMENT DETAILS**

Occupation/position held:	Employer/Company Name:
Address:	ABN:
Type of Business:	
Contact Name (payroll / manager/accountant):	Contact Number:
Length of Employment:	

**INCOME**

Net weekly employment income:
Net weekly income from other sources:
Source(s) of other income:

**PREVIOUS EMPLOYMENT (IF CURRENT EMPLOYMENT IS LESS THAN 6 MONTHS)**

Occupation:	Previous Employer:
Employer's Address:	
Contact Name (payroll / manager):	Contact Number:
Length of Employment: From                  to	Net weekly income:

**REFEREES**

Business referee:	Relationship:
Phone:	Mobile:
Personal referee:	Relationship:
Phone:	Mobile:

**Privacy Statement must be signed to allow reference checks**

**PRIVACY STATEMENT****PRIVACY DISCLOSURE STATEMENT**

We are an independently owned and operated business. We 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 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 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. 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 Disclosure Statement. I authorise the Agent to collect information about me from:

1. My Previous letting agents and/or landlords;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorize the Agent to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorize the Agent to disclose the personal information collected about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.

Applicant Name	Signature	Date
----------------	-----------	------

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 and cleanliness of the property.

## NEW TENANT – FACT SHEET

### ***Thank you for your Application for Tenancy...***

We will endeavor to process this application immediately because we know that you will be waiting on an answer. It is imperative that you do not make an application on a second property *anywhere* until you have an answer on this application.

With that in mind, it is our goal to obtain a definite answer for you between 24 and 48 hours of receipt of your application. If the process is slower, it is generally because we have not received all the information requested, or we are waiting on answers from referees or owners. Please ensure that all information is completed on the application form. In any event we will keep you up to date. Please note that no applications will be processed on weekends.

### ***Notification of the results***

You will be notified of the result of your application immediately a decision is made, and we have confirmed the lessor's instructions. Please ensure that we have a daytime telephone contact number for you. You will be contacted whether you are successful or not. All unsuccessful applications will be shredded within 1 week to maintain your privacy. All documentation collected for successful applicants will remain on file. **FINAL APPLICATION APPROVAL IS AT THE LESSOR'S DISCRETION AND NO REASON SHALL BE GIVEN FOR UNSUCCESSFUL APPLICATIONS.**

### ***Securing your Tenancy***

Once the application has been approved, an appointment will be made for you to come into the office, within the first 48 hours of acceptance of your application. At this time you will be required to pay the bond which is equal to four (4) weeks rent to secure the property and to sign the lease documents. Please allow approximately 1 hour for this appointment. This is important and must be completed prior to moving in. Please be aware, we DO NOT sign up tenants on Saturdays. All tenants are to attend the office for this process. You will be given a copy of the tenancy agreement and all relevant documentation to read before signing. We consider these to be vital documents and want to ensure that you are aware of all of your obligations before making a commitment.

The first two weeks rent can be paid at the time of securing the property or when you collect the keys on the lease start day. It will be credited to your rental account commencing with the first day of your tenancy

Bond transfers are NOT accepted. Payment of this money must be in cleared funds – Money Order or Bank Cheque only payable to Ray White

No personal cheques can be accepted and THIS OFFICE DOES NOT ACCEPT PAYMENTS BY CASH. Once this process is complete, you should go ahead and arrange the connection of services to the property.

### ***Keys***

Keys to the property will not be handed over until all monies are paid in full, the lease is signed by all parties and lease start date has commenced.

### ***Insurance***

A reminder that insurance of your personal belongings is your responsibility.

### ***Rent Payment***

The initial payments of two (2) weeks rent and four (4) weeks bond is to be paid by MONEY ORDER OR BANK CHEQUE ONLY. Under no circumstances will personal cheques be accepted for this payment.

After this initial payment our preferred method of rent payment is Payment Gateway. If you are successful in obtaining this property you will be required to bring your bank details with you to the lease signing appointment, so this can be set up for you during this appointment. This payment option allows tenants to pay rent via direct debit, credit card, phone or internet banking as well as Bpay and payments at Australia Post. Your property manager will go into more detail about this payment method if you are approved for this property.

The costs associated with Payment Gateway are as follows:

Bank Account	\$1.65
Credit Card	2.2%
BPAY (bank account)	\$2.00
Australia Post	\$4.00

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.

Thank you,

### ***Ray White***

I/We have read the above information and agree to these terms if our application is accepted:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



