

# Residential Tenancy Application Form



Ray White Real Estate - Level 1, 75 High Street, Cranbourne VIC 3977

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Please complete this form in full for your application to be processed. Page 1 to 5

**This application will NOT be processed unless all details have been completed and all requested supporting documents are attached. Any persons over 18 intending to reside in the residence must complete an application form.**

1. Property Applying For			3. Personal Details		
Address			Title	First name	
Suburb		Postcode	Last name		
Lease term	Years	Months	Date of birth	/	/
Lease commencement date		/	Current address		
Rent amount			Suburb		
Names of other applicant 2			Driver's licence number		
Names of other applicant 3			Car registration number		
Names of other applicant 4			Alternate ID (e.g, Passport)		
2. If self employed, please complete the following			Pension type		
Company name			Email		
ABN			Mobile phone		
Company address			Work phone		
Suburb		Postcode	Home phone		
Business type			Occupation		
Position held			Employer's name		
Accountant name			Employer's phone number		
Accountant phone					
Solicitor name					
Solicitor phone					

**4. Ray White Connect**  
*Free Utilities Connection Service*

Ray White Connect is a simple and convenient time saving service assisting with your Telephone, Electricity & Gas and water connections. Ray White Connect also provide a range of additional services to compliment your household utilities, such as Internet & Pay TV.

This is a value-added service independent of your tenancy application - you are not obligated to use Ray White Connect. If you would like Ray White Connect to contact you to discuss any of the above services please tick the box and a Ray White Connect representative will make all reasonable efforts to contact you within one working day of receiving an application. If we are unable to contact you within this period please contact Ray White Connect on 1300 556 325 to ensure connection can be completed by your requested date.

It is the responsibility of the Tenant to ensure that the Main Electricity Switch is in the "Off Position" between 7am & 7pm on the day connection is required and that there is easy access to the property.

While the connectnow service is FREE, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the Ray White Connect service.

**Connecting utilities has never been easier!**

Please note that the following terms will apply if you ask us to contact you. Firstly you will be consenting to connectnow Pty.Ltd. A.B.N. 79 097 398 662 arranging for the connection and disconnection of the nominated home services and to providing information contained in this application to the service providers for this purpose. I agree that neither connectnow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames and terms and conditions once the client has agreed to use the chosen service provider. I authorise the obtaining of a National Metering Identifier (N.M.I.) on my residential address to obtain supply details. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that connectnow Pty Ltd will be paid a fee by the service provider and will be paying a fee to the Agent in respect of the provision of the service being provided to me by connectnow Pty Ltd. Note: Connection of your utilities will only be initiated once a representative has discussed your connection with you and obtained your consent to the terms and conditions of supply of the relevant utility service provider(s).

**PRIVACY POLICY:** The privacy of our customers is of vital importance to connectnow. You have the right to access our records of your information under the Privacy Act. We will not release your personal information to any third party other than for the purposes of connecting the nominated utility service, unless required to do so under law or government order.

Call me to connect  YES

**Signed:**

**Date:**

**5. Current Situation**

Are you the  Owner  Tenant

Address

Years

Name of Landlord/Agent

Phone number

Rent paid per month

Reason for leaving

Was bond repaid in full?  Yes  No

If no, please provide details:

**6. Previous history**

Are you the  Owner  Tenant

Address

Years

Name of Landlord/Agent

Phone number

Rent paid per month

Reason for leaving

Was bond repaid in full?  Yes  No

If no, please provide details:

<b>7. Other Information</b>		<b>11. Family Contacts (Not living with you)</b>	
Number of persons occupying property		1. Reference name	
Please specify the ages of any children		Occupation	
Do you have pets <input type="checkbox"/> No <input type="checkbox"/> Yes		Relationship                      Phone	
Type of pet	Breed	2. Reference name	
		Occupation	
<b>8. Current Employment Details</b>		Relationship                      Phone	
Company name		<b>12. Next of Kin (Not living with you)</b>	
Address		Name	
Contact name & Ph		Phone	
Length of Employment	Years      Months	Address	
Net income \$per week	or      \$per month	Relationship to you	
<b>9. Previous Employment</b>			
Company name		<b>13. How did you find out about this property</b>	
Address		<input type="checkbox"/> Office <input type="checkbox"/> Online <input type="checkbox"/> Sign <input type="checkbox"/> Newspaper <input type="checkbox"/> Other	
Contact name & Ph			
Length of Employment	Years      Months	<b>DOCUMENTS REQUIRED – Note : no processing will be done without the following-</b>	
<b>10. Personal References</b>		-Drivers licence / Passport	
1. Reference name		-Copy of account – current address (elec/gas etc)	
Occupation		-Pay slips/Centrelink/Tax return (if self employed)	
Relationship	Phone	<b>Extra optional items to strengthen application</b>	
2. Reference name		-Bank Statement	
Occupation		-Rent receipts /Tenancy ledger	
Relationship	Phone	-Motor vehicle registration	

## Important Information and Tenancy Declaration

**Your Application for Tenancy cannot be accepted unless this has been completed in full and signed.**

### TENANCY ACCEPTANCE

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fill out ALL required details on the application and ensure your completed application is returned to our office as quickly as possible.

### UNSUCCESSFUL APPLICATIONS

Should your application be unsuccessful you will be advised. However, should you wish to apply for another property we will hold over your application for you for a period of 14 days.

### SUCCESSFUL APPLICATIONS

Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require the leases to be signed and the bond to be paid in full to secure the tenancy. The property manager will supply you with these amounts at the confirmation of your tenancy. Keys will only be handed out when all parties have signed the tenancy agreement, payment request form, Bond Lodgement Form, all monies have been paid and the tenancy has commenced. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.

### RENT PAYMENT

If your application is successful, you will make rental and other payments to the agency by either the Agent's preferred payment method Payment Gateway or by the alternative method offered by the agency as detailed below.

I acknowledge the Agent's preferred payment method is Payment Gateway (IP Payments Pty Ltd) and accept that the following fees apply for rent payments made using this method:

- Direct Debit: \$1.65 inc GST
- Credit Card: \$2.2% inc GST
- BPAY: \$3.00 inc GST

I acknowledge that due to bank processing times, payments made via Payment Gateway are required to be paid 4 business days prior to the due date.

I understand that the Agent will also offer me an alternate facility to pay rental and other payments to the agency by - PERSONAL CHEQUE. Personal cheques must be accompanied by a signed agreement confirming liability for any dishonoured cheque fees.

I acknowledge that it is the office's policy to not accept cash as a method for rental and other payments because of risks associated with cash payments and keeping cash on premises.

Signed by Applicant: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by Witness: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

# Tenancy Privacy Statement

**Your Application for Tenancy cannot be accepted unless this has been completed in full and signed.**

Due to changes in the Privacy laws, from 21st December 2001, all real estate agencies must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully, and once completed return it to this office with your tenancy application.

As professional property managers, Ray White collects personal information about you. To ascertain what personal information we have about you, you can contact us by the following ways:

Address: Level 1, 75-89 High Street, Cranbourne VIC 3977  
Phone no: 5995 2003  
Fax: 5995 2660  
Email: cranbourne.vic@raywhite.com

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises which you have requested, and if the risk is considered acceptable, to provide you with a lease/tenancy of the premises.

To carry out this role, and during the term of your tenancy, we usually disclose your personal information to the following:

The landlord, the landlord's lawyers, the landlord's mortgagee – for mortgage purposes, referees you have nominated, organisations/tradespeople required to carry out maintenance to the premises, rental bond authorities, Residential Tenancies Tribunals/Courts, collection agencies, Tenancy Databases, other real estate agents and landlords, utilities companies such as gas, electricity, water connection, telephone connection, banks – for rental payment facilities and financial records, employers – for reference purposes.

I authorise the Agent to obtain details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, any record, listing and relevant Tenancy Databases which lists 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 including the National Tenancy Database.

If a landlord or estate agent lodges details of a prospective tenant on a database, they must advise the tenant in writing, within seven days, of:

- The name of the database and the person who listed the information
- The tenant's information held in the database
- How the tenant can check, change or remove the listing (ie, by contacting the person who listed them or the database operator).

PLEASE NOTE: This application is subject to the owner's approval and may take 2-3 days to process.

1. All applicants must complete an application form.
2. Initial bond payment must be paid in the form of a bank cheque or money order made payable to the Ray White Cranbourne (personal cheques or cash will not be accepted).
3. Initial rental payments must be paid by bank cheque or money order made payable to Ray White Cranbourne.
4. Subsequent payments will be made by direct debit/credit via the Payment Gateway system (fees apply) or the alternate method offered .
5. The applicant hereby agrees to a credit check being carried out by the National Tenancy Database - 1300 563 826
6. The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.

**Signed by Applicant:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed by Witness:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_