

Application Form for Residential Tenancy

This application form and its attachments must be completed if you wish to apply to rent a property through Ray White Drummoyne.

By submitting this application, you agree that if the tenancy proceeds, you are required to pay on signing for the lease:

- > \$15.00 lease preparation fee
- > Rent in advance of 2 weeks
- > A rental bond of 4 weeks rent if unfurnished / 6 weeks rent if furnished

Please Note:

One week's rent is required in the form of a bank cheque, money order or EFTPOS once the application has been accepted and confirmed. This holding deposit must be paid within 24 hours of notification.

Your first payment will be required when you attend our office for the lease signing appointment. Payment is to be made by way of Building Society Cheque, Bank Cheque, Money Order or EFTPOS. (Please note – we DO NOT accept personal cheques or cash)

The following documentation must accompany this form:

- > Driver's Licence
- > Passport
- > Birth Certificate
- > Medicare Card
- > Credit Card
- > Current Pay Advice
- > Previous Tenancy Reference
- > Previous Rent Receipts (x 2)
- > Motor Vehicle Registration Certificate
- > Bank Statements
- > Telephone Account
- > Electricity Account
- > Gas Account
- > If you have had a private landlord, a copy of the bond lodgement details from the Rental Bond Board & copy of the Lease are required.
- > If you have owned a home, a copy of the council rates will be required.

All documentation provided to Ray White Drummoyne will be photocopied for our records.

Please note:

Tenants are responsible for connecting services such as phone, electricity and gas, as applicable. Ray White Drummoyne and the property owner/s take no responsibility for the status of telephone, gas or electricity connections. If a property is separately metered, the tenant will be charged for the water usage.

Change of Shared Tenancy & Associated Costs: The tenant must notify the agent immediately of any change(s) of shared tenancy of the premises. In such a case, an application for tenancy must be submitted to Ray White Drummoyne and a "Change of Shared Tenancy Agreement" form must be completed, subject to the landlord's consent. An Administration fee of \$250.00 will be incurred.

Rent Payments Via Deft Payment Systems Direct Debit: In applying for this property through Ray White Drummoyne, the tenant agrees to pay their rental in accordance with their Residential Tenancy Agreement, via DEFT Payment Systems. Payment of rent by Direct Debit is mandatory.

Our office reserves the right to change the above. Should you fail to provide all the information, your application may not be processed.

Application Form

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

A. AGENT DETAILS	
RAY WHITE DRUMMOYNE	
222 VICTORIA ROAD DRUMMOYNE, NSW 2047	
PHONE:	02 9719 2244
FAX:	02 9719 2033
EMAIL:	drummoyne.nsw@raywhite.com
WEB:	www.raywhitedrummoyne.com
PROPERTY MANAGER:	
<input type="text"/>	
B. PROPERTY DETAILS	
1. Address of premises applying for	
<input type="text"/>	
	Postcode
2. Lease commencement date.	
<input type="text"/> Day	<input type="text"/> Month <input type="text"/> Year
3. Lease term?	
<input type="text"/> Years	<input type="text"/> Months
4. How many tenants will occupy the property?	
<input type="text"/> Adults	<input type="text"/> Children
C. PERSONAL DETAILS	
5. Please give us your details	
Mr <input type="checkbox"/>	Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Other <input type="checkbox"/>
Surname	
<input type="text"/>	
Given Names	
<input type="text"/>	
Date of Birth	Drivers License Number
<input type="text"/>	<input type="text"/>
Drivers License expiry date	Drivers License state
<input type="text"/>	<input type="text"/>
Passport no.	Passport country
<input type="text"/>	<input type="text"/>
Pension no. (if applicable)	Pension type (if applicable)
<input type="text"/>	<input type="text"/>
6. Please provide your contact details	
Home phone no.	Mobile phone no.
<input type="text"/>	<input type="text"/>
Work phone no.	Fax no.
<input type="text"/>	<input type="text"/>
Email address	
<input type="text"/>	
7. What is your current address?	
<input type="text"/>	
	Postcode
How did you find out about this property?	
Please circle	
Newspaper	The Internet
Office window	Local Paper
Signboard at property	Office
referral	other (specify)

D. UTILITY CONNECTIONS
This is a free service that connects all your utilities
Direct Connect
Once we have received this application we will call you to confirm your details.
Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this Application to confirm the information on this Application and explain the details of the services offered. Direct Connect is a one stop utility connection service.
Please tick utilities as required...
Electricity <input type="checkbox"/> Gas <input type="checkbox"/> Phone <input type="checkbox"/> Internet <input type="checkbox"/>
Pay T.V. <input type="checkbox"/> Insurance <input type="checkbox"/> Removals <input type="checkbox"/> Cleaning <input type="checkbox"/>
DECLARATION AND EXECUTION: By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue for a period of 1 year from the date of our/my execution of this application/until [28] days after we/I disconnect the last of the services in respect of which this application is made); acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect 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 the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services.
By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.
SIGNATURE: _____ DATE: _____
P: 1300 664 715 F: 1300 664 185 W: www.directconnect.com.au
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 from:
(a) The owner or the Agent of my current or previous residence;
(b) My personal referees and employer/s;
(c) Any record listing or database of defaults by tenants;
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 in order to:
(a) communicate with the owner and select a tenant
(b) prepare lease/tenancy documents
(c) allow tradespeople or equivalent organisations to contact me
(d) lodge/claim/transfer to/from a Bond Authority
(e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
(f) refer to collection agents/lawyers (where applicable)
(g) complete a credit check with NTD (National Tenancies 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.
Signature _____ Date _____

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

 \$

Was bond refunded in full?

If not why not?

G. EMPLOYMENT HISTORY

14. 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?

 \$

15. Please provide your previous employment details

Occupation?

Employer's name:

Length of employment

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

Net income?

 \$
H. CONTACTS / REFERENCES

16. Please provide a contact in case of emergency.

Surname

Given Names

Relationship to you

Phone Number

17. 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

18. Car Registration

19. Please provide details of any pets:

Breed / type

Council registration / number

1.	
2.	

J. PAYMENT DETAILS

Property rental

\$	Per week	\$	Per Month
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Rental bond (4 weeks rent)

 \$

First payment of rent in advance

 \$

Tenant's share of cost of preparing tenancy agreement

 \$

Sub Total

 \$

Less: deduct Reservation Fee (see below)

 \$
**Amount payable on signing tenancy agreement
(bank cheque, money order or credit card only)**
 \$
K. RESERVATION

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

Reservation Fee

 \$

Reservation Period

 Days

The Landlords 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 for the Reservation Period;
- The whole fee will be refunded if the Landlord does not carry out (during the Reservation Period) repairs or other work on which it is a condition to enter into a residential tenancy agreement;
- 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;
- If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.

Signature of the Landlords agent

Date _____



National Tenancy Database

ntd Disclosure Statement

You can contact National Tenancy Database and ask for access to any of your personal information stored on the database by writing to us at:

Postal Address: PO Box 156 Collins Street West Vic 8007
Email: info@ntd.net.au
Fax: 03 8629 1628
Telephone: 03 8629 1682

For further information about ntd and ntd's Privacy Policy, visit our website www.net.net.au

Please note, when requesting a copy of the personal information we hold about you, proof of identity will be required e.g. Australian driver's license, passport etc.

We collect the following information in accordance with the NPPs for the purpose of operating a tenancy database for risk management and risk assessment purposes and for identity verification. Generally, this information is collected from our members.

- Full name, date of birth, gender and driver's licence number, occupation
- Current and previous rental addressees
- Contact details (phone, fax and email)
- Details of rental history

Generally, personal information is used and disclosed for the purposes for which it was collected.

The purposes for which we collect your personal information are:

- Provision of a database for the use of property managers, and real estate agents for risk assessment and risk management purposes
- Provision of information to third parties with regard to your tenancy including but not limited to your landlord, your landlord's mortgagee or insurer, residential tenancy tribunals and courts, rental bond boards, mercantile agents, related corporate entities, Government agencies and departments and, in the case of commercial leases, to credit bureaus

In addition, there may be circumstances where we are required or authorised by law to disclose your personal e.g. to an Ombudsman, tribunal, court, law enforcement agency or government department.

If your personal information is not provided to ntd, the real estate agent/property manager will not be able to carry out their professional responsibilities and may not be able to provide you with a lease/tenancy of the premises.

By signing this document, you consent to the collection, use and disclosure of your personal information for purposes set out above.

Name: _____

Signature: _____

Date: _____



National Tenancy Database

Tenant Privacy Statement

All property managers must ensure that you fully understand the National Privacy Principles and the manner in which your private information may be used in order to fulfil their role as a professional property manager. 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 DRUMMOYNE collects personal information about you.

You can ask to access the information the real estate agent holds about you, by contact the office of RAY WHITE DRUMMOYNE via:

Telephone: 02 9719 2244
Facsimile: 02 9719 2033
Email: drummoyne.nsw@raywhite.com
In person: 222 Victoria Road, Drummoyne
Visit website: www.raywhitedrummoyne.com

Collection and disclosure of personal information

As professional property managers, we collect your personal information to assess the risk in providing you the lease/tenancy of the premises you have requested and for the ongoing management of your tenancy agreement.

To carry out this role when processing your application, during the term of your tenancy and for some time thereafter, we are often required to disclose your personal information to one or more of the following:

- The landlord
- The landlord's lawyers, mortgagee or insurer
- Referees you have nominated
- Organisations or trades people requested to carry out maintenance to the premises
- Rental bond authorities or rent bond insurance providers
- Residential Tenancy Tribunals & courts
- Mercantile agents
- National Tenancy Database (ntd) a division of Veda Advantage Information Services and Solutions Limited ABN 26 000 602 862
- Other real estate agents & landlords

If your personal information is not provided to us and you do not consent to the uses to which we put your personal information, we cannot properly assess the risk to our client, or carry out our duties as professional property managers. Consequently, we then cannot provide you with the lease/tenancy of the premises.

We request that you please sign below to acknowledge that you fully understand the National Privacy Principles and the manner in which your private information may be used.

Name: _____

Signature: _____

Date: _____