

## Important Information For New Tenants

### ***Thank you for your Application for Tenancy...***

We will endeavour to process this application immediately because we know that you will be waiting on an answer. **It is imperative that you do not make an application on a second property *anywhere* until you have an answer on this application. If you have already submitted an application for tenancy to another agent, please ensure you inform us immediately.**

With that in mind, it is our goal to obtain a definite answer for you between 24 and 48 hours of receipt of your application. If the process is slower, it is generally because we have not received all the information requested, or we are waiting on answers from referees or owners. Please ensure that all information is completed on the application form. In any event we will keep you up to date. Please note that no applications will be processed on weekends.

### ***Application Process***

**Can you afford the rent? To avoid embarrassment, please use our rent payment formula to work out whether you can afford the rent. If your income can not support the weekly rent, your application can not be processed**

**Net weekly income \$\_\_\_\_\_ x .35 = \$\_\_\_\_\_ Weekly rent (Example: net weekly income \$400 x .35 = \$140)**

1. One application must be filled in for each person wanting to reside in the property.
2. Applications that are not complete will not be processed.
3. Applicants must inspect the inside of the property prior to being approved.
4. If you are successful, you will be required to pay bond + 2 weeks rent in advance to secure the property.
5. All parties will be required to attend a sign-up appointment within 24-48 hours of acceptance.
6. Each applicant must provide 100 points of identification.
  - 40 points – Drivers Licence, Passport
  - 30 points – Current wage advice, Other photo ID, Birth Certificate
  - 20 points – Previous tenancy reference, Medicare Card, Bank Debit/Credit Card, Bank Statement, Telephone Account, Electricity Account, Gas Account.
7. Each applicant must provide proof of income.

### ***Notification of the results***

You will be notified of the result of your application immediately a decision is made, and we have confirmed the lessor's instructions. Please ensure that we have a daytime telephone contact number for you. You will be contacted whether you are successful or not. All unsuccessful applications will be shredded within 1 week to maintain your privacy. All documentation collected for successful applicants will remain on file. **Final application approval is at the Lessor's discretion and no reason shall be given for unsuccessful applications.**

## ***Securing your Tenancy***

Once the application has been approved, an appointment will be made for you to come into the office, within the first 48 hours of acceptance of your application.

At this time you will be required to pay the bond which is equal to four (4) weeks rent to secure the property and to sign the lease documents. Please allow approximately 1 hour for this appointment. This is important and must be completed prior to moving in.

Please be aware, we DO NOT sign up tenants on weekends. All tenants are required to attend the office for this process. You will be given a copy of the tenancy agreement and all relevant documentation to read before signing. We consider these to be vital documents and want to ensure that you are aware of all of your obligations before making a commitment.

The first two weeks rent can be paid at the time of securing the property or when you collect the keys on the lease start day. It will be credited to your rental account commencing with the first day of your tenancy.

Bond transfers are NOT accepted. Payment of this money must be in cleared funds – Money Order or Bank Cheque only payable to Ray White Kirwan. No personal cheques can be accepted.

Once this process is complete, you should go ahead and arrange the connection of services to the property.

## ***Keys***

Keys to the property will not be handed over until all monies are paid in full, the lease is signed by all parties and lease start date has commenced.

## ***Insurance***

A reminder that insurance of your personal belongings is your responsibility. Ray White offers insurance to all our clients. Please let us know if we can assist with this service.

## ***Rent payments - Payment Gateway***

After this initial payment our preferred method of rent payment is Payment Gateway. If you are successful in obtaining this property you will be required to bring your bank details with you to the lease signing appointment, so this can be set up for you during this appointment. This payment option allows tenants to pay rent via direct debit, credit card, phone or internet banking as well as Bpay and payments at Australia Post. Your property manager will go into more detail about this payment method if you are approved for this property however please familiarize yourself with the following document titled "Tenant Information Sheet". This information sheet advises all costs associated with Payment Gateway.

Eftpos facilities are provided in office and transactions from savings or cheque account are free of fees. Credit card transactions, in office, attract a surplus of 2.5%.

We hope this information is of value to you. If there is anything we can do to make the 'moving in' process easier for you, please let us know. It is our aim to provide you with every assistance possible to ensure that your association with this office is an enjoyable one.

Thank you,

***Ray White Kirwan***

I/We have read the above information and agree to these terms if our application is accepted:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Tenancy Application Form

Please be advised that this application will only be processed once ALL details have been completed and copies of all supporting documents are attached. All occupants over the age of 18 yrs must submit an individual form.

## REFERENCES MUST NOT BE RELATED AND WILL NOT BE ACCEPTED

### PROPERTY DETAILS

Address of Property:	
Lease commencement date:	Lease term:
Rent per week: \$	Number and type of pets:
Number of vehicles to be kept at the property:	
Names of all other occupants for the property:	
Names and ages of any children to occupy the property:	

### PERSONAL DETAILS

Given Name(s):	Surname:
Home Phone:	Work Phone:
Mobile:	Fax:
Email:	Date of Birth:
Drivers Licence No:	Passport No:

### EMERGENCY CONTACT (Not living with you)

Given Name(s):	Surname:
Address:	
Phone/Mobile:	Email:

### CURRENT ADDRESS

Address:	
Period of Occupancy:	Rent Paid: \$
Reason for leaving:	
Name of Landlord / Agent:	Phone:

**PREVIOUS RENTAL HISTORY (If current tenancy is less than 6 months)**

Previous Address:		
Length of time at above address: From	to	Rent Paid: \$
Name of Landlord / Agent:		Phone:
Was Bond refunded in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, please specify reasons why:		

**CURRENT EMPLOYMENT DETAILS**

Occupation:	Employer:
Employer's Address:	
Contact Name (payroll / manager):	Contact Number:
Length of Employment:	Status: Full time / Part time / Casual / Contract

**SELF EMPLOYMENT DETAILS**

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

**INCOME (Please provide proof of income - three pay slips, Centrelink statements etc)**

Net weekly employment 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:	
Employer's Address:		
Contact Name (payroll / manager):	Contact Number:	
Length of Employment: From	to	Net weekly income:

## STUDENT INFORMATION

Place of Study:	Course Name:
Course Length:	Enrolment / Student No:
Are you receiving Government Assistance: Y / N (please provide proof)	
Are you receiving Parental/Guardian Assistance: Y / N (please provide confirmation letter)	

## PROFESSIONAL REFERENCE 1 \*\*\* MUST NOT BE RELATED \*\*\*

Name:	Address:
Relationship:	Phone:

## PROFESSIONAL REFERENCE 2 \*\*\* MUST NOT BE RELATED \*\*\*

Name:	Address:
Relationship:	Phone:

## PLEASE CONFIRM THE FOLLOWING

1. Have you ever been evicted by any Lessor or Agent? If yes, give details.	YES / NO
2. Have you ever been refused another Property by a Lessor or Agent? If yes, give details.	YES / NO
3. Are you in debt to another Lessor or Agent? If yes, give details.	YES / NO
4. Is there any reason that would affect your ability to pay your rent? If yes, give details.	YES / NO
5. Was your bond at your last address refunded in full? If no, give details.	YES / NO

Details:

DECLARATION		
I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be approved, I acknowledge that I will be required to pay the following amounts:		
\$	rent per week, or \$	rent per calendar month
First payment of rent in advance:	\$	(equivalent to 2 weeks rent)
Rental Bond	\$	(equivalent to 4 weeks rent)
Amount payable upon signing Tenancy Agreement:	\$	

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.

\_\_\_\_\_  
**APPLICANT NAME**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

## PRIVACY STATEMENT

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

## CONSENT

I, the Applicant, acknowledge that I have read the Privacy Statement above 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. Any Tenancy Default Database which may contain personal information about me.

I authorise the Ray White Office and the Agent to disclose:

- details about any defaults by me under the tenancy to which this application relates, to any tenancy default database to which the Ray White Office or the Agent subscribes, including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA)
- personal information collected about me to the owner of the property even if the owner is resident outside Australia
- 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.

I have read, agreed to and understood all of the above terms and conditions that are relevant to me.

---

**APPLICANT NAME**

**SIGNATURE**

**DATE**