



RayWhite



RENTAL APPLICATION FORM

392 Sydney Road, Brunswick VIC 3056 **T** 03 9387 8023 **F** 03 9387 8076
pm.brunswick@raywhite.com www.raywhitebrunswick.com.au

Ray White Brunswick Tenancy Application

Thank you for choosing to apply for a rental property through Ray White Brunswick. In order to ensure a swift and thorough process of your application we ask you to refer to the following checklist and ensure all information has been provided.

PLEASE TICK THE BOXES ONCE YOU HAVE COMPLETED THE CRITERIA

- Filled in property address for the property you wish to apply for, commencement date and term of lease (If you are applying for multiple properties with our office, please list these in the number order of your preference below)
 1. _____
 2. _____
 3. _____
- Indicate if there will be any pets residing at the premises
- Ensure all details are filled in, including personal details, current and previous tenancy details, and current and previous employment details
- Provided ALL phone numbers for each contact
- Stated and provided proof of other forms of income you may receive, e.g. Centrelink statements/government benefits
- Provided a minimum of 2 personal references including contact numbers (must be different from employment and Landlord/Agent reference)
- Provided a next of Kin (Must be a family member or close friend not living with you)
- Provided 100 points of identification (as outlined on application form)
- Provided any further information that may assist in your application, written references, rent receipts, photos of current premises in support of your application
- If self employed, please provide profit/loss statements from the financial year and your accountants details. We also require your Business Registration details and ABN information
- Anyone over the age of 18 who will be residing in the premises MUST fill out an individual application form

****PLEASE NOTE - APPLICATIONS WILL NOT BE PROCESSED UNLESS ALL SECTIONS ARE COMPLETED CORRECTLY AND IN FULL DETAIL****

Signature

Date

We highly recommend you deliver your completed application to our office as soon as possible to eliminate any disappointment of the property being leased prior.

Ray White Brunswick will endeavour to process your information and have a response to you from the owner within 24 hours of receiving your application.

Ray White Brunswick Office Hours:

Monday to Friday 9:00am – 5:30pm & Saturday 9:00am – 1:00pm

OFFICE USE ONLY

Date & time application received:

Copy given to applicant: Yes / No

Handed in at Reception Left in over night box

Emailed Faxed

Initialed:

**on the
move**

Moving? Leave it to us

We'll connect your utilities conveniently and for free

• Electricity • Gas • Home Phone • Internet • Pay TV • Insurance

Residential Tenancy Application

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

RayWhite

Leasing Consultant _____

Property Manager _____

A. AGENT DETAILS

Ray White Real Estate Brunswick

392 Sydney Road, Brunswick VIC 3056

Phone: 03 9387 8023

Fax: 03 9387 8076

Website: www.raywhitebrunswick.com.au

Email: pm.brunswick@raywhite.com

Property Manager

B. PROPERTY DETAILS

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

Postcode

2. Lease commencement date?

3. Lease term?

Years Months

4. Property Rental?

\$ per week \$ per calendar month

5. How many people will normally occupy this property?

Adults Children Ages:

6. Names of other applicants:

7. Please provide details of any pets.

Breed/Type	Council registration number
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

8. How did you hear about this property?

C. PERSONAL DETAILS

9. Please give us your details.

Mr Ms Miss Mrs Other

Surname

Given name/s

Date of birth

Driver's licence number

Driver's licence expiry date

Driver's licence state

Passport number

Passport country

10. Please provide your contact details.

Home phone number

Mobile phone number

Work phone number

Email address

D. UTILITY CONNECTIONS

- Our complementary partner On The Move can connect your utilities;
- It's a free and simple service
 - Your connection is guaranteed by the On The Move Promise
 - There is no obligation to proceed with connections

Terms & Conditions: **Unless you advise us otherwise, by signing this application you are consenting to On The Move contacting you to arrange the connection of your utility services.** Regardless, you consent to On The Move contacting you regarding the connection and disconnection of your water services as a minimum. On The Move may need to disclose personal information to utility companies to arrange your services. On The Move and Ray White may receive a benefit for arranging your services. Please see On The Move's Privacy Policy at onthemove.com.au/legal-and-privacy. Standard connection fees may apply.

No, aside from my water service, I will connect my utilities of my own accord.



We guarantee that your electricity and gas will be connected on your agreed move-in date*.

*Terms and conditions apply. Full details at onthemove.com.au/on-the-move-promise-terms-and-conditions

E. DECLARATION OF APPLICANT

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancies Agreement pursuant to the Residential Tenancies Act 1997.

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 employers;
- (c) any record, listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting;

- NTS: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

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 organisations/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)
- (g) complete a credit check with NTD (National Tenancies Database) Phone 1300 563 826 – Email info@ntd.net.au
- (h) transfer water account details into my name

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

I consent to the disclosure of this page of the application form to **On The Move** ABN 84 101 648 257 for the purpose of enabling **On The Move** to offer the connection and disconnection of my water services as a minimum. I am aware that if I do not consent to the disclosure of my personal information for the purposes set out above, I may not be eligible to lease this premises. Where **On The Move** is requested to arrange for the provision of services, I consent to **On The Move** disclosing personal information it has collected about me to the applicable utility service provider for that purpose and to obtain confirmation of the connection or disconnection.

I acknowledge that Ray White does not accept any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I acknowledge that Ray White, its employees and **On The Move** may receive a benefit in relation to the connection of a utility service.

The initial payment of a calendar month's rent and bond is to be paid by EFT ONLY. If your application is successful, you will make rental and other payments to the agency by EFT or by deposit at an ANZ branch.

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.

Signature

Date

F. OFFICE USE

Application submitted to On The Move (if required)

G. APPLICANT RENTAL HISTORY

11. What is your current address?

 Postcode

12. How long have you lived at your current address? Years Months

13. Why are you leaving this address?

14. Is the property at this address:
 Rented ► Go to question 15 Owned ► Go to question 16
 Other - Please provide details

15. Please tell us about this rented property.
 Name of landlord or agent

 Landlord/agent's address

 Landlord/agent's phone number Weekly rent paid
 \$
 Has your bond been refunded? YES NO
 If NO, why?

16. What was your previous residential address?

17. How long did you live at this address? Years Months

18. Why did you leave this address?

19. Was this property:
 Rented ► Go to question 20 Owned ► Go to question 21
 Other - Please provide details

20. Please give us further information about this rented property.
 Name of landlord or agent

 Landlord/agent's phone number Weekly rent paid
 \$
 Was bond refunded in full? YES NO
 If NO, why?

H. EMPLOYMENT HISTORY

21. Please provide your employment details.
 What is your occupation?

What is the nature of your employment?
 Full Time Part Time Casual

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

Employer's address

 Postcode

Contact name Phone number

Length of employment
 Years Months

Weekly income Other income
 \$ \$

I. PREVIOUS EMPLOYMENT DETAILS

22. Please provide your previous employment details.
 Occupation

 Employer's name

 Length of employment
 Years Months
 Contact name Phone number

J. CONTACTS / REFERENCES

23. Please provide a contact in case of emergency.
 Surname Given name/s

 Relationship to you Phone number

24. Please provide two personal references (not related to you).
 1. Surname Given name/s

 Relationship to you Phone number

 2. Surname Given name/s

 Relationship to you Phone number

K. OTHER INFORMATION

25. Car/Truck/Motorbike Registration.

L. PLEASE NOTE

NO APPLICATIONS WILL BE PROCESSED UNLESS ALL SECTIONS ARE COMPLETED CORRECTLY AND IN FULL DETAIL. ALL PROPERTIES ARE TO BE LEASED AS INSPECTED UNLESS SPECIFIED IN WRITING.

Initial payments must be made via our preferred method of EFT within 24 hours after the approval of your application. Keys will not be handed over until the lease agreement has been signed by all applicants and first month rent and bond has been paid. 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 circumstance arise whereby the property is not available for occupation on the due date.

M. 100 POINTS OF IDENTIFICATION

Applicants must supply a minimum of four (4) types of identification from the list below with a minimum total of 100 points. ID must include at least 1 type of Photo ID plus ID that contains the applicants current residential address and date of birth.

Driver's Licence	30 points
Passport	30 points
Proof of income (pay slips, bank statements, work contracts)	30 points
Copy of Medicare card	20 points
Working with Children Check	20 points
Work or Student Visa confirmation	20 points
Birth or Marriage Certificate	20 points
Proof of Age card (Keypass)	10 points
Student ID card	10 points
Copy of electricity/gas/water/utilities account	10 points
Rent Receipt (current or previous)	10 points
Concession/Pension card	10 points
Student course/offer confirmation	10 points
Pet Registration (council)	10 points
Proof of Ownership (Council Rates, Water Rates, Contract of Sale, Land Title, Body Corporate Invoices)	10 points

N. ADDITIONAL NOTES/INFORMATION