

## Ray White Lidcombe

7A John Street  
LIDCOMBE NSW 2141

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raywhitelidcombe.com.au

# Tenancy Application Form

**NO ORIGINAL DOCUMENTS ACCEPTED  
OUR OFFICE DOES NOT PHOTOCOPY**

## Identification

Ray White Lidcombe requires the following proof of identification to be submitted along with this application. Should you not be able to provide any of the documents required from the below categories, please contact our office for further information on substituting any documents.

### Please provide TWO items from each category

- Photo Identification:**  Passport (Visa Grant Notice required if not Australian passport holder)  Current driver's license  Photo Card  Student ID
- Proof of rental history:**  Current or most recent tenant ledger  Proof of ownership (if a property owner)  Utilities Bill/s  Lease Agreement  Reference Letter from Previous Agency
- Proof of income:**  2+ Recent Pay slips  Most Recent Bank Statement
- Other Identification:**  Medicare Card  ATM Card  Credit Card  Vehicle Registration

## How to Return Your Form

Once you have completed your application, please attach the identification documents and submit through one of the following methods. If there are multiple occupants applying for one property, each occupant must fill out an application form and submit documents.

Applications should be submitted via:



In Person 7A John Street LIDCOMBE NSW 2141



Email lidcombe.nsw@raywhite.com



Fax 02 9749 5055

If you have any further questions regarding your application, please do not hesitate to contact us on 02 9749 5255.

## Property and Occupancy Details

**Address of Property**

Rent per Week  Lease Commencement Date  /  /

Lease Term  6 months  12 months Have you inspected the property?  Yes  No

How many people will occupy the property?  Adults  Children

Please fill in the details of all the other people who will be residing at the premises. List their names, age and relationship to you here (including children)

Name	Age	Relationship
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: Please provide Photo ID/s of All Occupants (excluding Children/s under 18 years old)

Do you smoke?  Yes  No If 'Yes', do you smoke:  Inside  Outside

Do you have pets?  Yes  No If 'Yes' are they:  Indoor  Outdoor

Type & No. of Pets  Size of Pets  Breed of Pets

## Personal Details

Title  Mr  Ms  Mrs  Miss  Other Preferred Name

**Full Legal Name**  First Name  Middle Name  Surname

Mobile Number  Home Number

Work Number  Email Address

Are you currently  Renting  Owner Occupier  Student  Unemployed  Retired  \_\_\_\_\_

## Rental History

**Current Address**

Time at Current Residence  Years  Months Rent per Week

Current Agent/Landlord  Contact Number

Reason for Leaving

## Emergency Contact / Next of Kin

**Full Legal Name**  Relationship to you

Email Address  Contact Number

Residential Address

## Employment History

Occupation	<input type="text"/>	Net Income per Week	<input type="text"/>
Employer	<input type="text"/>	Time at Current Employer	<input type="text"/> Years <input type="text"/> Months
Contact Person	<input type="text"/>	Contact Number	<input type="text"/>
Employment Address	<input type="text"/>		

## Student Details

Place of Study	<input type="text"/>		
Course Name	<input type="text"/>	Course Completion Date	<input type="text"/> / <input type="text"/> / <input type="text"/>
Financial Support (ie. Parents, Centrelink, Casual Work)	<input type="text"/>		

Note: Please ensure a copy of the COE and Student Visa is submitted if you are an international student.

## Referees

Business referee	<input type="text"/>	Relationship	<input type="text"/>	Mobile	<input type="text"/>
Personal referee	<input type="text"/>	Relationship	<input type="text"/>	Mobile	<input type="text"/>

## Utilities Connection – Free Service



### Connectnow is a Free Service – Moving Home Has Never Been Easier

Connectnow can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. Connectnow can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire. You pay no extra charges as a result of using this service. Connectnow will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If Connectnow is unable to contact you within this period please call 1300 554 323 to ensure your services can be addressed by the required date.

**Declaration and Execution/Privacy Notice:** By signing this application and ticking the 'YES' box below, I consent to the collection of my personal information by Connectnow Pty Ltd (ABN 79 097 398 662) arranging for the connection of the nominated home services and to providing information contained in this application to the service providers. I agree that neither Connectnow nor the agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames and terms & conditions once the client has agreed to use the chosen service provider. I authorise the obtaining of a National Metering Identifier on my address to obtain supply details. It is the responsibility of the tenant to ensure that the Main Electricity Switch is in the "Off Position" between 7am & 7pm on the day connection is required and that there is easy access to the property. While the Connectnow service is FREE, standard service provider connection fees and charges will apply. You pay NO extra charges as a result of using the Connectnow service. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that Connectnow will be paid a fee by the service provider and will be paying a fee to the agent for the service being provided to me. Note: Connection of your utilities will only be initiated once a representative has discussed your connection with you and obtained your consent to the terms and conditions of the relevant utility service provider(s).

Would you like your utilities connected by Connectnow?  Yes  No

## Declaration

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the agent pursuant to the Residential Tenancies Act 2010. I acknowledge that I will be required to pay rent in advance and a rental bond and that this application is subject to approval from the owner. I declare that all the information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises, accept the property as inspected and am not bankrupt. I authorise the agent to obtain details of my credit worthiness from the owner or agent of my current or previous residences, my personal and work referees 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. By signing below, I hereby acknowledge that I have read and consent to the above.

<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Print Name	Signature	Date

## 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 business and/or personal referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorise 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 authorise the agent to disclose the personal information collected about me to the owner of the property even if the owner is resident outside of Australia, and to any third parties – valuers, contractors, sales people, insurance companies, body corporate, other agents and tenancy default databases.

		/ /
Print Name	Signature	Date

## Deposit & Initial Payments

In accordance with section 24 of the Residential Tenancy Act 2010, it is hereby acknowledged that the reservation fee referred to in this application for tenancy form is subject to the following condition:

1. The applicant is required to pay a holding fee equivalent to one week's rent to reserve the premises in favour of the applicant for a period of one week.
2. The property will not be let during the reservation period pending the making of a Residential Tenancy Agreement.
3. If the landlord decides not to enter into the Residential Tenancy Agreement on the agreed terms for the residential premises concerned during the reservation period, the whole of the fee should be refunded.
4. Should the applicant advise they will not be going ahead then the owner may keep the whole of the holding fee.
5. During the reservation period, no fee will be taken from another applicant nor will the premises be reserved to another's favour.

Initial holding deposit                      1 week's rent      =      \$ \_\_\_\_\_

Upon signing of the lease, the following amounts will be due and payable in the form of Cash or a bank cheque. The tenant agrees to pay the below charges before possession of the premises are granted and keys to the captioned premises to be released.

Bond    4 week's rent      =      \$ \_\_\_\_\_

Advance rent                                   1 week's rent      =      \$ \_\_\_\_\_

Total    6 week's rent      =      \$ \_\_\_\_\_

		/ /
Print Name	Signature	Date