

Tenancy Application

I have inspected the property at		(address)	
with		on / / and wish to make application for tenancy.	
<u>PART 1 - Applicants Details</u>			
Full Name:		Date of Birth: / /	
Address:		Place of Birth	
Drivers Licence No.	Expiry / /	Passport No	Expiry Date
Contact : Home☎	☎ Mobile	<input checked="" type="checkbox"/> Email	
Australian Citizen ? Yes / No Refer to copies of Passport and Visa		Visa Expiry Date / /	
I am currently Renting / Boarding / Own Home / Other (please circle correct answer)			
Rent per week \$	Period of occupancy	Years	Months
Reason for moving			
Agent/Landlord	<input type="checkbox"/> Business		<input type="checkbox"/> Fax
I am currently residing with (Names):			
At my Previous Address I was Renting / Boarding / Owned Home / Other (please circle correct answer)			
Previous Address			
Rent per week \$	Period of occupancy	Years	Months
Reason for moving			
Agent/Landlord	<input type="checkbox"/> Business		<input type="checkbox"/> Fax
Current Employers Name			
Current Employers Address			
<input type="checkbox"/> Business	<input type="checkbox"/> Fax		Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/> Contract <input type="checkbox"/> Other
Your Position	Period	Years	Months
Income \$		Paid - weekly/fortnightly/monthly	
Previous Employer Name (if less than 2 years in current)			
Period of employment:		Contact name:	
<input type="checkbox"/> Business			
If Self-Employed or Studying – Please complete the relevant details below:			
Company Name & Trading Name			
Address			ABN
Period self employed	Years	Months	Industry/ Nature of Business
Total Annual Income (as declared to Australian Taxation Office)\$			<i>Attach income statement by Accountant or ATO Return</i>
Accountant Details		<input type="checkbox"/> Business	
Creditor Referee		<input type="checkbox"/> Business	
Student ID #	Institution	Faculty	Course
Duration			
<input type="checkbox"/> Currently not employed or a Student. Refer to the following selected documents attached to Application to verify my source of income:			
<input type="checkbox"/> Parent/Guardian Letter	<input type="checkbox"/> Centerlink Document	<input type="checkbox"/> Bank Statements	<input type="checkbox"/> Austudy Document
<input type="checkbox"/> Other			
Details of all Vehicles to be kept at Property			
Registration No	Model	Owned / Hire Purchase	
Registration No	Model	Owned / Hire Purchase	

Occupancy Details of all Persons to Reside at Property, including children		
Name Relationship	Address	Date of Birth
		/ /
		/ /
		/ /
		/ /
		/ /
Type of Pets	Age in years	Registered with which Local Council ?
1.		
2.		
Do you have this pet at your Current Address? Yes/No		
Emergency Contact Details of Closest Relatives who will not be Residing with You		
1. Name	Relationship	2. Name Relationship
Address		Address
☐ H	☐ W	☐ M
☐ H	☐ W	☐ M
Personal Referees who are NOT “RELATIVES”		
Name	Occupation	☐ Business Hours Contact
1.		☐ Mob ☐ Work
2.		☐ Mob ☐ Work

Supporting Documents Checklist (1 from each category please)

1. Drivers Licence, Passport, Birth Cert. Other Photo ID, Entry VISA	_____	40
2. Recent /Current Pay Slip , Centrelink statement of income	_____	30
3. Last four rent receipts/copy of rent payment ledger/rate notice	_____	20
4. Current vehicle registration certificate, bank statement, credit card statement , utilities accounts, Pension Card, Health Care Card	_____	10
TOTAL POINTS ACHIEVED WITH MY DOCUMENTS	_____ /	100

Notes :

OFFICE USE ONLY – PLEASE INITIAL THAT THIS HAS BEEN COMPLETED	
Supporting Documents received	Application is Fully Signed
Original ID Signatures Match	Other Applicants? Yes/No
Applicant Given 18 A & 17 A	Applicant Advised? Yes/No – Nominated Contact

PART 3 – APPLICANT’S DECLARATION AND AUTHORITY

1. I/We have inspected the property and wish to offer to enter into a tenancy agreement for the property from / / at a rent of \$ per week for _____ months/years.	Yes / No
2. I/We understand that upon acceptance of this offer that I/we am/are legally bound the tenancy agreement and will make the initial payment within 24 hours of acceptance being conveyed (by bank cheque or money order).	Yes / No
3. I accept that in the event that this application is not approved, the agent reserves the right not to disclose the reason for non approval.	Yes / No
4. I understand that Ray White Connect will be in contact to assist me with connection of services to the premises such as electricity and telephone <u>at no extra cost.</u>	Yes / No
5. I also acknowledge that if a tenancy results from this application, the insuring of my personal belongings is my responsibility	Yes / No
6. I have never been evicted by an agent/lessor	<input type="checkbox"/> True <input type="checkbox"/> False
7. I am not in debt to another agent/lessor	<input type="checkbox"/> True <input type="checkbox"/> False
8. I have no known reason that would affect my ability to pay rent	<input type="checkbox"/> True <input type="checkbox"/> False
9. My bond was refunded at my last address in full	<input type="checkbox"/> True <input type="checkbox"/> False
10. I declare that the information provided is true and correct. I consent to verification of my details the Tenancy Information Centre of Australasia (T.I.C.A) and the National Tenancy Database (N.T.D) records.	Yes / No
11. I understand that agent accepts Rentpay, Rental Rewards, money orders and bank cheques for rent payments and if used I will incur transaction fees. I also understand that I can pay rent after the tenancy commences by BPAY as a fee free alternative.	Yes / No
12. I am not bankrupt or an undischarged bankrupt	<input type="checkbox"/> True <input type="checkbox"/> False

ITEM	CALCULATION	\$ PAYABLE	
Rent – first 2 weeks rent	2 x \$ =	\$	Full payment must be paid within 24 hours of acceptance of application by <u>BANK CHEQUE OR MONEY ORDER</u>
Bond – 4 times weekly rent NB: If rent is over \$700pw, bond may be more than 4 weeks rent	4 x \$ =	\$	
TOTAL PRE-MOVING IN COST		\$	

Privacy Authority:

I/We understand and agree that the primary purpose of providing the information contained in this application is to enable the agent to confirm our identification, character, credit worthiness and any other matter in ascertaining our suitability as tenants for the property. I/We also understand and authorize the agent to verify and obtain further information from third parties, including but not limited to employers, private lessors, real estate agents, personal referees, next of kin or any other parties named in this application for the purpose of verifying the information supplied, including the provision of a rent payment history printout. This is an enduring authority given by me which retains effect for the duration of any tenancy.

Furthermore, I understand and consent to Ray White Property Management disclosing my personal information to third parties, including but not limited to the property owner, bodies corporate, valuers, tradespeople and service providers, or any other party reasonably requiring this information in connection with my application and/or tenancy. I/We do authorise Ray White Property Management to retain and use my details for marketing purposes within their organization only, provided that I can unsubscribe and have my details removed within 7 days at any time by providing a written request.

Applicant/s Name/s & Signature/s	Date / /
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FINAL Applicant Checklist - Before I submit this application, I have.....

<input type="checkbox"/>	Inspected the property both internally and externally, including (#)_car spaces
<input type="checkbox"/>	Completed one application, in full, for every applicant
<input type="checkbox"/>	Attached photocopies/provided originals of documents for copying to meet the 100 point requirement as detailed in Part 2 above
<input type="checkbox"/>	Completed the application form in full including all phone and fax numbers
<input type="checkbox"/>	If a Non Australian Residents I HAVE provided the original VISA and PASSPORT with this application