



Tenancy Application Form

Please be advised, 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.

PROPERTY DETAILS

Address of Property: _____

Lease commencement date: _____ Lease Term: _____ No. occupying the property: _____

How many children: _____ Children ages: _____ No. and type of pets: _____

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: _____



Licensed Estate Agents, Auctioneers
& Property Managers

1/77 Acland Street
St Kilda Vic 3182
Telephone 03 8530 9900
Facsimile 03 8530 9901
Email reception.portphillip@raywhite.com
Web www.raywhiteportphillip.com.au

PREVIOUS RENTAL HISTORY 1

Previous Address: _____	
Length of time at above address: From _____ to _____	Rent Paid: _____
Name of Landlord / Agent: _____	Phone: _____

PREVIOUS RENTAL HISTORY 2

Previous Address: _____	
Length of time at above address: From _____ to _____	Rent Paid: _____
Name of Landlord / Agent: _____	Phone: _____

CURRENT EMPLOYMENT

Occupation: _____	Current Employer: _____
Employers Address: _____	
Contact Name (pay roll / manager): _____	Contact Number: _____
Length of Employment: From _____	Net weekly income: _____

SELF EMPLOYMENT DETAILS

Company Name: _____	Business Type: _____
Business Address: _____	
Position Held: _____	ABN: _____
Accountant Name: _____	Phone: _____
Net Income: From _____	



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PREVIOUS EMPLOYMENT

Occupation: _____	Previous Employer: _____
Employers Address: _____	
Contact Name (pay roll / manager): _____	Contact Number: _____
Length of Employment: From _____ to _____	Net Income: _____

STUDENT INFORMATION

Place of Study: _____	Course Name: _____
Course Length: _____	Enrolment / Student No: _____
Campus Contact: _____	Contact Number: _____
Course Co-ordinator: _____	Contact Number: _____

REFEREES

BUSINESS referee (1): _____	Relationship: _____
Phone: _____	Mobile: _____
PERSONAL referee (1): _____	Relationship: _____
Phone: _____	Mobile: _____

PLEASE ANSWER THE FOLLOWING

Have any of your previous tenancies been terminated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you in debt to another lessor or Agent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there an existing reason that may affect your rent payment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details: _____		



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PRIVACY STATEMENT

PRIVACY DISCLOSURE STATEMENT OF RAY WHITE REAL ESTATE PTY

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 the landlord'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 (see contact details above). 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.

PRIVACY CONSENT

I the Applicant acknowledge that I have read the Privacy Notice of Ray White Real Estate. I authorise Ray White Real Estate 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 Ray White Real Estate 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 Ray White Real Estate to disclose the personal information it collects 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, body corporates, other agents and tenancy default databases.

Where Ray White Connect is requested by me to arrange for the provision of connection and disconnection services, I consent to Ray White Connect disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I consent to Ray White Connect disclosing confirmation details (including NMI, MIRN and telephone number) to the Agent. I acknowledge that neither Ray White Connect nor the Agent accepts 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. The Agent has a commercial relationship with Ray White Connect. I acknowledge that Ray White Connect, the Agent and its employees may receive a fee and/or benefit of up to \$50 in value (cash and/or reward points) from a utility service provider in relation to the connection of a utility service. There is no charge for the Ray White Connect service; normal service provider fees or bonds may apply.

Tenant Name

Signature

Date

Application Subject to Consent

Processing of this application will not commence unless all sections have been completed and relevant documentation provided at the time of submission of the application to the agency.



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RAY WHITE CONNECT

To save you time when you're moving house, Ray White Connect can help you arrange your utility connections:

It's a FREE service and there's NO obligation - so just tick this box if you want Ray White Connect to call you and explain how the service works. Then, IF you would like help arranging your connections, we will confirm the details with you at that time.

Yes, please contact me.

Ray White Connect services are provided by:

Phone: 13 18 19 Email: contact@utilityone.com.au

Fax: 1300 73 18 19 Web: www.utilityone.com.au

Ray White Connect will use the information in this application to explain the services offered and to undertake any connection and disconnection services authorized (including the provision of information to utility companies). Personal information collected by Ray White Connect may be accessed by contacting them on the contact details above. Normal service provider fees or bonds may apply.

I have read, agreed to and understood all of the above terms and conditions that are relevant to me.

Tenant Name **Signature** **Date**

DECLARATION

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

\$	rent per week. Equivalent to \$	per calendar month (NB. Per calendar month rent must be approved)
First payment of rent in advance:		\$
Rental Bond:		\$
Tenant's share of cost of preparing tenancy agreement:		\$
Sub total:		\$
Less (deduct Reservation / Holding Fee):		\$
Amount payable on Signing Tenancy Agreement:		\$

I acknowledge that this application is subject to the approval of the Investor. 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.

Tenant Name **Signature** **Date**



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OFFICE USE ONLY

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 Licence	<input type="checkbox"/>	40		Vehicle Registration Certificate	<input type="checkbox"/>	20	
Passport	<input type="checkbox"/>	40		Bank Statement	<input type="checkbox"/>	20	
Other Photo ID	<input type="checkbox"/>	20		Telephone Account	<input type="checkbox"/>	20	
Current Wage Advice	<input type="checkbox"/>	30		Electricity Account	<input type="checkbox"/>	20	
Previous Tenancy Reference	<input type="checkbox"/>	20		Gas Account	<input type="checkbox"/>	20	
Previous 2 Rent Receipts	<input type="checkbox"/>	20					

Item	<input type="checkbox"/>	Initial		<input type="checkbox"/>	Initial
Personal Reference Checked	<input type="checkbox"/>		Previous Agent Lessor Checked	<input type="checkbox"/>	
Tenancy Database Checked	<input type="checkbox"/>		Lessor Notified - Approved	<input type="checkbox"/>	
Employment Checked	<input type="checkbox"/>		Applicant Notified	<input type="checkbox"/>	

Property Manager Name

Signature

Date