

Notice To All Tenancy Applicants

In order to assist you with the streamline of your application, we present below our system of verifying references.

Prior to your application being processed, we require the following to be attached to the application:

- Photo driver's licence
- Passport
- If you have owned your own home, copy of rate notices.
- Written reference from current/previous agent and copy of current ledger
- If renting privately, last two rent receipts
- Written reference from agent who sold your home.
- If self employed, please supply current tax returns or accountants details
- Copy of bank statements

Should you feel that you would be unable to provide references, ask our Property Manager to help you.

Please note that it is a policy of Ray White Oatley that we accept rent either fortnightly or monthly only, and via direct debit. We will issue you with the appropriate forms should your application be successful.

Ray White Oatley does not warrant that the telephone line is connected. If the application is successful and connection is required, it will be at the tenant's own expense.

Please note should you decide not to proceed with the property you have been accepted for, we will automatically deduct \$15.00 from your holding deposit to cover for preparation of leases.

Tenant notes:

Tenancy Application Form

For your application to be processed you must answer all questions (including the reverse side)

A. AGENT DETAILS

Ray White Oatley

Address: 30A Frederick Street Oatley NSW 2223
 Telephone: 02 9580 7111
 Facsimile: 02 9580 7755
 Email: oatley.nsw@raywhite.com
 Web: raywhiteoatley.com

B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

 Postcode

2. Lease commencement date?
 Day Month Year

3. Lease term?
 Years Months

4. How many people will normally occupy the property?
 Adults Children Ages of Children

C. PERSONAL DETAILS

5. Please give us your details

Mr Ms Miss Mrs. Other

Given name/s Surname

Date of Birth Driver's licence number

Driver's licence expiry date Driver's licence state

Passport no. Passport country

Pension no. (if applicable) Pension type (if applicable)

6. Please provide your contact details

Home phone no. Mobile phone no.

Work phone no. Fax no.

Email address

7. What is your current address?

 Postcode

HOW DID YOU FIND OUT ABOUT THIS PROPERTY?

- Newspaper The Internet Local Paper
- Office Office Window Sign Board at property
- Referral Other (please specify) _____

D. FREE UTILITY CONNECTION SERVICE

Ray White **Connect**

Phone: 1300 556 325
 Fax: 1300 889 598
 Email: connect@raywhite.com.au

A free service – Connecting Your Utilities Has Never Been Easier

Ray White Connect is a simple and convenient time saving service assisting you to connect your Electricity, Gas, Phone, Internet and Pay-TV to a choice of Australia's leading providers. Ray White Connect can also assist with discounted quotes for removalists, van/truck hire, cleaning services and security monitoring. No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you – with the one phone call. This is a value-added service independent of your tenancy application—you are not obligated to use connectnow.

A Ray White Connect representative will make all reasonable efforts to contact you within **One** working day of receiving an application. If connectnow was unable to contact you within this period please contact Ray White Connect on **1300 556 325** to ensure connection is completed. 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.

Call me to connect my utilities Yes **ID: 15146**

Tenant's Signature Date

E. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information about me from:

- (a) The owner or the Agent of my current or previous residences;
- (b) My personal referees for this application
- (c) My current and past employers;
- (d) Any person who maintains any record, listing or database of defaults by tenants;

and I authorise and consent to each of those persons providing requested personal information about me to the Agent.

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information within this application in order to:

- (a) communicate with referees, employees, landlords, third party operators of tenancy reference databases, other agents and select a tenant
- (b) communicate with the owner and select a tenant
- (c) prepare lease/tenancy documents
- (d) allow tradespeople or equivalent organisations to contact me
- (e) lodge/claim/transfer to/from a Bond Authority
- (f) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (g) refer to collection agents/lawyers (where applicable)
- (h) complete a credit check with a tenancy default database

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above and that I may be able to correct this information if it is inaccurate, incomplete or out-of-date.

If Section D is completed, I consent to the disclosure of this page of the application form to ConnectNow ABN 79 097 398 662 for the purpose of enabling ConnectNow to offer the connection and disconnection services to me. Where ConnectNow is requested to arrange for the provision of the services, I consent to ConnectNow 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 ConnectNow disclosing confirmation details (including NMI, MIRN, telephone number, Water Company) to the Agent. I acknowledge that neither ConnectNow 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 ConnectNow. I acknowledge that ConnectNow, 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 ConnectNow service; normal service provider fees or bonds may apply.

Signature Date

X

F. APPLICANT HISTORY

8. How long have you lived at your current address?

	Years		Months
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9. Why are you leaving this address?

10. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

\$

11. What was your previous residential address?

Postcode

12. How long did you live at this address?

	Years		Months
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13. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

\$

14. Was bond refunded in full?

If not, Why not?

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G. EMPLOYMENT HISTORY

15. Please provide your employment details

What is your occupation?

What is the nature of your employment?
(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

	Years		Months
--	-------	--	--------

Net income?

\$

16. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

	Years		Months
--	-------	--	--------

Net income?

\$

H. CONTACTS / REFERENCES

17. Please provide a contact and/or relative in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

18. Please provide two personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

I. OTHER INFORMATION

19. Car Registration

State of Issue

20. Please provide details of any pets:

Breed / type

Council registration / number

1.

2.

J. PAYMENT DETAILS

21. Property rental

\$

Per week OR

\$

per month

Rental Bond (4 Weeks rent)

\$

First payment of rent in advance (2 weeks rent)

\$

Tenant's share of cost of preparing tenancy agreement

\$

Less: deduct Reservation Fee (see below)

\$

**Amount payable on signing tenancy agreement
(Cash or Bank Cheque only)**

\$

K. RESERVATION

22. 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:

- (a) The premises will not be let during the Reservation Period, pending the agreement of a Residential Tenancy Agreement;
- (b) 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;
- (c) 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 to entry into a Residential Tenancy Agreement.
- (d) If the Applicant decides not to enter into a Residential Tenancy Agreement and the premises are not let or otherwise occupied during the Reservation Period, the Landlord may retain the portion of the fee representing the rent that would have been paid during the Reservation Period (based upon the proposed rent) but must refund the remainder; and
- (e) If a Residential Tenancy Agreement is entered into, the fee is to be contributed towards rent for the premises.

Signature of the Landlord's Agent

X

Date