

# Tenancy Application Form

**Ray White Dingley Village**

Shop 9b, 79 Centre Dandenong  
Dingley Village, VIC 3172, Australia  
Ph: (03) 9551 3533 F: (03) 9558 7344  
[dingleyvillage.vic@raywhite.com](mailto:dingleyvillage.vic@raywhite.com)

PROPERTY DETAILS

Street Address:

Suburb:

Lease term:  years  months

Lease commencement date:

Rent: \$  weekly  monthly

Names of all other applicants:

Number of Occupants Adults:  Children:

Ages of Children:  Pets: Yes  No

PERSONAL DETAILS

Given name(s):

Surname:

Mobile:

Home Phone:

Work Phone:

Fax:

Email:

Date of Birth:

IDENTIFICATION

Drivers Licence No:  State:

Passport Number:

Passport Issuing Country:

EMERGENCY CONTACT DETAILS

Name:

Relationship:

Address:

Mobile:

Home Phone:

Work Phone:

CURRENT TENANCY DETAILS

Street Address:

Suburb:

Time at Address:  years  months

Rent paid: \$  weekly  monthly

Reason for Leaving:

Name of Landlord/Agent:

Landlord/Agent Phone:

Landlord/Agent Email:



HOME NOW™



COMPARE, CONNECT & SAVE

Select services you want connected

ELECTRICITY

GAS

INTERNET

PHONE

PAY TV

WATER

Save time and money when you're moving. Let Ray White Home Now arrange your utility connections. It's a FREE service and there's NO obligation. In one brief call we will help you compare your options and select the right plans for you. No more running around – we'll take care of contacting all the providers for you.

Ray White Home Now will contact you to arrange your utility services. You will be advised of any associated terms and conditions, including connection fees that may apply. Once you have chosen your preferred providers, Ray White Home Now may then need to disclose your personal information to the selected utility company. Ray White Home Now is unable to accept responsibility for any delay or failure to connect your utility service. Ray White Home Now is committed to protecting the confidentiality of your personal information and will handle your personal details in accordance with Ray White Home Now's privacy policy available at [raywhitehomenow.com/privacy-policy](http://raywhitehomenow.com/privacy-policy)

Split It Pty Ltd ABN 83151244558 T/A Ray White Home Now

PREVIOUS TENANCY DETAILS

Street Address:

Suburb:

Time at Address:                      From:                      To:

Rent paid: \$                                       weekly     monthly

Name of Landlord/Agent:

Landlord/Agent Phone:

Was the bond refunded in full?:                                       Yes     No

If No, please specify reasons why:

INCOME

Employment Income:                                       weekly     annually

Other Income:                                       weekly     annually

Other Income source(s):

CURRENT EMPLOYMENT DETAILS

Position Held:

Business Name:

Street Address:

Suburb:                                      Postcode:

Contact Name:

Contact Phone:

Length of Employment:                                      years                                      months

PREVIOUS EMPLOYMENT DETAILS

Position Held:

Business Name:

Street Address:

Suburb:                                      Postcode:

Contact Name:

Contact Phone:

Length of Employment                                      To:                                      From:

IF SELF EMPLOYED PLEASE COMPLETE

Company Name:

Business Type:

Business Address:

Suburb:                                      Postcode:

ABN:

Accountant Name:

Accountant Phone:

Accountant Email:

Accountant Street Address:

Suburb:                                      State:

PROFESSIONAL REFERENCE

Reference Name:

Relationship:

Phone:

Email:

PERSONAL REFERENCE 1

Reference Name:

Relationship:

Phone:

Email:

PERSONAL REFERENCE 2

Reference Name:

Relationship:

Phone:

Email:

## SUPPORTING DOCUMENTS

Provide 100 points of identification photocopied and attached to this application.

|                          |        |  |
|--------------------------|--------|--|
| <input type="checkbox"/> | 40 pts | Drivers License or Passport Photo Page |
| <input type="checkbox"/> | 20 pts | Other Photo ID                         |
| <input type="checkbox"/> | 20 pts | Current Payslip                        |
| <input type="checkbox"/> | 20 pts | Previous 2 Rent Receipts               |
| <input type="checkbox"/> | 20 pts | Previous Tenancy Ledger                |
| <input type="checkbox"/> | 20 pts | Medicare Card                          |
| <input type="checkbox"/> | 20 pts | Debit/Credit Card                      |
| <input type="checkbox"/> | 20 pts | Bank Statement                         |
| <input type="checkbox"/> | 20 pts | Utility Bill                           |

## PRIVACY POLICY

Dingley Real Estate Pty Ltd T/A Ray White Dingley Village is an independently owned and operated business. Our complete privacy policy can be found on our website. If you believe that your privacy has been breached, please contact us using the contact details on our website and provide details of the incident so that we can investigate it. Our procedure for investigating and dealing with privacy breaches is set out in our current complaints handling procedures.

We collect personal information in this form to assess your application for a residential tenancy. You also consent to us using your information for the purposes of direct marketing, business research and customer satisfaction enquiries. 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 the 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 or the contact details on our website.

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.

Our complete privacy policy is can be found at [www.raywhite.com/franchisee-privacy-policy/](http://www.raywhite.com/franchisee-privacy-policy/)

## CONSENT

I, the Applicant, acknowledge that I have read the Privacy Statement and the Privacy Policy of Ray White Dingley Village. I authorise the Ray White Dingley Village and the Agent to collect information about me from:

1. My previous letting agents, landlords, current and previous employers
2. My personal referees
3. Ray White may use one or more of the following 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:

a. The landlord may use:

|               |              |                      |
|---------------|--------------|----------------------|
| • NTD         | 1300 563 826 | ntd.net.au           |
| • TICA        | 1902 220 346 | tica.com.au          |
| • RPDATA      | 1300 734 318 | rpdata.com           |
| • BARCLAY MIS | 1300 883 916 | barclaysmis.com.au   |
| • TRA         | 02 9363 9244 | tradingreference.com |

b. You may contact an RTD about personal information held about you by using the contact details provided above.

4. Personal information collected about me to the owner of the property even if the owner is resident outside Australia.
5. 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.

As your information may be emailed or stored in the cloud, we 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.

I consent to Ray White Dingley Village disclosing confirmation details (including NMI, MIRN and telephone number) to the utility service provider and the Agent. I acknowledge that Ray White Home Now, the Ray White Dingley Village and the Agent do 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 Home Now, the Ray White Dingley Village and the Agent and its employees may receive a fee and/or benefit from a utility service provider in relation to the connection of a utility service. I also acknowledge, while there is no charge to me for the Ray White Home Now service; normal service provider fees or bonds may apply for which I am responsible.

The Applicant agrees to pay a Holding deposit/fee of (equivalent to 1 week's rent):

\$

## PAYMENT DECLARATION

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

|  |    |  |
|--|----|--|
| Rent amount:                                   | \$ | <input type="checkbox"/> weekly <input type="checkbox"/> monthly |
| First payment of rent in advance:              | \$ |  |
| Rental Bond:                                   | \$ |  |
| Subtotal:                                      | \$ |  |
| Less Holding Fee:                              | \$ |  |
| Amount payable upon signing Tenancy Agreement: | \$ |  |

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.

X

Signature

Date