

APPLICATION CHECKLIST

THE FOLLOWING IS REQUIRED BEFORE YOUR APPLICATION WILL BE PROCESSED

1. **Deposit** – If your application is accepted, our office will require you to pay a holding deposit which is equivalent to one (1) week's rent. This must be paid in the way of **electronic transfer**.
2. **Completion in full of:**
 - The "APPLICATION FOR TENANCY"
 - "TRADING REFERENCE AUSTRALIA Reference Checking form and Declaration Form"
 - "ANNEXURE A – SECTION 47 DISCLOSURE"
3. **Photo Identification:**
 - Current Drivers Licence **OR**
 - Current Passport (accompanied by **valid visa permission**) **PLUS**
 - One other form of identification (e.g. Birth Certificate)
4. **Tenancy Reference** – attach a copy of your Tenant Ledger report (ask your agent for an updated copy) or a reference from your Landlord.
5. **Supporting Proof of Income is a must.**
 - **Two (2) current pay slips and you MUST also have a letter from your EMPLOYER stating your position and length of employment OR**
 - **Centrelink Statements**
 - **If you own your own business – PROFIT & LOSS STATEMENT from Account PLUS your Accountant's contact details for verification.**
6. **If you previously owned your own home**
 - Council Rates Notice **OR** Water Rates **PLUS**
 - Your selling agent's name, telephone number and a copy of the front page of the exchanged contract or a letter from your agent outlining the sale.
7. **Proof of last and current residential address**
 - Electricity Account **PLUS**
 - Telephone Account
8. **I / We agree and understand that in the event of this application being rejected, there is no requirement or law for the agent to disclose me / us any reason for such rejection. I / We will not raise any objection for not being provided a reason for any rejection of this application.**
9. **I / We authorise my current / previous landlord / agent to supply A & K Estate Agents Pty Ltd trading as Ray White Ermington with a copy of my Tenant Ledger Report and any other information Ray White Ermington may deem as necessary to process my application.**
10. **I / We acknowledge that should the application be successful, ongoing rent is paid by way of direct debit only.**

Signed _____ Date: _____

Print Full Name: _____

Tenancy Application Form

Shop 3, 39 Bartlett Street Ermington NSW

Phone: 02 9898 1822 | Fax: 02 9898 0900

Email: ermington.nsw@raywhite.com | Web: www.rwermington.com

Ray White™

Please ensure all fields are completed so we can process your application promptly

RENTAL PROPERTY DETAILS

Address: _____

Postcode: _____

Rental Amount \$ _____ Weekly OR \$ _____ Monthly

Please supply names of all other applicants: _____

Preferred Tenancy Start Date: _____ / _____ / _____ Term _____ Months

How many people will reside at the property?

Adults _____ Children _____

Ages of Children _____

Do you have pets? (Please tick one) Yes No

If Yes, how many Type & Breed _____

APPLICANT'S DETAILS

Title Dr. Mr. Mrs. Miss Other _____

Family name _____

Given Name/s: _____

Date of Birth: _____ / _____ / _____ Home Ph: _____

Mobile: _____ Work Ph: _____

Email: _____

Australian Drivers Licence No: _____

Licence Card No: _____

Expiry Date: _____

State of Issue: NSW QLD VIC SA WA
NT ACT TAS (Please tick one)

Passport No: (If applicable) _____

Country of Issue: _____

Expiry Date: _____

Pension No: (If applicable) _____

Type: _____

Expiry Date: _____

Do you own a Motor Vehicle? (Please tick one) Yes No

Car Make & Model: _____

Car Registration: _____ State: _____

CURRENT ADDRESS

Are you renting these premises? (Please tick one) Yes No

Address: _____

Postcode: _____

Years _____ Months _____

How long have you lived here? _____

If rented, what is the rent paid per week? \$ _____ Per Week

Name of current landlord/agent: _____

Phone No. of current landlord/agent: _____

Reason for leaving _____

Was the bond refunded in full? Yes No

If no, provide reason: _____

PREVIOUS ADDRESS

Did you rent these premises? (Please tick one) Yes No

Address: _____

Postcode: _____

How long have you lived here? _____ Years _____ Months

If rented, what is the rent paid per week? _____ Per Week

Name of current landlord/agent: _____

Phone No. of current landlord/agent: _____

Reason for leaving _____

Was the bond refunded in full? Yes No

If no, provide reason: _____

Connecting Your Utilities Has Never Been Easier!

Ray White Connect is powered by connectnow, and is a simple and convenient time saving service assisting with your Telephone, Electricity & Gas connections to some of Australia's leading providers. Ray White Connect also provides a range of additional services to complement your household utilities, such as Internet & Pay TV and insurance. This is a value-added service independent of your tenancy application - you are not obligated to use connectnow.

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.



Ray White Ermington ID: 15601

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 connectnow service.

Yes please call me to connect

Signature: _____

Date: _____

Ermington

CURRENT EMPLOYER

Occupation _____

Employer _____

Type of Employment: Full Time Part Time Casual

Length of Employment: _____ Years _____ Months

Net Income per week: \$ _____

Address: _____

Postcode: _____

Contact Person: _____

Phone Number: _____

(If self-employed, please list accountant's contact details)

PREVIOUS EMPLOYER

Employer _____

Length of Employment: _____ Years _____ Months

Address: _____

Postcode: _____

Contact Person: _____

Phone Number: _____

REFERENCES *(NO family or current employer contacts)*

1.

Name: _____

Relation to the Applicant: _____

Home Phone: _____

Work Phone: _____

Mobile Phone: _____

2.

Name: _____

Relation to the Applicant: _____

Home Phone: _____

Work Phone: _____

Mobile Phone: _____

EMERGENCY CONTACT / NEXT OF KIN

1.

Name: _____

Relation to the Applicant: _____

Address: _____

Home Phone: _____

Work Phone: _____

Mobile Phone: _____

2.

Name: _____

Relation to the Applicant: _____

Address: _____

Home Phone: _____

Work Phone: _____

Mobile Phone: _____

OTHER IMPORTANT INFORMATION

IF YOU ARE A STUDENT:

Name of Institution: _____

Faculty / Department: _____

Student ID Number: _____

Income Source: _____

Net weekly income \$ _____

IF YOU RECEIVE A CENTRELINK PAYMENT (copy of most recent payment statement to be supplied)

Type of payment: _____

Customer Reference Number (CRN): _____

PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS

In accordance with Privacy Principle 1.3 of the Privacy Act, we require you to read and sign this acknowledgement in order to process a tenancy application. A tenancy applicant is required under the National Privacy Principles of the Privacy Act to be made aware that an organisation may access a database. In addition, a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the National Privacy Principles, the database member discloses that in addition to information being supplied to a database company that other organisations may receive from time to time. Other organisations may include debt collection agencies, insurance companies, government departments and other landlords or agents.

I/We, the said applicant/s declare that I/we give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd. I/We further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our tenancy application. I/we further consent to the member of the Database Company to contact any of my/our referees provided by me/us in my/our tenancy application.

I/We agree that in the event of a default occurring under a tenancy agreement, I/we give my/our permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I/We further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I/We understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its members to access information from members about tenants who have breached their tenancy agreements.

I/We agree and understand that should I fail to provide the database member with the information and acknowledgements required, the database member may elect not to proceed with my/our tenancy application. I/We agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our ability to obtain future rental accommodation.

I/We acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 1902 22 0346. I/We agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

I declare that the above information is true and correct to the best of my knowledge and agree that the agent may conduct independent evaluation checks and use the information supplied in assessing this application. This application is accepted subject to the availability of the premises on the due date and the owner's approval.

Applicant's Name _____

Signature: _____

Date: _____

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Ray WhiteTM

PAYMENT DETAILS

Property Rental	\$ _____	Per Week	OR	\$ _____	Per Month
First Payment of rent in advance				\$ _____	
Rental Bond				\$ _____	
			<i>Sub-Total</i>	\$ _____	
Less reservation fee (see below)				\$ _____	
Amount Payable on signing tenancy agreement (Bank Cheque or Money Order Only)				\$ _____	

Complete this section if you wish to reserve the property for a period of time.

Reservation Fee \$ _____ Reservation Period _____ days

The Landlord's Agent undertakes:-

- The premises will not be let during the reservation period, pending the agreement of a residential tenancy agreement.
- The whole fee will be refunded if the landlord does not decide to enter into a residential tenancy agreement for the premises during the Reservation Period.
- The whole fee will be refunded if the landlord does not carry out (during the Reservation Period) repairs or other work upon which is a condition of entry into a residential tenancy agreement.
- If the applicant/s decide not to enter into a residential tenancy agreement and the premises are not let or otherwise occupied during the Reservation Period (based upon the proposed rent) but must refund the remainder and;
- If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.

Applicant's Name _____

Signature _____

Date _____

DISCLOSURE

TRA DISCLOSURE

I understand this agent is a member of Trading Reference Australia Pty Ltd (TRA) and may conduct a reference check with that organisation on myself and/or the company whose names appears on the leases. I authorise this Agent to provide any information about me or the company to TRA / Landlord for the purpose of the check and I acknowledge that such information may be kept and recorded by TRA. I realise that if a search is performed on the TRA database and my identification and / or the company whose name appears on the lease with the label "Refer to Agent" beside my name and / or the company name, the agency who conducted the search and as a matter of procedure will call the listing agency to exchange information and establish why my name and / or the company's details have been entered on the register and in turn provide my contact details to the listing agency for the purpose of resolution and the removal of my name and / or the company details from the database. The agency that searched will then inform me of the listing / listings, the listing agency name and contact details giving me right of reply. I accept that if I and / or the company whose name appears on the lease are currently listed as a defaulter with TRA, this Agency / Landlord has the authority to reject my application. I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused. I acknowledge that if I default on my tenancy / rental obligations in future, which means in breach of my contract / lease agreement for residential or commercial property and / or in accordance to the Property Stock and Business Agents Amendment (Tenant Databases) Regulation 2004, I and / or company whose name appears on the lease may be listed with TRA, until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent / Landlord or in accord with the new regulations. The same applies to me if I am a Commercial Tenant and or Holiday Tenant and in breach of my contract whatever the stipulations are within that contract with the said agency. I hereby authorise this agent to provide information about me to TRA and my default to TRA in connection with that listing. I also understand that my agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard. I will not hold TRA accountable for the inaccurate keying in of information by TRA members therefore delivering an incorrect search as I understand faults can be made within this process due to human error. It is also understood that technical failure can cause errors and I do not hold TRA or the Agent responsible for same. I understand that if the said eventuates, I may question the source and understand this will be thoroughly investigated and corrected immediately. Furthermore, I authorise the agent to contact my employers past and present to confirm my employment history and my previous Landlord / Agency to verify details of my tenancy. I also authorise the agent to contact two personal referees to establish my identification / location and concede that those referees have given permission for me to use them. Those referees nominated have signed the Disclosure so that their identity can be confirmed as natural personas on the identifier sections of the TRA database. It should be noted that if the referee signs this document they are in no way accountable for the behaviour of the tenant legally or financially.

Print Name of Referee 1

Gender Date of Birth Drivers Licence

Address

Home Phone Mobile

Signature of Referee

Print Name of Referee 2

Gender Date of Birth Drivers Licence

Address

Home Phone Mobile

Signature of Referee

I recognise that my photo id may be scanned onto TRA for absolute identification. I, the tenant, I, the referee, do acknowledge that information provided to TRA and / or the agent by these authorities given by me may be available to: a) Real Estate Agents and Landlords to assist them in evaluating applications for leases and b) Real Estate Agents, Landlords, Video Stores, Banks, Utility Companies, Commercial Agents, organisations or any other members for the purpose of locating me for any lawful purpose. Should this Agent transfer its agency business to another person, I consent to the new agent (and any further person to whom that business may be transferred) taking any step which the former agent could have taken. (If more than one applicant, "I" means "We" in this form). "I have read and I understand the above information".

Print Name of Tenant

Signature of Tenant Date

TRA adheres strictly to requirements of the Privacy Laws and therefore does not use the information supplied by the tenant for advertising purposes. Trading Reference Australia may be contacted at the above address during business hours 9-5 Monday to Friday regarding any records kept concerning you. However, we do not give information out over the phone regarding whether an individual is listed or not. To validate and correct inaccurate information we require a signed Personal Disclosure form. An urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page.

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ANNEXURE A

RAY WHITE ERMINGTON POLICY FOR ASSISTING CLIENTS

PROPERTY STOCK AND BUSINESS AGENTS ACT 2002 SECTION 47 DISCLOSURE

NAME: _____

ADDRESS: _____

YOUR SALE/PURCHASE/LEASE OF: _____

We set out below:

- The nature of my/our relationship with each person named below to whom I/we have referred you for professional services associated with the sale, purchase or lease;
- The amount or value of the monetary or other consideration which I/we derive or expect to derive from each person

<u>Name of person</u>	<u>Nature of relationship</u>	<u>Amount or value of Consideration</u>
1. Loan Market	Required by Group Policy	See Annexure A
2. Ray White Insurance Services	Required by Group Policy	\$10.00 Per Policy
3. Ray White Connect	Facilitates Utility Connections	Up to \$100.00 per utility Connection

Annexure A

Explanation of Commission Received by the Agent for Financial Services Referrals

Mortgage Referrals – The Agent has entered into a referral arrangement with REVA Broking Pty Ltd operating as Loan Market. Loan Market is part of a mortgage aggregation program operated by eMOCA Pty Ltd (eMOCA). As part of the referral arrangement between the Agent and Loan Market, Loan Market provides mortgage broking services to the Agent via employees or sub-originators contract to eMOCA. eMOCA has agreements with a panel of lenders that can provide finance to borrowers introduced by RWFS and/or contracted sub-originators.

The referral commission which the Agent may receive is not ascertainable at the date of this disclosure. It may be an up-front commission or a trailing commission or both. The referral commission paid to the Agent by RWFS is a proportion of (and will not exceed) the commission which eMOCA as aggregator receives from a lender for introducing the loan. If the loan is a consumer loan, the lender must advise you of the amount or rate of commission it pays to any person.

The up-front commission, which the Agent may receive, will generally be between 0.13% - 0.17% of the amount advanced. The trailing commission which the Agent may receive will generally be between 0.00% - 0.0125% per month of the outstanding balance of the loan. The actual commission to be paid within this range will depend on the identity of the lender, the type of loan obtained, the performance of the Agent in generating referrals and the amount actually borrowed by the buyer.

PLEASE SIGN HERE

Client	
Name 1:	Name 2:
Signature:	Signature:
Date:	Date:

Agent
Name:
Signature:
Date: