

RESIDENTIAL TENANCY APPLICATION

17-23 Townshend St

Phillip ACT 2606

P 02 6162 0681

F 02 6162 0682

applications@rwcanberra.com.au

ALL QUESTIONS MUST BE ANSWERED

Property Address: _____

Advertised rent per WEEK: \$ _____ How did you hear about this property: _____

Tenancy to commence: ___ / ___ / ___ Length of tenancy: 6mth / 12 mth (please circle)

IT IS A POLICY OF RAY WHITE WODEN THAT RENTAL PAYMENTS ARE DUE AND PAYABLE ON THE 10TH OF EACH MONTH. RENT IS PAYABLE CALENDAR MONTHLY. This is calculated as follows; weekly rent, divided by seven days, multiplied by 365 (one year), divided by 12. For example: $\$300/7 = \$42.85 \times 365 = \$15,642.85$. $\$15,642.85/12 = \1304.00 a calendar month

APPLICANT ONE	Primary Contact <input type="checkbox"/>	APPLICANT TWO	Primary Contact <input type="checkbox"/>
primary contact is the main contact for all tenancy matters		primary contact is the main contact for all tenancy matters	
Name (in full): _____		Name (in full): _____	
Date of Birth: ___ / ___ / ___		Date of Birth: ___ / ___ / ___	
Drivers Licence No: _____ State: _____		Drivers Licence No: _____ State: _____	
Vehicle Registration No: _____		Vehicle Registration No: _____	
Medicare number: _____		Medicare number: _____	
Marital Status: _____		Marital Status: _____	
No. of Children: _____ Ages: _____		No. of Children: _____ Ages: _____	
Current Address: _____		Current Address: _____	
_____ Post Code: _____		_____ Post Code: _____	
Home Ph: _____ Work Ph: _____		Home Ph: _____ Work Ph: _____	
Mobile: _____		Mobile: _____	
E-mail: _____		E-mail: _____	
Emergency Contact: _____		Emergency Contact: _____	
Home Ph: _____ Mob: _____		Home Ph: _____ Mob: _____	

**ALL COPIES OF ID MUST BE SUBMITTED AT TIME OF LODGING YOUR APPLICATION.
OUR OFFICE IS UNABLE TO NOT MAKE COPIES FOR YOU.**

You are required to meet a 100 points identification criterion upon submission of your application for your application to be processed and considered. Please note upon approval scanned copies of your ID are stored in our secure document storage software.

10 Points: Current vehicle registration papers, recent utility accounts in your name eg. phone, electricity, gas

20 Points: Birth certificate

30 Points: Passport, Other form of Photo ID

40 Points: Drivers Licence, 18+ Card

50 Points: Last four rent receipts, proof of ownership of property

You are also required to supply the Agent/Landlord with proof of your income upon submission of your application.

Employed: Last four pay slips

Self Employed: Bank statements, Group certificate, or Accountant's letter

Not Employed: Current Centrelink statement

Ray White Property Management

APPLICANT ONE

Occupation: _____

Company Name: _____

Manager: _____

Address: _____

_____ Post Code: _____

Phone: _____ Mob: _____

Email: _____

Length of Employment: _____

Full-time / Part Time / Casual (circle as applicable)

Nett Income: \$ _____ per wk / per f/night

Other Source of Income: Type _____ \$ _____

Nett Amount: \$ _____ per wk / per f/night

If you are a Student:

Name of institution: _____

Faculty/Department: _____

Income Source: _____

Nett Income: \$ _____ per wk / per f/night

Guarantor: _____

Phone: _____ Mob: _____

Rental History:**Current landlord/Agent:** _____

Phone: _____ Mob: _____

Email: _____

Address of Rented Premises: _____

_____ Post Code: _____

Length of Tenancy: _____

Rent per Week: \$ _____

Bond Refunded in full: yes / no (circle as applicable)

If not, why? _____

Reason for leaving: _____

Previous landlord/agent (if less than 6 mths ago)

Name: _____

Phone: _____ Mob: _____

Email: _____

Address of Rented Premises: _____

_____ Post Code: _____

Length of Tenancy: _____

Rent per Week: \$ _____

Bond Refunded in full: yes / no (circle as applicable)

If not, why? _____

Reason for leaving: _____

REFEREES

Your THREE references are to include:

at least one (1) personal/business reference

at least two (2) close relatives NOT currently living with you

Reference One

Name: _____

Address: _____

_____ Post Code: _____

Phone: _____ Mob: _____

Email: _____

Relationship: _____

Known for how long: _____

Reference Two

Name: _____

Address: _____

_____ Post Code: _____

Phone: _____ Mob: _____

Email: _____

Relationship: _____

Known for how long: _____

Reference Three

Name: _____

Address: _____

_____ Post Code: _____

Phone: _____ Mob: _____

Email: _____

Relationship: _____

Known for how long: _____

Do you require a posting clause? Y / N**generally only applicable to defence personnel or diplomatic staff***Pets:**

Do you have any pets: _____ yes / no

Do you intend to have a pet: _____ yes / no

Type: Cat / Dog / Bird / Other (circle as applicable)

Is the pet an Indoor or outdoor pet? _____

Breed: _____

Registration No: _____ State _____

Breed: _____

Registration No: _____ State _____

APPLICANT TWO

Occupation: _____

Company Name: _____

Manager: _____

Address: _____

_____ Post Code: _____

Phone: _____ Mob: _____

Email: _____

Length of Employment: _____

Full-time / Part Time / Casual (circle as applicable)

Nett Income: \$ _____ per wk / per f/night

Other Source of Income: Type _____ \$ _____

Nett Amount: \$ _____ per wk / per f/night

If you are a Student:

Name of institution: _____

Faculty/Department: _____

Income Source: _____

Nett Income: \$ _____ per wk / per f/night

Guarantor: _____

Phone: _____ Mob: _____

Rental History:**Current landlord/Agent:** _____

Phone: _____ Mob: _____

Email: _____

Address of Rented Premises: _____

_____ Post Code: _____

Length of Tenancy: _____

Rent per Week: \$ _____

Bond Refunded in full: yes / no (circle as applicable)

If not, why? _____

Reason for leaving: _____

Previous landlord/agent (if less than 6 mths ago)

Name: _____

Phone: _____ Mob: _____

Email: _____

Address of Rented Premises: _____

_____ Post Code: _____

Length of Tenancy: _____

Rent per Week: \$ _____

Bond Refunded in full: yes / no (circle as applicable)

If not, why? _____

Reason for leaving: _____

REFEREES

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Reference One

Name: _____

Address: _____

_____ Post Code: _____

Phone: _____ Mob: _____

Email: _____

Relationship: _____

Known for how long: _____

Reference Two

Name: _____

Address: _____

_____ Post Code: _____

Phone: _____ Mob: _____

Email: _____

Relationship: _____

Known for how long: _____

Reference Three

Name: _____

Address: _____

_____ Post Code: _____

Phone: _____ Mob: _____

Email: _____

Relationship: _____

Known for how long: _____

Do you require a posting clause? Y / N**generally only applicable to defence personnel or diplomatic staff***Pets:**

Do you have any pets: _____ yes / no

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Type: Cat / Dog / Bird / Other (circle as applicable)

Is the pet an Indoor or outdoor pet? _____

Breed: _____

Registration No: _____ State _____

Breed: _____

Registration No: _____ State _____

Privacy Statement

The personal information you provide in this application or collected from other sources is necessary for Ray White Woden, here in mentioned as the Agent, to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including Landlords and their advisors, referees, other agents and third party operators of tenancy reference databases.

Information already held on tenancy reference databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the Landlord, third party operators of the tenancy/reference databases and/or other Agents.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting our office on the above number to organise an appointment. The Applicant can also correct the information if it is inaccurate, incomplete or out of date. If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

I/We understand and declare that the information supplied is true and correct and has been given by my/our own free will. I/We confirm that I/we have read and understand the Privacy Policy that the Agent/Landlord has made available to me.

I/We agree to our phone numbers being given to trades people to allow them to contact us for maintenance. In the instance that the Landlord requires a valuation of his/her property, I/we also agree to our number being given to the valuers.

I/We agree that if a breach of tenancy terms occurs then details may be given to TICA – a national tenancy database.

I/We have been advised that a Consumer Affairs Booklet can be obtained from the Office of Fair Trading or Rental Bond Office.

Disclaimer / Authority

I/We, the said applicant/s, do solemnly and sincerely declare that:

I/We have inspected the property mentioned on the front page of this application and have of my/our own accord decided that I/we wish to rent the aforementioned property commencing on __ / __ / ____ for a period of six months / twelve months (circle as applicable).

I/We have been informed, understand and agree that the rental for the said property is \$_____ per week and is within my/our means of support. I/We have been informed, understand and agree that the rental is to be paid calendar monthly on the tenth (10th) day of every calendar month and is to be in advance at all times. A pro rata rate will be calculated to the ninth (9th) day of the following month.

I/We have been informed, understand and agree that the bond for the aforesaid property will be four times the weekly rent and I/we further authorise the letting agent to attend to all the details regarding the lodgement of the said rental bond with the appropriate authority.

I/We have been informed, understand and agree that the acceptance of my/our application is subject to a satisfactory report being obtained from information supplied on the fully completed application completed by me/us.

I/We have been informed, understand and agree that should there be a requirement to commence proceedings for the recovery of rent, repairs and/or damage to the aforesaid property, during the term of or at the expiration of the tenancy agreement, all costs associated with these proceedings shall be able to be recovered through me/us.

I/We further consent to the agent disclosing all personal information that they may hold, for the purpose of enforcing or commencing recovery action in relation to any debt owed as a result of outstanding rent, repairs and/or damage that occurred or occurs during my period of tenancy.

I have been informed, understand and agree that should this application not be accepted, the agent is not required or obliged to disclose why or supply any reason for the rejection of this application.

Applicant's signature: _____ Applicant's signature: _____

Date: _____

Date: _____