

# Ray White™

105 Esplanade Aldinga Beach

PHONE: 8556 6777 FAX: 8557 7577 EMAIL: [aldinga.sa@raywhite.com](mailto:aldinga.sa@raywhite.com)

## Tenancy Application Form

### Application Subject to Consent.

Processing of this application will not commence unless ALL sections have been completed and ALL relevant supporting documentation has been provided at the time of submission of the application to the agency.

All applicants who will be named on the lease agreement must complete the tenancy application form. If there are more than 2 applicants, please request an extra form.

If your application for tenancy is not accepted, no reason for non acceptance will be provided and you shall not necessarily be notified.

### **CHECKLIST: BEFORE ANY APPLICATION WILL BE CONSIDERED, EACH APPLICANT MUST SUPPLY AND ATTACH COPIES OF THE FOLLOWING:**

Documentary Evidence of Income or Benefits	<input type="checkbox"/> Yes	Drivers Licence/Passport/Other Photo ID	<input type="checkbox"/> Yes
References from Previous Agent/Landlord	<input type="checkbox"/> Yes	Electricity/Gas/Telephone Account (at least 2)	<input type="checkbox"/> Yes
Previous 2 Rent Receipts	<input type="checkbox"/> Yes	Vehicle Registration Papers	<input type="checkbox"/> Yes
Bank Statement (for last 3 – 6 months)	<input type="checkbox"/> Yes	Medicare/Pension/Health Care Card	<input type="checkbox"/> Yes

### PROPERTY DETAILS

Address of Property

Lease commencement date

Lease Term

No. adults occupying the property

How many children

Children ages

No. and type of pets

Please attach any pet references you may have

How did you hear about the property?

Internet

Messenger

Office

Other

(Please Circle)

### RENT PAYMENT DETAILS

How do you propose to pay your bond?

Own Funds

Borrowed Funds

SA Housing Trust

How do you propose to pay your initial rent?

Own Funds

Borrowed Funds

SA Housing Trust

\$          rent per week, equivalent to \$          per fortnight

\$          bond, equivalent to          weeks rent

**APPLICANT 1**  
**PERSONAL DETAILS**

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

**NEXT OF KIN**

Given Name(s)		Surname	
Relationship			
Address	Work Phone	Mobile	Email

**CURRENT TENANCY DETAILS**

Length of time at current address		Rent Paid
Reason for leaving		
Name of Landlord / Agent		Phone

**PREVIOUS RENTAL HISTORY 1**

Previous Address		Rent Paid: \$	
From	to	Was your bond returned in full? Yes / No	If no, why not?
Name of Landlord / Agent		Phone	

**PREVIOUS RENTAL HISTORY 2**

Previous Address		Rent paid: \$	
From	to	Was your bond returned in full? Yes / No	If no, why not?
Name of Landlord / Agent		Phone	

**CURRENT EMPLOYMENT**

Occupation		Current Employer	
Employers Address			
Contact Name (pay roll / manager)		Contact Number	
Length of Employment: From		Net weekly income	

## PREVIOUS EMPLOYMENT

Occupation		Previous Employer	
Employers Address			
Contact Name (pay roll / manager)	Contact Number	Mobile	Fax
Length of Employment	From	to	Net weekly Income

## OTHER INCOME SOURCE

Newstart \$	pw	Parenting Payment \$	pw	Carers Pension \$	pw
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## SELF EMPLOYMENT DETAILS

Company Name	Business Type
Business Address	
Position Held	ABN
Accountant Name	Phone
Net Income	Please attach proof of 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 (1)	Relationship
Phone	Mobile
Personal referee (1)	Relationship
Phone	Mobile

### Please answer the following:

Have any of your previous tenancies been terminated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you in debt to another lessor or Agent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there an existing reason that may affect your rent payment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details:		

## **APPLICANT 2**

### **PERSONAL DETAILS**

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

### **NEXT OF KIN (Applicant 2)**

Given Name(s):		Surname:	
Relationship:			
Address:	Work Phone:	Mobile:	Email:

### **CURRENT TENANCY DETAILS (Applicant 2)**

Length of time at current address:	Rent Paid:
Reason for leaving:	
Name of Landlord / Agent:	Phone:

### **PREVIOUS RENTAL HISTORY 1 (Applicant 2)**

Previous Address:			Rent Paid: \$
From:	to:	Was your bond returned in full? Yes / No	If no, why not?
Name of Landlord / Agent:			Phone:

### **PREVIOUS RENTAL HISTORY 2 (Applicant 2)**

Previous Address:			Rent Paid: \$
From:	to:	Was your bond returned in full? Yes / No	If no, why not?
Name of Landlord / Agent:			Phone:

### **CURRENT EMPLOYMENT (Applicant 2)**

Occupation:	Current Employer:
Employers Address:	
Contact Name (pay roll / manager):	Contact Number:
Length of Employment: From:	Net weekly income:

**PREVIOUS EMPLOYMENT (Applicant 2)**

Occupation:	Previous Employer:
Employers Address:	
Contact Name (pay roll / manager):	Contact Number:
Length of Employment: From                      to	Net Weekly Income:

**OTHER INCOME SOURCE (Applicant 2)**

Newstart: \$                      pw    Parenting Payment: \$                      pw    Carers Pension: \$                      pw

**SELF EMPLOYMENT DETAILS (Applicant 2)**

Company Name:	Industry:
Business Address:	
Position Held:	ABN:
Accountant Name:	Phone:
Net Income:	Please attach proof of income:

**STUDENT INFORMATION (Applicant 2)**

Place of Study:	Course Name:
Course Length:	Enrolment / Student No:
Campus Contact:	Contact Number:
Course Co-ordinator:	Contact Number:

**REFEREES (Applicant 2)**

Business referee (1):	Relationship:
Phone:	Mobile:
Personal referee (1):	Relationship:
Phone:	Mobile:

**Please answer the following:**

Have any of your previous tenancies been terminated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you in debt to another lessor or Agent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there an existing reason that may affect your rent payment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details:		

## PRIVACY STATEMENT

### PRIVACY DISCLOSURE STATEMENT OF RAY WHITE REAL ESTATE PTY

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 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 service 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 have the right to access personal information that we hold about you by contacting our privacy officer (see contact details above). 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 Real Estate. I authorise Ray White Real Estate 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 authorize Ray White Real Estate 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 authorize Ray White Real Estate 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.

Where Ray White Connect is requested by me to arrange for the provision of connection and disconnection services, I consent to Ray White Connect disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I consent to Ray White Connect disclosing confirmation details (including NMI, MIRN and telephone number) to the Agent. I acknowledge that neither Ray White Connect nor the Agent accepts any responsibility for any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. The Agent has a commercial relationship with Ray White Connect. I acknowledge that Ray White Connect, the Agent and its employees may receive a fee and/or benefit of up to \$50 in value (cash and/or reward points) from a utility service provider in relation to the connection of a utility service. There is no charge for the Ray White Connect service; normal service provider fees or bonds may apply.

Applicant 1

Signature

Date

Applicant 2

Signature

Date

## RAY WHITE CONNECT

To save you time when you're moving house, Ray White Connect can help you arrange your utility connections.

It's a FREE service and there's NO obligation - so just tick this box if you want Ray White Connect to call you and explain how the service works. Then, IF you would like help arranging your connections, we will confirm the details with you at that time.

Yes, please contact me.

Ray White Connect services are provided by:

Phone: 13 18 19 Email: [contact@utilityone.com.au](mailto:contact@utilityone.com.au)

Fax: 1300 73 18 19 Web: [www.utilityone.com.au](http://www.utilityone.com.au)

Ray White Connect will use the information in this application to explain the services offered and to undertake any connection and disconnection services authorized (including the provision of information to utility companies). Personal information collected by Ray White Connect may be accessed by contacting them on the contact details above. Normal service provider fees or bonds may apply.

I have read, agreed to and understood all of the above terms and conditions that are relevant to me.

Applicant Name

Signature

Date

**DECLARATION**

The information provided in this form is true and correct.

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent to commence on  
 I acknowledge that I will be required to pay the following amounts before I will be granted possession of the property:

First payment of 2 weeks rent in advance, payable on or before the first day of tenancy:	\$
Rental Bond:	\$
Amount payable on Signing Tenancy Agreement:	\$

I/we acknowledge that this application is subject to the approval of the landlord.  
 I/we declare that all information contained in this application is true and correct and given of my/our own free will.  
 I/we am/are not bankrupt or an un-discharged bankrupt, nor am/are I/we paying off any previous rental debt.  
 I/we declare that I/we have inspected the premises and am satisfied with the current condition and cleanliness of the property.  
 Should my/our application be accepted, I/we agree to pay the bond and rent in advance within 48 hours of being notified.

<b>Applicant 1</b>	<b>Signature</b>	<b>Date</b>
<b>Applicant 2</b>	<b>Signature</b>	<b>Date</b>

**OFFICE USE ONLY**

**100 POINT IDENTIFICATION CHECK - The following identification has been photocopied and is attached to this application**

Item	<input type="checkbox"/>	Points	Initial	Item	<input type="checkbox"/>	Points	Initial
Drivers Licence	<input type="checkbox"/>	40		Vehicle Registration Certificate	<input type="checkbox"/>	20	
Passport	<input type="checkbox"/>	40		Bank Statement	<input type="checkbox"/>	20	
Other Photo ID	<input type="checkbox"/>	20		Telephone Account	<input type="checkbox"/>	20	
Current Wage Advice	<input type="checkbox"/>	30		Electricity Account	<input type="checkbox"/>	20	
Previous Tenancy Reference	<input type="checkbox"/>	20		Gas Account	<input type="checkbox"/>	20	
Previous 2 Rent Receipts	<input type="checkbox"/>	20					

Item	<input type="checkbox"/>	Initial	Item	<input type="checkbox"/>	Initial
Personal Reference Checked	<input type="checkbox"/>		Previous Agent Lessor Checked	<input type="checkbox"/>	
Tenancy Database Checked	<input type="checkbox"/>		Lessor Notified - Approved	<input type="checkbox"/>	
Employment Checked	<input type="checkbox"/>		Applicant Notified	<input type="checkbox"/>	

<b>Property Manager Name</b>	<b>Signature</b>	<b>Date</b>
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