

Ray White Manning Valley Application Form



Only complete this form if you intend to enter into a Residential Tenancy Agreement.

The owner of the premises is attempting to locate the most suitable tenant; that is a tenant who pays the rent on time and takes good care of the premises. To enable the owner of the premises to determine in their opinion, who is the most suitable person, the owners Managing Agency requires some background information about you.

Please note: This form is NOT a Residential Tenancy Agreement.

PROPERTY ADDRESS BEING APPLIED FOR:

TOTAL NUMBER OF PERSONS INTENDED TO OCCUPY THE PREMISES:

Number of Adults: _____

Number of Children: _____ Age/s of Children: _____

Pets: _____ Breed/s: _____ Age/s: _____

APPLICANTS NAMES & CONTACT DETAILS:

1. Name: _____

Email Address: _____

Mobile #: _____ Home #: _____ Work #: _____

2. Name: _____

Email Address: _____

Mobile #: _____ Home #: _____ Work #: _____

3. Name: _____

Email Address: _____

Mobile #: _____ Home #: _____ Work #: _____

4. Name: _____

Email Address: _____

Mobile #: _____ Home #: _____ Work #: _____

GENERAL INFORMATION

I/ we have or will be applying for another property as well as this one YES ☐ NO ☐

Available date _____ You require the tenancy for a period of _____ months

At a weekly rental amount of \$ _____

I/ we intend on applying for bond assistance YES ☐ NO ☐

I/ we have our two week holding deposit available now YES ☐ NO ☐

Should your application be successful, you will be required to pay two weeks rent as a holding deposit within 2 business days of acceptance in order to secure the property and the following amounts in full prior to be handed the keys. The holding deposit will be credited to two week's rent. If you do not pay your holding deposit with 2 business days the landlord reserves the right to withdraw acceptance of your application and offer the property to other applicants.

Security Bond \$ _____
First Two Weeks Rent \$ _____
Total to be Paid \$ _____

PLEASE PROVIDE THE FOLLOWING INFORMATION

1. I/ we intend on using a water bed at the property YES ☐ NO ☐
2. I/ we smoke cigarettes YES ☐ NO ☐
3. I/ we have previously defaulted or entered into a payment arrangement with an electricity, Gas Company, Child Support Agency or any Telephone Company YES ☐ NO ☐
4. I/ we are bankrupt, a discharged bankrupt, am in the process of declaring bankruptcy YES ☐ NO ☐
5. I/ we own a lawnmower & whipper snipper edging equipment YES ☐ NO ☐

If no, how do you intend on maintaining the gardens and lawns?:

- ☐ Pay an extra \$30.00 per week for the agency to engage a contractor to mow, edge and fertilise on a fortnightly basis (subject to Landlord approval) * *note weeding and trimming are not included in this cost*, or
- ☐ I/ we intend to purchase a lawnmower, edging equipment and fertilisers and weed/ trim ourselves, or
- ☐ I/ we intend to organise and pay our own contractor to mow, edge, fertilise, weed and trim regularly

6. Motor Vehicles: No more than _____ vehicles will be parked at the premises at all times.

Car Make: _____ Year: _____ Colour: _____ Rego: _____

Car Make: _____ Year: _____ Colour: _____ Rego: _____

IMPORTANT INFORMATION TO BE DISCLOSED PRIOR TO COMMENCEMENT OF PROCESSING APPLICATION

1. Have any of the Applicants committed a criminal offence in Australia in the past 10 years? YES ☐ NO ☐
2. Have any of the Applicants had a Violence Restraining Order registered against them in the past 10 years? YES ☐ NO ☐

If the answer to either of the above 2 questions is "YES", please provide a letter explaining reasons why the Violence Restraining Order was issued and the date the offence or order was issued.

APPLICANT 1

Name: _____ Date of Birth: _____
Driver's License Number: _____ State: _____ Passport Number: _____
Other ID: _____
Postal Address: _____

PRESENT ADDRESS

Address: _____

Real Estate Agency/Owners Name: _____
Agency/ Owners Contact #: _____ Property Manager Name: _____
Period Rented: _____ Rental Amount Paid: _____
Reason for Leaving: _____

PREVIOUS ADDRESS

Address: _____

Real Estate Agency/Owners Name: _____
Agency/ Owners Contact #: _____ Property Manager Name: _____
Period Rented: _____ Rental Amount Paid: _____
Reason for Leaving: _____

OCCUPATION

Occupation: _____ Annual Salary: _____
Employer: _____ Manager/ Director: _____
Employers Address: _____
Phone Number: _____ Length of employment _____
Employment Status: (please circle) Full time Part time Casual
If less than 12 months, name of previous Employer: _____
Employers Address: _____
Manager/ Director: _____ Phone # _____ Employment Period: _____

CONTACTS

Next of Kin (Name and address): _____
_____ Phone # _____ How Related: _____
Emergency Contact (other than next of Kin): _____
_____ Phone# _____ How Related: _____

Character Reference (Name &Address): _____

Phone # _____ Relationship: _____

APPLICANT 2

Name: _____ Date of Birth: _____

Driver's License Number: _____ State: _____ Passport Number: _____

Other ID: _____

Postal Address: _____

PRESENT ADDRESS

Address: _____

Real Estate Agency/Owners Name: _____

Agency/ Owners Contact #: _____ Property Manager Name: _____

Period Rented: _____ Rental Amount Paid: _____

Reason for Leaving: _____

PREVIOUS ADDRESS

Address: _____

Real Estate Agency/Owners Name: _____

Agency/ Owners Contact #: _____ Property Manager Name: _____

Period Rented: _____ Rental Amount Paid: _____

Reason for Leaving: _____

OCCUPATION

Occupation: _____ Annual Salary: _____

Employer: _____ Manager/ Director: _____

Employers Address: _____

Phone Number: _____ Length of employment _____

Employment Status: (please circle) Full time Part time Casual

If less than 12 months, name of previous Employer: _____

Employers Address: _____

Manager/ Director: _____ Phone # _____ Employment Period: _____

CONTACTS

Next of Kin (Name and address): _____

_____ Phone # _____ How Related: _____

Emergency Contact (other than next of Kin): _____

_____ Phone# _____ How Related: _____

Character Reference (Name &Address): _____

Phone # _____ Relationship: _____

APPLICANT 3

Name: _____ Date of Birth: _____

Driver's License Number: _____ State: _____ Passport Number: _____

Other ID: _____

Postal Address: _____

PRESENT ADDRESS

Address: _____

Real Estate Agency/Owners Name: _____

Agency/ Owners Contact #: _____ Property Manager Name: _____

Period Rented: _____ Rental Amount Paid: _____

Reason for Leaving: _____

PREVIOUS ADDRESS

Address: _____

Real Estate Agency/Owners Name: _____

Agency/ Owners Contact #: _____ Property Manager Name: _____

Period Rented: _____ Rental Amount Paid: _____

Reason for Leaving: _____

OCCUPATION

Occupation: _____ Annual Salary: _____

Employer: _____ Manager/ Director: _____

Employers Address: _____

Phone Number: _____ Length of employment _____

Employment Status: (please circle) Full time Part time Casual

If less than 12 months, name of previous Employer: _____

Employers Address: _____

Manager/ Director: _____ Phone # _____ Employment Period: _____

CONTACTS

Next of Kin (Name and address): _____

_____ Phone # _____ How Related: _____

Emergency Contact (other than next of Kin): _____

_____ Phone# _____ How Related: _____

Character Reference (Name &Address): _____

Phone # _____ Relationship: _____

APPLICANT 4

Name: _____ Date of Birth: _____

Driver's License Number: _____ State: _____ Passport Number: _____

Other ID: _____

Postal Address: _____

PRESENT ADDRESS

Address: _____

Real Estate Agency/Owners Name: _____

Agency/ Owners Contact #: _____ Property Manager Name: _____

Period Rented: _____ Rental Amount Paid: _____

Reason for Leaving: _____

PREVIOUS ADDRESS

Address: _____

Real Estate Agency/Owners Name: _____

Agency/ Owners Contact #: _____ Property Manager Name: _____

Period Rented: _____ Rental Amount Paid: _____

Reason for Leaving: _____

OCCUPATION

Occupation: _____ Annual Salary: _____

Employer: _____ Manager/ Director: _____

Employers Address: _____

Phone Number: _____ Length of employment _____

Employment Status: (please circle) Full time Part time Casual

If less than 12 months, name of previous Employer: _____

Employers Address: _____

Manager/ Director: _____ Phone # _____ Employment Period: _____

CONTACTS

Next of Kin (Name and address): _____

_____ Phone # _____ How Related: _____

Emergency Contact (other than next of Kin): _____

_____ Phone# _____ How Related: _____

Character Reference (Name &Address): _____

Phone # _____

Relationship: _____

OFFER OF OPTION

The Applicant offers to the owner an Option to Lease the Property. The Option to lease is created by the Owner's notification to the Applicant whether in writing or not that the Application and Offer is accepted by the Owner. The period of the Option shall commence from and include the date of the acceptance of the Application by the Owner and continues for 2 business days. The Option is exercised by the Applicant by either:

- i. Payment of the holding deposit equivalent to one week's rent which will secure the property for 7 days or
- ii. Payment of the full ingoing costs for the property equivalent to a bond of 4 weeks, and two weeks' rent in advance or
- iii. executing the Lease;
- iv. taking possession of the Property with the Owner's consent
- v. if the tenant does not enter into a lease within 7 days of paying the holding deposit the landlord is free to offer the property to other tenants and retain the holding deposit.

The Applicant will not be entitled to occupation of the Property until:

the Lease is signed by the Applicant; and

the payment of all monies due to be paid by the Applicant being paid by the Applicant prior to occupation of the Property and are "cleared funds" in the Agency's Trust Account.

1. The persons comprising the Applicant are over the age of 18 years, none are bankrupt and they each declare that all of the information referred to on pages 4-6 are true and correct and are not misleading in anyway.
2. The Applicant acknowledges having inspected the Property and if the Option is exercised will accept possession of the Property in the condition as at the date of inspection. If the Applicant has not inspected the property, and if the Option is exercised, the Applicant will accept possession of the property in the condition as at the date of application, with the exception of items agreed to by the Agent on Page 8, Item 16: Special Conditions. Upon the exercise of the option by the Applicant, the Applicant will execute the Lease.
3. The Applicant agrees to pay the rent one rental period in advance at all times.
4. The Applicant acknowledges that they are responsible for their own contents. The Applicant should arrange their own insurance to cover their contents.

The Applicant furthermore agrees for the Owner's Agent, to contact the person's given as referee's by the applicant for the purpose of following up any arrears owing by the Applicant to the Owner.

5. The Applicant acknowledges having been advised that in the event of a breach of the Lease by the Applicant, items of personal information contained in this Application may be recorded in a Tenancy Database by or on behalf of the Owner and may be disclosed in connection with other residential tenancy applications by the applicant.
6. The Applicant acknowledges and agrees that the Owner will carry out all inspections between normal business hours at the Owner's discretion.
7. All acts and things which the Owner is required or empowered to do may be done by the Lessor or their appointed Managing Agent. Notices to the Owner must be served on the Managing Agent unless otherwise directed by the Owner.
8. The Applicant makes this Application and Offer jointly and severally. Service of any notice to any one Applicant shall be deemed to be service on them all.
9. It is agreed that the acceptance of this Application is subject to the approval of the Owner in the Owner's absolute discretion.
10. This document is not a residential tenancy agreement and does not grant any right to occupy the Property.

APPLICATION FOR TENANCY IS MADE SUBJECT TO:

NOTE: THE OWNERS INSURANCE DOES NOT COVER TENANTS CONTENTS; YOU WILL NEED TO ARRANGE YOUR OWN CONTENTS INSURANCE UPON ACCEPTANCE OF THIS APPLICATION.

I/We understand that we are applying for the property on an "as is" condition at the time of viewing. Any special requests are listed above and subject to landlord approval.

Applicant 1 Signature: _____ Date: _____

Applicant 2 Signature: _____ Date: _____

Applicant 3 Signature: _____ Date: _____

Applicant 4 Signature: _____ Date: _____

PRIVACY CONSENT & DISCLOSURE STATEMENT – Disclosure statement of Ray White Manning Valley

AUTHORITY TO RELEASE AND DISCLOSE TENANT INFORMATION

The personal information the prospective tenant provides in this application or collected from other sources including information from previous landlords/ managing agents, current & past employers and your referees is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including to the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy data bases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under this agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents. If the Applicant would like to access the personal information the Agent holds, they can do so by contacting Ray White Manning Valley on 6557 7222. The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

DECLARATION –I/we 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 rent and a rental bond in advance and that this application is subject to the approval of the landlord. I acknowledge that I have read the Privacy Statement of Ray White Manning Valley. I authorise Ray White Manning Valley to collect information about me from:

1. My previous landlord/ managing agent
2. My personal referees and employers
3. Any Tenancy Default Database Including - TICA (<http://www.tica.com.au/>) which may contain personal information about me. I also authorise Ray White Manning Valley to disclose details about any defaults by me under the tenancy to which this application relates, to any tenancy default database to which they subscribe.

I authorise Ray White Manning Valley to disclose the personal information collected about me to the owner of the property even if the owner resides outside of Australia. I declare that all information within this entire application is true, correct and given of my own free will. I declare that I have inspected the above mentioned property internally and externally. I declare that I am not bankrupt.

I DECLARE THAT:

- I / we have read and understood all pages of this application and have accepted all conditions herewith.
- I/ we consent to the disclosures set out in the Authority to Release Tenant Information.
- I/ we have read the Privacy Statements. All details herewith have been given of my own free will.
- I/ we declare that I am not bankrupt and all of the information contained in this application is true and correct.
- I/ we authorise Ray White Manning Valley to make enquiries considered necessary to verify the information disclosed in this application.
- I understand that Ray White Manning Valley collects and processes applications; there is no law requirement to disclose a reason to an unsuccessful applicant.

APPLICANT 1

NAME: _____ DATE: _____ SIGNATURE: _____

APPLICANT 2

NAME: _____ DATE: _____ SIGNATURE: _____

APPLICANT 3

NAME: _____ DATE: _____ SIGNATURE: _____

APPLICANT 4

NAME: _____ DATE: _____ SIGNATURE: _____

Text message, email or phone call made on day 1 of your rent being in arrears to advise of arrears – no exceptions

Text message, email or phone call made on day 2 of your rent being in arrears to remind of arrears – no exceptions

Text message, email or phone call made on day 3 of your rent being in arrears to request immediate payment – no exceptions

Notice of Breach issued on day 4 of your rent being in arrears – no exceptions

Notice of Termination issued on day 14 if you have not remedied your breach and brought your rent one period in advance as in accordance with your lease agreement.

It is imperative that if you anticipate that you may be late with your rental payment, that you contact our office immediately. Notices will be issued regardless to ensure that the owner of the property has the maximum protection under the requirements of the Residential Tenancies Act, and so as not to jeopardize their rental protection insurance on their property.

If the rent still remains unpaid on the expiry of the Notice of Termination, an application may be made to the tribunal for termination of the lease agreement and vacant possession.

At this point your details may also be lodged on both National and International databases for defaulting tenants.

It is for this reason that you must ensure that paying your rent is your FIRST priority, and please maintain communication with us AT ALL TIMES if you are not able to pay your rent by the due date.

Our staff are instructed to and are required to adhere to the above strict Arrears Policy. You will receive text messages if you are behind in rent, even one day. It is not personal, it is procedure. You will need to consult with your property manager to work out the correct payment dates and adjustments to keep you in advance at all times.

I/We acknowledge and accept that if I am approved for the subject property as a tenant, that the above rent arrears policy will apply and I/ we also understand that a breach notice will be issued if my rent is 4 days in arrears.

SIGNED BY THE APPLICANT/S:

APPLICANT 1

NAME: _____ DATE: _____ SIGNATURE: _____

APPLICANT 2

NAME: _____ DATE: _____ SIGNATURE: _____

APPLICANT 3

NAME: _____ DATE: _____ SIGNATURE: _____

APPLICANT 4

NAME: _____ DATE: _____ SIGNATURE: _____

Each applicant will need to provide 100 points of identification and 50 points of income.

<u>PROOF OF ID</u>	APP1	APP2	APP3	APP4
Drivers License (40 points)				
Birth Certificate (30 points)				
Passport (40 points)				
Medicare card (20 points)				
Proof Of Age card (40 points)				
Bank/credit card (20 points)				
Health care/pension card (20 points)				
Vehicle registration papers (20 points)				
Previous Tenancy Reference (20 points)				
Previous Two Rent Receipts (20 points)				
Telephone/utility accounts (20 points)				
<u>TOTAL NUMBER OF POINTS (MUST = 100)</u>				
<u>PROOF OF INCOME</u>				
TWO recent pay slips (40 points)				
If self Employed a letter from accountant 10 points)				
Current bank Statement for previous 3 months (10 points)				
Current Centre link Income Statement (40 points)				
Letter From Current Employer stating Employment Status, Payrate, Length of Employment and contact Details (30)				
<u>TOTAL NUMBER OF POINTS (MUST EQUAL 50)</u>				

Appropriate Proof of ID (100 points)

Applications that are not complete will NOT be processed



TICA Statement & Privacy Act Acknowledgement Form

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the Australian Privacy Principles in the Privacy Act 1988.

TICA Data Solutions Pty Ltd (ABN 70 638 779 521) is a tenancy database that records tenants' personal information from its members including tenancy application enquiries and tenancy history. If a member chooses to run a check through the TICA System for risk management purposes, this may result in information being disclosed on your previous rental history; also, your current and future managing agent/landlord being advised of your applications.

TICA Assist Pty Ltd (ABN 28 137 488 503) is a database Agent that records information from Debt Collection Agencies, Mercantile Agents, Credit Providers, associated industries and related persons.

In accordance with the Australian Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by any of the following ways

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80

Online: My TICA File provides instant access via the internet for 12 months a \$55.00 subscription fee applies.
All pricing includes GST.

Primary Purpose

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organisation other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows

Name, date of birth, driver's license number, proof of age card number and or passport number (except Australian), photographic proof, email address, occupation, employer (including address and phone), self employment details (including business name and ACN/ABN/ARBN), telephone number (including mobile) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Further Information about TICA

Full details about TICA's Privacy Policies and its deletion timeframe policies can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy.

If the applicant/s personal information is not provided to The TICA Group the member may not proceed with assessing the application and the applicant/s may not be provided with the rental property.

Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

This form provides information about how we the below named agent handle your personal information, as required by the Australian Privacy Principles in the Privacy Act 1988 and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we cannot process your application.

Agency Name: _____
(Herein referred to as the "Agent")

Tenant Current Address: _____

Phone: _____ Fax: _____

Email: _____

As a professional asset manager, the Agent collects personal information about you. The information collected can be accessed by you by contacting our office on the above numbers or addresses.

Primary Purpose

Before a tenancy is accepted the Agent collects your personal information for the primary purpose of assessing the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property.

In order to assess your application, the Agent may disclose your personal information to all or any of the following:

- The Lessor / Owners for approval or rejection of your application
- TICA Data Solutions Pty Ltd and TICA Assist Pty Ltd to record details of your application for tenancy with the Agent and assess the risk to our clients and verify the details provided in your application.
- Referees to validate information supplied in your application
- Other Real Estate Agents or asset managers to assess the risk to our clients

The Agent may also consider any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

Secondary Purpose

The Agent also has several secondary purposes for collecting your information. These purposes are related to your tenancy and as such, will only become applicable if your application for this property is successful.

During and after the tenancy the Agent may disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property;
- Tribunals or Courts having jurisdiction seeking orders or remedies;
- Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you;
- TICA Data Solutions Pty Ltd to record details of your tenancy history;
- Lessors / Owners insurer in the event of an insurance claim;
- Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant's personal information may be recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications for the purpose of skip tracing. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

If you fail to provide your personal information and do not consent to the uses set out above the Agent cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently the Agent cannot provide you with the property you requested to rent.

Signed by the Applicant(s)

Name: _____ Signature: _____

Name: _____ Signature: _____

Date: _____