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**This office is a CASHLESS OFFICE.**

**Rent payments are only accepted through Direct Debit**

Have you viewed the property with an agent? Yes  No

**BEFORE THIS APPLICATION CAN BE PROCESSED YOU MUST PROVIDE PHOTOCOPIES OF THE FOLLOWING DOCUMENTS**

1. Photo Identification (Driver's Licence/Proof of Age Card/Passport) \_\_\_\_\_
2. Proof of current residence (e.g. Phone/Electricity bill) \_\_\_\_\_
3. Proof of Income (wage slip/current centerlink statement) \_\_\_\_\_
4. Two references (not personal) i.e. last/present Landlord or Agent \_\_\_\_\_
5. Rent Receipts or ledger from current Landlord/Agent \_\_\_\_\_
6. Copy of Current Lease \_\_\_\_\_

## Tenancy Application Form

Please be advised that this application will only be processed once ALL details have been completed & all copies of all supporting documents attached.

\*\*\*\*\*Please complete a separate application for each adult wanting to reside at the property.

### 1: PROPERTY DETAILS (the property you are applying for):

Address:

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Rent per week: \$

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Date you would like to move in:

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Lease Term:

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Names of all other occupants for property:

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Names & ages of any children to live at property:

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Number of pets & type:

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### 2. Your Personal Details:

Title:

First Name:

Surname:

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Date of Birth:     /     /

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Current Address:

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Drivers Licence Number:

State of Issue:

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Car Registration Number:

Vehicle Make:

Colour:

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Home Phone:

Work Phone:

Mobile:

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Email address:

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### 3. Current Situation:

How long have you lived at your current address? Years: \_\_\_\_\_ Months: \_\_\_\_\_

Are you the:  Owner  Renter  Other (provide details)

Name of Landlord/Agent (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Rent Paid per week: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Was bond refunded in full?  Yes  No (please specify)

### 4. Previous Rental History:

Were you the:  Owner  Renter  Other (provide details)

Address of the property: \_\_\_\_\_

Name of the Landlord/Managing Agent/Selling Agent: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Rent Paid per week: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Was bond refunded in full?  Yes  No (please specify)

### 5. Previous Rental History #2 (if applicable):

Address of the property: \_\_\_\_\_

Name of the Landlord/Managing Agent: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Rent Paid per week: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Was bond refunded in full?  Yes  No (please specify)

## 6. Current Employment Details or Centrelink details:

Occupation:	Company:
Contact Person:	Phone Number:
Length of time employed:	
Income (please provide Wage Slips or Centrelink printout):	

## 7. Previous Employment Details:

Occupation:	Company:
Contact Person:	Phone Number:
Length of time employed:	

## 8. If Student, Please Complete The Following:

Place of Study:	
Course Being Undertaken:	
Course Length:	Enrollment Number (if applicable):
Course Co-ordinator:	Phone Number:
Campus Contact:	Phone Number:

## 9. Next Of Kin:

Emergency Contact Person:		
Relationship:		
Address:		
Home Phone:	Work:	Mobile Number:

## 10. Two Personal Referees:

Name:	Phone:	Relationship:
Name:	Phone:	Relationship:

## 11. How Did You Find Out About This Property?

RENTAL LIST  RAYWHITELISMORE.COM  REALESTATE.COM.AU  OTHER \_\_\_\_\_

## 12. Declaration:

I/We do not intend to have a pet in or on the premises without permission in writing from the Landlord or their Agent.

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

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 2010. I acknowledge that I will be required to pay rent in advance and a rental bond, and that this application is subject to the approval of the owner/landlord. 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 I am not bankrupt. I authorise the agent to obtain details of my credit worthiness from, the owner of agent of my current or previous residence, my personal referees, any record, listing or database of defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information, this may include a tenancy database.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Holding Deposit:

The Holding Deposit is equivalent to one week's rent and is only to be paid once the application has been approved by the Landlord.

1. The Applicant undertakes to pay a Holding Deposit of \$..... once the owner has accepted the application.
2. The Holding Deposit will be credited against rent upon signing of a Residential Tenancy Agreement
3. If the Applicant decides not to take the Premises after the Landlord accepts this application, the Landlord will retain the entire Holding Deposit.

### 13. Privacy Disclosure Statement:

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 or previous employer and your referees. Your consent to us collecting your 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 contractor's and owner's insurers. We may also send personal information about you to the owner's of any other properties at your request. You have the right to access personal information we hold about you. 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.

### 14. Consent:

I, the Applicant, acknowledge that I have read the Privacy Disclosure Statement and I authorise the Agent to collect information about me from:

1. My current and/or previous letting agents and/or landlords
2. My personal referees
3. Any Tenancy Default Database which may contain personal information about me. I also authorise 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 it subscribes Including Tenancy Information of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA)

I authorise the Agent to disclose the personal information collected about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, body corporate, other agents and tenancy default databases.

**Name:**

**Signature:**

**Date:**

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## Zero Tolerance Arrears Policy

### Zero Tolerance Arrears Policy

It is the policy of this office that all rent is paid through the Payment Gateway System or cheque (bank, money order or personal)

All tenants are encouraged by this agency to pay by direct debit via Payment Gateway.

Under the Residential Tenancies Act they are required to pay their rent by the date noted on the schedule in their Lease and it must always be paid in advance. Should they have any difficulties in paying their rent they must notify us as soon as possible so that we can be of assistance to them in resolving the problem.

However, this office does have a strict policy on the payment and collection of rent and the tenant will receive a number and variety of reminders which they should not ignore.

The reminder notices and frequency are listed below:

There is no deviation from this schedule and it is the strict policy of this office that all employees adhere to it.

Category	Time Elapsed	Reminder Notice
Category 1 arrears	1 to 3 days in arrears	Text message, email and phone call
Category 2 arrears	4 to 7 days in arrears	Phone call and letter
Category 3 arrears	8 to 14 days in arrears	Formal letter and commencement eviction procedure
Category 4 arrears	15 days in arrears	Notice to vacate rented premises

I have read and understood this policy

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

## NEW TENANT – FACT SHEET

### ***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.

With that in mind, it is our goal to obtain a definite answer for you as soon as possible on 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.

### ***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. 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. All tenants are 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.

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.

### ***Rent Payment***

The initial payments of two (2) weeks rent and four (4) weeks bond is to be paid by CASH, MONEY ORDER OR CHEQUE ONLY.

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. Your property manager will go into more detail about this payment method if you are approved for this property.



The costs associated with Payment Gateway are as follows:

Bank Account	\$1.65
Credit Card	2.2%

Due to banking processing times, Payment Gateway funds do not clear into our bank account immediately; it takes 4 business days to clear. Please factor this into your Commencement Date for rent payments.

Your other payment option is cheque only.

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 Lismore Real Estate***

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

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

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