

Tenancy Application Form



RAY WHITE REAL ESTATE – CARNEGIE – 71 Koornang Road, CARNEGIE VIC 3163 – Ph: (03)9571 6777 Fax: (03)9571 6755

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Please be advised, this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Every person over the age of 18 years residing in the property must complete and submit an individual form.

PROPERTY DETAILS

Address of Property		
Commencement date:	Lease term:	No. occupying the property
How many children:	Children ages:	No. of pets(breed):

PERSONAL DETAILS

Given Name(s):		Surname:	
Current Address:			
Home Ph:	Work Ph:	Mobile:	Fax:
Email:		Date of Birth:	
Drivers Licence No:			
Passport No:		Passport Country:	

NEXT OF KIN/EMERGENCY CONTACT

Given Name(s):		Surname:	
Current Address:			
Relationship:		Contact Number:	

CURRENT TENANCY DETAILS

Length of time at current address:		Rent Paid:	
Reason for living:			
Name of Landlord/Agent:		Contact Number:	

PREVIOUS RENTAL HISTORY

Previous Address:			
Length of time at above address: From:		To:	Rent Paid:
Name of Landlord/Agent:		Contact Number:	

CURRENT EMPLOYMENT

Occupation:		Current Employer:	
Employer Address:			
Contact Name (payroll/manager):		Contact Number:	
Length of Employment: From:		Net Weekly Income:	

SELF EMPLOYMENT DETAILS

Business Name:		Business Type:	
Business Address:			
Position Held:		ABN:	
Accountant Name:		Contact Number:	
Net Income:			

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PREVIOUS EMPLOYMENT

Occupation:	Previous Employer:
Employer 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:
Campus Contact:	Contact Number:
Course Co-ordinator:	Contact Number:

REFEREES

Business Referee:	Relationship:
Phone:	Mobile:
Personal Referee:	Relationship:
Phone:	Mobile:

PLEASE ANSWER THE FOLLOWING:

Have any of your previous tenancies been terminated:
If yes, please explain:

Are you in debt to another lessor or Agent:

Is there an existing reason that may affect your rent payment:
If yes, please explain:

How did you hear about this property? Rental List Internet Board

PRIVACY STATEMENT

PRIVACY DISCLOSURE STATEMENT OF RAY WHITE CARNEGIE
We are an independently owned and operated business. We are bound by the National Privacy Principals. 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 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 services 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 may have the right to access personal information that we hold about you by contacting our privacy officer. 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.

PRIVACY CONSENT

I, the Applicant acknowledge that I have read the Privacy Notice of Ray White Carnegie. I authorise Ray White Carnegie to collect information about me from:

1. My 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 Ray White Carnegie 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 Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorise Ray White Carnegie to disclose the personal information it collects 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 corporates, other agents and tenancy default databases.

_____ Tenant Name	_____ Signature	_____ Date
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DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the following amounts:

\$ _____ rent per week. Equivalent to \$ _____ per calendar month.

(per calendar month: rent per week divide by 7 days, times 365 days of the year and divide by 12 months – for example rent of \$350 per week equates to: $350 / 7 \times 365 / 12 = \1521 per calendar month)

First payment of rent in advance: \$ _____ Rental bond: \$ _____

I acknowledge that this application is subject to the approval of the Investor. 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 satisfied with the current condition and cleanliness of the property.

Tenant Name

Signature

Date

OFFICE USE ONLY – 100 POINT IDENTIFICATION CHECK

Note: Please ensure you bring in copies of your 100 points or ID otherwise we cannot accept original documents

Item	Tick	Points	Initial	Previous 2 rent receipts		20	
Driver's Licence		20		Motor Vehicle Registration		20	
Passport		20		Bank Statement		20	
Other Photo ID		20		Telephone Account		20	
Current Wage Advice		20		Electricity Account		20	
Previous Tenancy Reference		20		Gas Account		20	

OFFICE USE ONLY – REFERENCE CHECK

Current rental:

Previous rental:

Current employment:

Referee:

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Ray White™

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UTILITY CONNECTIONS

Phone: 1300 556 325
Fax: 1300 256 837
Email: connect@raywhite.com.au
Internet: www.raywhiteconnect.com.au

A Free Service - Connecting Your Utilities Has Never Been Easier!

Ray White Connect is a simple and convenient time saving service assisting with your Telephone, Electricity & Gas and water connections. Ray White Connect also provides a range of additional services to compliment your household utilities, such as Internet & Pay TV. This is a value-added service independent of your tenancy application - you are not obligated to use Ray White Connect.

If you would like Ray White Connect to contact you to discuss any of the above services please tick the box and a Ray White Connect representative will make all reasonable efforts to contact you within one working day of receiving an application. If we are unable to contact you within this period please contact Ray White Connect on 1300 554 323 to ensure connection can be completed by your requested date.

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 connectnow service is FREE, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the Ray White Connect service Please note that the following terms will apply if you ask us to contact you.

Firstly you will be consenting to connectnow Pty.Ltd. A.B.N. 79 097 398 662 arranging for the connection and disconnection of the nominated home services and to providing information contained in this application to the service providers for this purpose. I agree that neither connectnow 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 and conditions once the client has agreed to use the chosen service provider. I authorise the obtaining of a National Metering Identifier (N.M.I.) on my residential address to obtain supply details.

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 connectnow Pty Ltd will be paid a fee by the service provider and will be paying a fee to the Agent in respect of the provision of the service being provided to me by connectnow Pty Ltd.

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 supply of the relevant utility service provider(s).

PRIVACY POLICY: The privacy of our customers is of vital importance to connectnow. You have the right to access our records of your information under the Privacy Act. We will not release your personal information to any third party other than for the purposes of connecting the nominated utility service, unless required to do so under law or government order.

Call me to connect: YES / NO

Tenant Name

Signature

Date