

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 ☐ 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 6 John Street LIDCOMBE NSW 2141



Email lidcombe.nsw@raywhite.com

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	
Name		Age		Relationship	
Name		Age		Relationship	
Name		Age		Relationship	
Name		Age		Relationship	

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		Email address	

Emergency Contact / Next of Kin

Full Legal Name		Relationship to you	
Email Address		Contact Number	
Residential Address			

Employment History

Occupation		Net Income per Week		
Employer		Time at Current Employer	Years	Months
Contact Person		Contact Number		
Employment Address				

Student Details

Place of Study			
Course Name		Course Completion Date	/ /
Financial Support (ie. Parents, Centrelink, Casual Work)			

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

Referees

Business referee		Relationship		Mobile	
Personal referee		Relationship		Mobile	

FREE Utility Connection Service



MyConnect offer a completely FREE service for home movers.

MyConnect will call you to arrange the connection of your required utilities at your new property.

☒ **Yes, please contact me**

☐ **Interpreter required**

We connect

 Electricity
  Gas
  Phone
  Internet

 Pay TV
  Truck hire
  Removals
  Insurance

Our retailers














Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 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, 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. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

☐ OR Tick here to opt out

1300 854 478 enquiry@myconnect.com.au myconnect.com.au

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.

		/ /
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