

# Ray White®

# TENANCY APPLICATION FORM



## Ray White Pakenham

3/89 Main Street  
Pakenham VIC 3810

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[raywhitepakenham.com](http://raywhitepakenham.com)

## HOW TO APPLY FOR A RENTAL PROPERTY

### Step 1: Schedule & Attend an Inspection

Regular "rental list" updates are available on our website ([raywhitepakenham.com](http://raywhitepakenham.com)) and via email. Once you have found a property of interest, please attend our scheduled 'Open for Inspection'. If an OFI time has not been scheduled use the book an Inspection time button to register your details - we will notify you once a new appointment time has been set.

### Step 2: Submit an Application

A complete application form should be submitted with all supporting documentation. Each adult will need to:

**Satisfy:** a Proof of identity 100 Point Check. Please refer to ID break down.

**Complete:** all relevant fields including property address, lease start date, length of term and pets.

**Sign:** their portion of the application in order for us to qualify their details.

**Notify:** their referees to expect our call - (i.e.: employers, real estate agents and personal references).

### Step 3: Approval

Your application will be submitted to the landlord for their consideration. This is always the landlord's decision. Landlords are entitled to reject an application without providing a reason. We aim to advise you of your application outcome within two business days of complete lodgement, however, this is dependent upon the availability of referees and the landlord.

If you are unsuccessful, we will hold your application for one week so that you may apply for alternative properties. We will then destroy it to protect your privacy.

### Step 4: Lease and Rent

If you are the successful applicant, you will be contacted and arrangements will be made for you to visit our office and execute your new lease agreement within 48 hours of acceptance. This is important to secure the property as it will continue to be available to other applicants until this is done. You will be required to pay the first month's rent and full bond prior to the lease commencement date.

### Step 5: Move In

Our Property Management Staff will be able to advise you of the process regarding collection of your keys, induction pack and payment of your first month's rent. Keys will not be handed over until all applicants have signed the agreement and all monies are received.

**Good Luck with your Application – we wish you well with your search for a new home.**

## PLEASE NOTE:

**FIRST MONTHS RENT IS PAYABLE WITHIN 24 HOURS OF YOUR APPLICATION BEING APPROVED.** Deposit into our account at any ANZ branch.

**BOND IS PAYABLE PRIOR TO TENANCY COMMENCEMENT.**

Bank Cheque or Money Order made payable to R.T.B.A.

**MANDATORY IDENTIFICATION** – Application will not be accepted if not provided:

- |  |                 |             |
|--|-----------------|-------------|
| • Tenant Ledger                        | (if applicable) |             |
| • Drivers License/Photo ID             |                 | = 30 points |
| • Current Pay Slips (minimum 3)        |                 | = 10 points |
| • Most recent Bank Statement           |                 | = 10 points |
| • Centrelink Statement (if applicable) |                 | = 10 points |

**SECONDARY IDENTIFICATION:**

- |                                   |  |             |
|-----------------------------------|--|-------------|
| • Passport                        |  | = 30 points |
| • Photo ID                        |  | = 30 points |
| • Rates Statement (if own home)   |  | = 30 points |
| • Last 4 Rent Receipts            |  | = 20 points |
| • Copy of Birth Certificate       |  | = 20 points |
| • Current Car Registration Papers |  | = 20 points |

**No application will be processed until all documents have been provided.**

**Unsuccessful applications will be shredded after 1 week for privacy reasons.**



ONE CALL WILL *save*  
YOU *time* AND *effort*

SERVICES WE *connect*



TO GET CONNECTED ASK YOUR LOCAL REAL ESTATE AGENT TO SEND US YOUR DETAILS

Call us on **1300 664 715**  
or visit **[directconnect.com.au](http://directconnect.com.au)**

**DIRECT  
CONNECT**

MAKES MOVING EASY



**RENTAL  
TENANCY  
APPLICATION**

**Ray White Pakenham**  
3/89 Main St, Pakenham VIC 3810  
Phone: 5941 7888 Fax: 03 5940 3559  
Web: www.raywhitepakenham.com

**PROPERTY DETAILS - Property you would like to rent if this application is accepted?**

Proposed Property: \_\_\_\_\_ Post Code: \_\_\_\_\_  
Rent Per Week: \$ \_\_\_\_\_ Bond Amount: \$ \_\_\_\_\_  
Has the property been presented in a reasonably clean condition? Yes /No Please detail below the items which require attention:  
\_\_\_\_\_  
Length of Tenancy: \_\_\_\_\_ Years \_\_\_\_\_ Months Tenancy to Commence: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
How many tenants will occupy the property? Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Ages \_\_\_\_\_  
Pets: Yes/No (circle) Types: \_\_\_\_\_ Reg? Y/N Breed/s: \_\_\_\_\_ Ages: \_\_\_\_\_  
Have you applied for other properties? Yes/No Do you smoke? Yes/No

**FIRST APPLICANT**

Salutation \_\_\_\_ (Mr, Mrs, Ms) First Name: \_\_\_\_\_  
Family/Last Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Drivers Lic#: \_\_\_\_\_  
Expiry Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ License State: \_\_\_\_\_  
Vehicle Registration: \_\_\_\_\_ State: \_\_\_\_\_  
Passport No: \_\_\_\_\_ Passport Country: \_\_\_\_\_  
Pension No: (if applicable) \_\_\_\_\_ Type: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
\_\_\_\_\_ Post Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mob Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**SECOND APPLICANT AND/OR PARTNER**

Salutation \_\_\_\_ (Mr, Mrs, Ms) First Name: \_\_\_\_\_  
Family/Last Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Drivers Lic#: \_\_\_\_\_  
Expiry Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ License State: \_\_\_\_\_  
Vehicle Registration: \_\_\_\_\_ State: \_\_\_\_\_  
Passport No: \_\_\_\_\_ Passport Country: \_\_\_\_\_  
Pension No: (if applicable) \_\_\_\_\_ Type: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
\_\_\_\_\_ Post Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mob Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Current Residence History - Applicant 1**

Length of Current Tenancy?: Years: \_\_\_\_\_ Months: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ Rent: \$ \_\_\_\_\_  
Landlord/Agent: \_\_\_\_\_  
Selling Agent: \_\_\_\_\_ Ph: \_\_\_\_\_

**Current Residence History - Applicant 2**

Length of Current Tenancy?: Years: \_\_\_\_\_ Months: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ Rent: \$ \_\_\_\_\_  
Landlord/Agent: \_\_\_\_\_  
Property Manager: \_\_\_\_\_ Ph: \_\_\_\_\_

**Previous Residence History - Applicant 1**

Previous Residential Address: \_\_\_\_\_  
\_\_\_\_\_ Post Code: \_\_\_\_\_  
Length of Previous Tenancy?: Years: \_\_\_\_\_ Months: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ Rent: \$ \_\_\_\_\_  
Landlord/Agent: \_\_\_\_\_  
Property Manager: \_\_\_\_\_ Ph: \_\_\_\_\_  
Bond Refunded: \_\_\_\_\_ Y/N: if not why? \_\_\_\_\_

**Previous Residence History - Applicant 2**

Previous Residential Address: \_\_\_\_\_  
\_\_\_\_\_ Post Code: \_\_\_\_\_  
Length of Previous Tenancy?: Years: \_\_\_\_\_ Months: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ Rent: \$ \_\_\_\_\_  
Landlord/Agent: \_\_\_\_\_  
Property Manager: \_\_\_\_\_ Ph: \_\_\_\_\_  
Bond Refunded: \_\_\_\_\_ Y/N: if not why? \_\_\_\_\_

**DECLARATION & AUTHORITY (All applicants must acknowledge and sign)**

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 front page) is true and correct and given of my own free will. I declare that I have inspected the premises

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 such as NTD, TICA or TRA for the purpose of checking your tenancy history;
- (d) My Accountant or Payroll Officer

- 1. The Applicant's Warranty: All details contained here are True & Correct and that the applicants are not bankrupt or insolvent.
- 2. The applicant agrees that:
  - a. They have inspected the property applied for in person and accept the property in its current condition
  - b. The applicant will sign the tenancy agreement as a priority upon being notified of the

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

acceptance of the application by the Agent. This application in no way forms an agreement or warrants legal obligation between parties

d. The applicant understands that there is no obligation to supply a reason should the application be unsuccessful

e. The applicant has made their own enquiries in relation to the provision of the availability of phone, internet and television connections. The Agent makes no warranty in relation to the adequacy of current services or fittings in the premises

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). If you wish to view your records or the information is not accurate, you can contact NTD on 1300 563 826 or www.ntd.net.au to amend or dispute the record.
- (h) transfer water account details into my name.

Applicant Signature \_\_\_\_\_ Dated: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Applicant 2/Partner \_\_\_\_\_ Dated: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Employment History - Applicant 1**

Current Occupation: \_\_\_\_\_  
 Nature of your Employment: **FULL TIME / PART TIME / CASUAL** (circle)  
 Current Employer's Name: \_\_\_\_\_  
 Employer's Address: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Employment: \_\_\_\_\_ Yrs \_\_\_\_\_ Mnths Income: \$ \_\_\_\_\_ Net weekly

**Employment History - Applicant 2**

Current Occupation: \_\_\_\_\_  
 Nature of your Employment: **FULL TIME / PART TIME / CASUAL** (circle)  
 Current Employer's Name: \_\_\_\_\_  
 Employer's Address: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Employment: \_\_\_\_\_ Yrs \_\_\_\_\_ Mnths Income: \$ \_\_\_\_\_ Net weekly

**Previous Employment History - Applicant 1**

Previous Employer: \_\_\_\_\_  
 Occupation: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Previous Employer's Ph: \_\_\_\_\_ Time Employed: \_\_\_\_\_

**Previous Employment History - Applicant 2**

Previous Employer: \_\_\_\_\_  
 Occupation: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Previous Employer's Ph: \_\_\_\_\_ Time Employed: \_\_\_\_\_

**If you are a Student - Applicant 1**

Institution: \_\_\_\_\_ Dept: \_\_\_\_\_  
 Union No: \_\_\_\_\_ Student ID: \_\_\_\_\_  
 Income Source: \_\_\_\_\_ Income: \$ \_\_\_\_\_ Net PW

**If you are a Student - Applicant 2**

Institution: \_\_\_\_\_ Dept: \_\_\_\_\_  
 Union No: \_\_\_\_\_ Student ID: \_\_\_\_\_  
 Income Source: \_\_\_\_\_ Income: \$ \_\_\_\_\_ Net PW

**If you Receive a Centrelink Payment**

Type: \_\_\_\_\_ Cust No: \_\_\_\_\_  
 Amount: \$ \_\_\_\_\_ Per Fortnight

**If you Receive a Centrelink Payment**

Type: \_\_\_\_\_ Cust No: \_\_\_\_\_  
 Amount: \$ \_\_\_\_\_ Per Fortnight

**If Self Employed**

Accountant Name: \_\_\_\_\_ Ph: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ ABN: \_\_\_\_\_

**If Self Employed**

Accountant Name: \_\_\_\_\_ Ph: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ ABN: \_\_\_\_\_

**Emergency Contact - Applicant 1**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Mob Phone: \_\_\_\_\_  
 Relationship to you: \_\_\_\_\_

**Emergency Contact - Applicant 2**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Mob Phone: \_\_\_\_\_  
 Relationship to you: \_\_\_\_\_

**References - Applicant 1**

**1) Name:** \_\_\_\_\_  
 Relationship to applicant: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_  
**2) Name:** \_\_\_\_\_  
 Relationship to applicant: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

**References - Applicant 2**

**1) Name:** \_\_\_\_\_  
 Relationship to applicant: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_  
**2) Name:** \_\_\_\_\_  
 Relationship to applicant: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

**FREE UTILITY CONNECTIONS - This is a FREE service that connects all your utilities and other services.****Direct Connect can help arrange for the connection or provision of the following utilities and other services:**

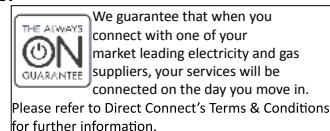
**Electricity**      **Gas**      **Water**      **Phone**      **Internet**  
**Pay TV**      **Insurance**      **Removalist**      **Truck or Van hire**      **Cleaners**  
 Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.

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Once Direct Connect has received this application Direct Connect 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 your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

- Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
  - Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
  - Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
  - Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
  - Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
  - Acknowledge that Direct Connect may receive a fee from the service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.
- By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.



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