

Residential Tenancy Application **Ray White**

Ray White Real Estate - ABN 27 090 774 173
5 The Boulevard TORONTO NSW 2283

Ph: 4959 6577 Fax: 4959 5988

This application will not be accepted or processed if the adequate documentation is not provided!

Please allow 3 to 4 working days for your application to be processed we will contact you when a decision is made...

Information you **MUST** provide

Do NOT attach original documents to this application.

All unsuccessful applications will be destroyed.

Please **do not** call the office looking for an answer.

We contact **both** successful and unsuccessful applicants

WE DO NOT PHOTO COPY SHEETS, DOCUMENTS ETC

1. Current photo identification:

EITHER. . .

1. Drivers license (**Preferred**)
2. Passport / Birth Certificate – (**Originals may need to be sighted**)
3. Proof of Age Card
4. Student Card

2. References from:

ALL THAT APPLY. . .

1. **Previous Landlords** or Real Estate Agents
2. **Selling agent** (if selling/sold property)
3. **Personal Written or Phone references x 3** from either private/real estate agents, personal, work

3. Copy of last rates notice or bank statement showing mortgage payment history (If you own your home/ investment property)

4. Proof of last residential address:

EITHER. . .

1. **Electricity Account x2**
2. **Telephone Account x2**
3. **Bank or Credit Card Statement x2**

5. Proof of all income

ALL THAT APPLY. . .

1. **Pay slips** from current employer or letter of appointment
2. **Centrelink payment** advice
3. Earnings advice from Accountant (if self employed)
4. Letter from supporting parent/guardian

Please note:

- **Our office reserves the right to change the above criteria at any time**

**A Free Service –
Connecting Your Home Services Has Never Been Easier!**

Ray White Concierge 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.

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 form.

Simply fill in your details below and a Ray White Concierge representative will make all reasonable efforts to contact you within one working day should your application be successful. If we are unable to contact you please phone 1300 729 944 to ensure connection can be completed by your requested date.

Dr Mr Mrs Miss Ms

Surname _____ Given Name/s _____

Property Address _____ Suburb _____ Post Code _____

Pension No _____ DOB ____/____/____ Drivers Lic. _____ State _____

Home Ph _____ Work Ph _____ Mobile Ph _____

Email _____ Date of Connections ____/____/____

Declaration:
I consent to concierge contact me to arrange for the connection of the nominated home services and to providing information contained in this application to the service providers. I agree that neither concierge nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames and terms & conditions once the client has agreed to use the chosen service provider. I authorise the obtaining of a National Metering Identifier on my address to obtain supply details. It is the responsibility of the Tenant to ensure that the Main Electricity Switch is in the “Off Position” between 7am & 7pm on the day connection is required and that there is easy access to the property. While the concierge service is FREE, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the concierge service. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that concierge will be paid a fee by the service provider and will be paying a fee to the Agent for the service being provided to me. Note: Connection of your utilities will only be initiated once a representative has discussed your connection with you and obtained your consent to the terms and conditions of the relevant utility service provider(s).

Please Call Me Yes

Signed: _____ Date ____/____/____

Ray White Toronto

ID: 13152

Phone: 1300 729 944 Fax: 07 3257 4386 Email: concierge@raywhite.com Web: www.connect.raywhiteconcierge.com.au/leads

Residential Tenancy Application

Ray White

Ray White Real Estate - ABN 27 090 774 173
5 The Boulevard Toronto NSW 2283

Ph: 4959 6577 Fax: 4959 5988

**PLEASE READ PAGE ONE WHICH WILL EXPLAIN WHAT YOU NEED TO ATTACH TO YOUR APPLICATION
EVERY ADULT NEEDS TO FILL OUT AN APPLICATION EACH & SIGN EACH PAGE THAT REQUIRES YOUR SIGNATURE**

Please allow 3 to 4 working days for this application to be processed.....

A. PROPERTY DETAILS

1. Full Name: (Title/ First name/ surname)

2. Property applying for:

1	@ \$	p/w
2	@ \$	p/w

3. Name/s of other applicant/s

4. I have viewed this property with the agent yes

5. Do you need to give notice to your current agent?

Yes - 2 weeks / Yes - 3 weeks / No

6. When would you like to commence your lease?

...../...../20.....

7. What lease term will you commit to?

12 months 6 months or Months

8. No. persons normally occupying the property?

Adults Children Children ages

9. Please provide details of any pets:

	TYPE & BREED:	Age	Registered (Y/N)
1			
2			

If approved for a pet it must be outside at all times

B. PERSONAL DETAILS

10. Your date of birth:/...../.....

11. Copy of Driver's License Number: _____

Proof of Age attached: Number: _____

Are you a smoker? _____

12. Contact details:

Mobile:

Home: Work:

Email:

C. CURRENT ACCOMMODATION DETAILS

13. What is your current address?

14. How long have you lived at this address? Yrs Months

15. Rent / mortgage / board paid \$ per week

16. Is this property: (circle the appropriate)

Rental / Your own home / Parents / Boarding

17. Details of Agent / Landlord / Parents / Owner

Name/Company: _____
Address: _____
Contact Ph no's: _____
Relationship to you? <u>Agent / Private Landlord / Family</u>
OR

18. Reason for leaving this address?

D. PREVIOUS ACCOMMODATION DETAILS

19. What was your previous address?

20. How long did you live at this address? Yrs Months

21. When did you vacate?/...../.....

22. Rent/mortgage/board paid \$ per week

23. Was this property: (circle the appropriate)

Rental / Your own home / Parents / Boarding

24. Details of Agent / Landlord / Parents/ Owner

Name/Company: _____
Address: _____
Contact Ph no's: _____
Relationship to you? <u>Agent / Private Landlord / Family</u>
OR

25. Reason for leaving this address?

E. EMPLOYMENT HISTORY

26. CURRENT Employment details:

Occupation:	
Company:	
Address:	
Contact Name:	
Contact Number(s):	

(Accountant if self employed or institution if student)

How long have you worked for this employer?

Yrs	months
-----	--------

27. Is this position: F/time P/time Casual
OR _____

28. NEW or Previous Employment details:

Occupation/position:	
Company:	
Address:	
Contact Name:	
Contact Number(s):	

(Accountant if self employed or institution if student)

29. Is this position: F/time P/time Casual
OR _____

G. INCOME

30. What is your total WEEKLY take home income?

Employer:	\$.....
Centrelink:	\$.....
Other: Please specify	\$.....
Total	\$.....

H. EMERGENCY CONTACT

Name: _____
Address: _____
Contact Ph no's: _____
Relationship to you: _____

I. PAYMENT DETAILS (Should application be successful)

First Rental Payment (2 wks rent)	<input type="text"/>
Sub Total Payable to "Ray White Real Estate" Bank cheque or money order only	<input type="text"/>
Rental Bond (4 weeks rent) Payable to "The Rental Bond Board" Bank cheque or money order only Bond transfers will not be accepted	<input type="text"/>
Total amount payable	<input type="text"/>

J. DECLARATION

Please ensure that you read and understand the following before signing.

I hereby offer to lease the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay all rental amounts together with the amounts seen in "Payment Details" above.

I acknowledge that:

- This application is **subject to the approval of the owner** and subject to the current tenant giving vacant possession (if applicable)
- Where a property's water is separately metered, the owner will pass on the **water usage charges at a cost of \$1.71 per kilolitre** (as at 01/07/10) under a user pays billing system;
- If this application is successful, I will be required to **make rental payments using the Ray White Payment Gateway system or DEFT BPAY only. CASH OR CHEQUE WILL NOT BE ACCEPTED**
- If application is successful, I will be required to pay one weeks holding deposit which will go towards rent upon lease signing. If I choose to pull out for any reason I acknowledge that the holding deposit is **non refundable**.
- Tenants and/or visitors to the property are required to **smoke outside**; and
- If unsuccessful, **this application together with attachments will be destroyed immediately.**

I declare that: (please tick)

- This application will not be processed if the required information is not attached and/or this application form is not completed in its entirety
- All information contained in this application is true and correct and given of my own free will;
- I am **not bankrupt or in debt** to any landlord/agent; and
- I have **never been evicted by any landlord/agent**

If approved for this property how would you be paying your rent?

- Direct Debit
- Deft or BPAY
- Other Please Specify _____

Signature of Applicant

Date

Privacy Disclosure Statement

Of Team Wriggles Pty Limited trading as Ray White Toronto
5 The Boulevard Toronto
Ph. 02 4959 6577

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use the database operated by TICA Default Tenancy Control Pty Ltd. You can find more information about this database at its website www.tica.com.au. Your consent to us collecting this information is set out below.

We may disclose personal information about you to the owners of the properties 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 landlord'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 (see contact details above) If you do not complete this form or do not sign the consent below, your application for residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected

Privacy Consent

I, the Applicant acknowledge that I have read the Privacy Notice of Team Wriggles Pty Ltd trading as Ray White Toronto. I authorise Ray White Toronto to collect information about me from:-

- a). My current/previous letting agents and/or landlords
- b). My personal referees; and
- c). Any Tenancy Default Database (including TICA) which may contain personal information about me. I also authorise Ray White Toronto to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including TICA.

I authorise Ray White Toronto to disclose information it collects about me to the owner of the property, even when the owner resides outside Australia. I also authorise Ray White Toronto, to disclose personal information to other real estate agents/organisations, who have requested Ray White Toronto, with a valid disclosure and consent from the Applicant, to pass rental/credit assessment and references for the purposes of the Applicant locating suitable premises to rent.

I also authorise Ray White Toronto to refer my details to:-

- * Financial service products (to assist with home loan application)
- * Insurance services (for contents insurance and other insurance products)
- * Service providers relevant to the tenancy relationship (e.g maintenance contractors)
- * Utilities (to arrange connection or transfer of telephone, gas, electricity etc.)

Signed: _____
(Applicant)

Date: _____

Request for Rental Reference

Ray White™

PHONE: (02) 4959 6577

FAX: (02) 4959 5988

belinda.grausam@raywhite.com

If you have rented through a Real Estate Agent, please complete the following details:

REAL ESTATE AGENCY: _____ FAX NO: _____

CONTACT NAME / PROPERTY MANAGER: _____

APPLICANTS NAME: _____

ADDRESS OF PROPERTY: _____

DATE VACATED PROPERTY: _____

(if this is your current tenancy please note CURRENT TENANCY):

✓ In accordance with the Privacy Act I/We the undersigned authorise the recipients of this facsimile to give information to Ray White Toronto regarding my/our rental history.

✓ I/We understand this information will be used to assess my/our application.

APPLICANTS SIGNATURE: _____ DATE: _____

For Completion by Property Manager . . . PLEASE RETURN VIA FAX TO (02) 4959 5988

Date of tenancy commencement:

Date of vacation:

Rental amount paid: \$.

Was the rent paid on time? Yes No

Were there any Termination Notices issued during the course of the tenancy? Yes No

If so what for. _____

Did the tenant vacate the property under a Termination Notice? Yes No

Have any CTTT applications been lodged? Yes No

If so what for _____

Were routine inspections carried out during the course of the tenancy? Yes No

Overall cleanliness of property : Exceptional Excellent Good Satisfactory Poor

What condition were the lawns and grounds kept in? Exceptional Excellent Good Satisfactory Poor

Were pets kept at the premises? Yes No

If so, what type & breed: _____ Any damages caused? _____ Yes No

Was the bond refunded in full? Yes No

On a scale of 1-10 how would you rate the tenants? (poor) 1 2 3 4 5 6 7 8 9 10 (excellent)

What best describes the tenants? Polite / Friendly / Demanding / Rude / Easy going / Co-operative

Would you rent to this tenant again? Yes No

PLEASE PROVIDE LEDGER'S REPORT.

Signature Of Agent: _____ Date: _____