

## Tenancy Application Form

Address of Premises Applied for: \_\_\_\_\_

Lease Commencement Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Lease Term: 6 months or 12 months

Rent Per Week: \$\_\_\_\_\_

**All residential tenancy applications will NOT be processed unless the following documents are supplied.**

### PRIMARY DOCUMENTS

Each applicant must provide at least 100 points worth of documentation.  
Expired documents will not be accepted.

- |  |           |
|--|-----------|
| <input type="checkbox"/> Drivers Licence or Passport | 60 points |
| <input type="checkbox"/> Proof of Age Card           | 50 points |
| <input type="checkbox"/> Birth Certificate           | 50 points |
| <input type="checkbox"/> ATM Card / Credit Card      | 20 points |
| <input type="checkbox"/> Medicare Card               | 20 points |
| <input type="checkbox"/> Centrelink Card             | 20 points |

### SECONDARY DOCUMENTS

Each applicant must supply at least TWO of the below documents

- Last two pay slips from current employer
- Centrelink statement of income
- If self employed, copies of registered ABN and business name, statement of income and or accountant's details
- If renting, history payment ledger
- If owner / occupied, council or water rates
- Two additional documents that support your current residential address
- Full details of any pets

Copies of both the primary and secondary documents are required to be attached to the application, if you are unable to provide a copy than we are happy to photocopy these documents however a charge of \$1.00 per photocopy will apply.

### IMPORTANT NOTICE

- Applications will not be accepted without an internal inspection of the property. There must be one application submitted for each applicant over the age of 18 years old
- Under no circumstances, does our office accept cash payments for rent. **Our office has strict DIRECT DEBIT payment policy for the collection of rent, no other form of paying rent will be accepted.**
- If the application is accepted by the owner, the reservation fee will be credited towards the rent.
- If the applicant advises that if he/she decides not to take the premises, the reservation fee is non refundable.
- Once an application has been approved, within 48 hours, two (2) weeks rent for properties less than \$300pw, and four (4) weeks rent for properties over \$300pw, plus \$15 lease preparation fee must be paid. A bank cheque or money order to be made payable to Ray White Real Estate Richmond.
- Upon signing the Residential Tenancy Agreement, you are required to pay four (4) weeks rent as bond. **A bank cheque or money order to be made payable to Rental Bond Board.**

# Residential Tenancy Application

## Applicant's Personal Details

Full Name: Mr / Mrs / Miss / Ms: \_\_\_\_\_

Phone: (H): \_\_\_\_\_ (M): \_\_\_\_\_ (W) \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Driver's Licence No.: \_\_\_\_\_ Vehicle Rego: \_\_\_\_\_ Passport No.: \_\_\_\_\_

Number of People to Occupy Premises: Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Ages of Children: \_\_\_\_\_

In Case of Emergency Name, Address and Contact Number of Friend or Relative:

Contact No. 1 \_ \_\_\_\_\_

Contact No. 2 \_\_\_\_\_

---

## OCCUPATION DETAILS

Current Occupation: \_\_\_\_\_

Company Name & Address: \_\_\_\_\_

Contact Name & Number: \_\_\_\_\_

Period of Employment: \_\_\_\_\_ Net Income: \$\_\_\_\_\_ per week Full Time / Part Time / Casual

Reasons for Leaving: \_\_\_\_\_

### Previous Occupation:

Previous Occupation: \_\_\_\_\_

Company Name & Address: \_\_\_\_\_

Contact Name & Number: \_\_\_\_\_

Period of Employment: \_\_\_\_\_ Net Income: \$\_\_\_\_\_ per week Full Time / Part Time / Casual

Reasons for Leaving: \_\_\_\_\_

If self employed provide accountant and company details: \_\_\_\_\_

Additional Income or Benefits Received: \_\_\_\_\_ \$\_\_\_\_\_ per week

---

## RESIDENCE HISTORY DETAILS

Present Address: \_\_\_\_\_

How long at Present Address: \_\_\_\_\_ Current Rent Paid: \$\_\_\_\_\_ per week

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

Contact Name and Number: \_\_\_\_\_

Reason for Leaving Premises: \_\_\_\_\_

### Previous Premises:

Address of Previous Premises: \_\_\_\_\_

Rent Amount: \$\_\_\_\_\_ per week Dates of Lease: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ - \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name of Previous Landlord / Agent: \_\_\_\_\_

Contact Name and Number: \_\_\_\_\_

Reasons for Leaving: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Residential Tenancy Application

## Applicant's Personal Details

Full Name: Mr / Mrs / Miss / Ms: \_\_\_\_\_

Phone: (H): \_\_\_\_\_ (M): \_\_\_\_\_ (W) \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Driver's Licence No.: \_\_\_\_\_ Vehicle Rego: \_\_\_\_\_ Passport No.: \_\_\_\_\_

Number of People to Occupy Premises: Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Ages of Children: \_\_\_\_\_

In Case of Emergency Name, Address and Contact Number of Friend or Relative:

Contact No. 1 \_ \_\_\_\_\_

Contact No. 2 \_\_\_\_\_

---

## OCCUPATION DETAILS

Current Occupation: \_\_\_\_\_

Company Name & Address: \_\_\_\_\_

Contact Name & Number: \_\_\_\_\_

Period of Employment: \_\_\_\_\_ Net Income: \$\_\_\_\_\_ per week Full Time / Part Time / Casual

Reasons for Leaving: \_\_\_\_\_

### Previous Occupation:

Previous Occupation: \_\_\_\_\_

Company Name & Address: \_\_\_\_\_

Contact Name & Number: \_\_\_\_\_

Period of Employment: \_\_\_\_\_ Net Income: \$\_\_\_\_\_ per week Full Time / Part Time / Casual

Reasons for Leaving: \_\_\_\_\_

If self employed provide accountant and company details: \_\_\_\_\_

Additional Income or Benefits Received: \_\_\_\_\_ \$\_\_\_\_\_ per week

---

## RESIDENCE HISTORY DETAILS

Present Address: \_\_\_\_\_

How long at Present Address: \_\_\_\_\_ Current Rent Paid: \$\_\_\_\_\_ per week

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

Contact Name and Number: \_\_\_\_\_

Reason for Leaving Premises: \_\_\_\_\_

### Previous Premises:

Address of Previous Premises: \_\_\_\_\_

Rent Amount: \$\_\_\_\_\_ per week Dates of Lease: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ - \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name of Previous Landlord / Agent: \_\_\_\_\_

Contact Name and Number: \_\_\_\_\_

Reasons for Leaving: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Animal Declaration

1. Number of animals to be kept at the property: \_\_\_\_\_
  
2. Breed and age of each animal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Is each of the animals registered with appropriate local councils?  
Yes / No
  
4. Micro-chipped:  
Yes / No                      Microchip Number: \_\_\_\_\_
  
5. Does the owner/s of the animal/s have public liability insurance?  
Yes / No                      Insurance Details: \_\_\_\_\_
  
6. The tenant agrees that any damage caused by the animal/s will be made good by the tenant prior to vacating the premises. Furthermore, the tenant agrees that any animal faeces are regularly cleaned up, and any rubbish thrown around by the animal/s is to be picked up.
  
7. The tenant agrees that no additional animal/s will occupy the premises, even temporarily under this agreement. Should the tenant wish to keep any additional animal/s, the tenant must seek further permission from the agent and execute a separate Special Conditions (Pets / Animals) Agreement for each animal, before the animal is allowed on the premises.
  
8. The tenant agrees that the animal/s will not be allowed inside the premises during the term of the tenancy.
  
9. The tenant agrees that should any animal become annoying, bothersome and in any way a nuisance to neighbours, the tenant will immediately upon request from the agent, remove the animal/s from the premises.
  
10. The tenant agrees that any damage caused by the animal/s will be made good by the tenant prior to vacating the premises. Furthermore, the tenant agrees that any animal faeces are regularly cleaned up, and any rubbish thrown around by the animal/s is to be picked up.

I declare that the above information in relation to the animal/s to be true and correct. I, owners of the animal/s agree to indemnify the landlord and agent of any liability for injury or damage caused by the actions of the animal/s if granted a lease of the premises in this application.

Applicant's Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

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

## Privacy Statement

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents or third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to the Landlord and us. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that Agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and other agents. If you would like access to the personal information we hold about you, you may contact your Property Manager. You can also correct this information if it is inaccurate, incomplete or out of date. If you do not provide the information required from you by you, we may not be able to process your application and manage your tenancy.

A fee of \$25.00 will be charged for collation and provision of access to information once the file has been archived. A fee of \$20.00 per 15 mins or part thereof will also apply for the inspection time. Any photocopying of approved information will be charged at \$0.35 per copy page. The \$25.00 collation fee and the \$20.00 for the first 15 minutes of time must be paid prior to making the inspection appointment.

## Privacy Act Acknowledgement for Tenants

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement. In order to process a tenancy application a tenancy applicant is required under the National Privacy Principles of Privacy Act to be made aware that an organisation may access a database. In addition to a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a database company other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments and other landlords or agents.

I the said applicant declare that I give my permission to the agent to collect my information and pass such information onto TICA Default Tenancy Control Pty Limited. I further give my permission for my information to be provided to any other tenancy databases for the assessment of my tenancy application. I further give consent to the member of the Database Company to contact any of my referees provided by me in my tenancy application.

I agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my information may be recorded as making an inquiry.

I agree that in the event of a default occurring under a tenancy agreement I give my permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I understand that TICA Default Tenancy Control Pty Limited is a database company that allows its member's access to information accumulated from members about tenants who have breached their tenancy agreements.

I agree and understand that should I fail to provide the database member with the information and acknowledgements required the database member may elect not to proceed with my tenancy application. I agree and understand that a listing with TICA Default Tenancy Control Pty Limited could have an adverse effect on my ability to obtain future rental accommodation.

I acknowledge and understand that TICA Default Tenancy Control Pty Limited can be contacted on 190 222 0346. I agree that the calls to TICA Default Tenancy Control Pty Limited are charged at \$5.45 per minute inclusive of GST.

### How did you find out about this property?

Window / Rental List

Sign

Internet

Gazette

I declare that all the information contained in this application is true and correct, and that the information is provided by my own free will. I further authorise Ray White Real Estate Richmond to contact referees or references supplied by me in this application for verification of the details provided.

Applicant's Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

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