

Tenancy Application Form

Please be advised that this application will only be processed once ALL details have been completed and all copies of supporting documents attached. **Each applicant must submit an individual form.**

Applicant Name:

Names of all other applicants:

PROPERTY DETAILS

Rent per week

Preference 1:

\$

Preference 2:

\$

Preference 3:

\$

Preferred commencement date:

Preferred Lease Term: 6 Months / 12 Months

Pets: Y / N

Breeds:

Age of pets:

Number of children to occupy property:

PERSONAL DETAILS

Given Name(s):

Surname:

Current Address:

Date of Birth:

Drivers Licence No:

Licence State:

Passport Number:

Passport Country:

Home Phone:

Work Phone:

Mobile:

Other Phone:

Email Address:

NEXT OF KIN

Given Name(s):

Surname:

Relationship:

Address:

Phone:

Mobile:

Email Address:

CURRENT HOUSING

Type: Renting / Boarding / Owned

Length of time at current address:

Name of Landlord / Agent:

Phone:

Rent Paid: (if applicable)

Reason for Leaving:

PREVIOUS HOUSING HISTORY 1

Address:	
Type: Rented / Boarded / Owned	Length of time at address:
Name of Landlord / Agent:	Phone:
Rent Paid: (if applicable)	Was Bond refunded in full? Yes / No
If No, Please specify reason why:	

PREVIOUS HOUSING HISTORY 2

Address:	
Type: Rented / Boarded / Owned	Length of time at address:
Name of Landlord / Agent:	Phone:
Rent Paid: (if applicable)	Was Bond refunded in full? Yes / No
If No, Please specify reason why:	

CURRENT EMPLOYMENT DETAILS

Occupation:	Employer:
Contact Name (payroll / manager):	
Contact Number:	Contact Mobile:
Length of Employment:	

SELF EMPLOYMENT DETAILS

Company Name:	Business Type:
Business Address:	
Position Held:	ABN:
Accountant Name:	Phone:
Accountant Address:	

INCOME

Net weekly income:	Net weekly income from other sources:
Source(s) of other income:	

PREVIOUS EMPLOYMENT (if current employment is less than 6 months)

Occupation:	Previous Employer:
Contact Name:	Contact Number:
Length of Employment:	Net weekly income:

STUDENT INFORMATION

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

REFEREES

Business referee:	Relationship:
Phone:	Mobile:

Personal referee:	Relationship:
Phone:	Mobile:

Personal referee:	Relationship:
Phone:	Mobile:

PRIVACY STATEMENT

We are an independently owned and operated business (**Ray White Wodonga**). 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.

myconnect

myconnect

Phone: 1300 854 478 Email: enquiry@myconnect.com.au
Fax: 1300 854 478 Web: www.myconnect.com.au

A FREE utility connection service.

Myconnect will call you to help connect your Electricity, Gas, Telephone and Internet services.

I would like to use Myconnect to assist with the connection of utilities at my new property.

Unless I/we have opted out of this section, I/we:

Consent to the disclosure of information on this form to Myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities.

Tick here to opt out

CONSENT

I, the Applicant, acknowledge that I have read the Privacy Statement and the privacy policy of the Ray White Office. I authorise the Ray White Office 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 ph - 1300 563 826 ntd.net.au
TICA ph - 1902 220 346 tica.com.au
RPDATA ph 1300 734 318 rpdata.com
BARCLAY MIS ph - 1300 883 916 barclaysmis.com.au
TYRA ph - 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. 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 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 Ray White Office and the Agent. I acknowledge that Ray White Connect, the Ray White Office 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. The Ray White Office and the Agent have a commercial relationship with Ray White Connect. I acknowledge that Ray White Connect, the Ray White Office and the Agent and its employees may receive a fee and/or benefit from a utility service provider in relation to the disconnection, reconnection or connection of a utility service. I also acknowledge, while there is no charge to me for the Ray White Connect service; normal service provider fees or bonds may apply for which I am responsible.

Name:

Signature:

Date:

DECLARATION

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.

Name:

Signature:

Date:

OFFICE USE ONLY

100 Point Identification Check

Drivers License	<input type="checkbox"/>	40	Current Payslip	<input type="checkbox"/>	30	Utility Bill	<input type="checkbox"/>	20
Passport	<input type="checkbox"/>	40	Medicare Card	<input type="checkbox"/>	20	Previous 2 rent receipts	<input type="checkbox"/>	20
Other Photo ID	<input type="checkbox"/>	20	Bank / Debit card	<input type="checkbox"/>	20	Bank Statement	<input type="checkbox"/>	20

Date Application Received:

Staff initial: