

TENANCY APPLICATION FORM

Ray White™

Form : June 2011

Glenmore Park
Phone: 4737 9911 Fax: 4737 9922

Please complete this application thoroughly and attach copies of all supporting documents to enable us to process it as quickly as possible.

Please note the following important points:

- **PLEASE ALLOW 3 – 5 WORKING DAYS FOR YOUR APPLICATION TO BE FULLY PROCESSED**
- Each person living at the property , over the age of 18 years , must fill in a separate application form
- This application must be accompanied by **photocopies of : (PLEASE SUPPLY YOUR OWN COPIES – WE WILL NOT PHOTOCOPY)**
 - current photo identification (Drivers License, Passport, Other)
 - Proof of Income, Bank Statements, Social Security Payment details, Utility Accounts, For Self Employed persons -Taxation Return or Letter from your Accountant plus Business Registration Certificate
 - If you are currently renting , your ledger **must** be attached
- Ray White Glenmore Park – Rental Payment System : Initial payments (i.e. Bond, Rent in advance, lease fee) are to be paid by Bank Cheque or Money Order only. All future rent and water usage payments are to be made using the Advantage Card system or Money Order only – Personal cheques will not be accepted.
For security reasons Ray White Glenmore Park has a cash free policy.

RENTAL PROPERTY

Property Address	Date Lease to Start
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APPLICANT DETAILS

Name					
Date of Birth		Home Phone		Mobile Phone	
Current Address					
Licence Number	Passport Number	Car Make	Car Model	Car Colour	Car Rego Number

DETAILS OF OCCUPANTS

No. of People to live at Property	No. & Age of Children (if any)	No. & Type of Pets (if any)
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CURRENT EMPLOYMENT

Current Employer & Address			
Contact Name (Manager)		Contact's Phone (NOT MOBILE)	
Your Position	Full or Part Time	Length of Employment	Net Income (After Tax) \$ _____ per week / month

PREVIOUS EMPLOYMENT (if current employment is less than 6 months)

Previous Employer & Address			
Contact Name (Manager)		Contact's Phone (NOT MOBILE)	
Your Position	Full or Part Time	Length of Employment	Net Income (After Tax) \$ _____ per week/month

CURRENT RENTAL DETAILS

Name of Agent / Landlord		Phone
How Long at Current Address	Rent Paid \$ _____ per week	Reason for Leaving

PREVIOUS RENTAL DETAILS

Previous Address		
Name of Previous Agent / Landlord		
How long at Previous Address	Rent paid \$ _____ per week	Was Bond Fully Refunded Yes / No
If No , please specify why:		

BUSINESS REFERENCES (NOT RELATIVES)

Name	Occupation	Work Phone
Name	Occupation	Work Phone

NEXT OF KIN (IN CASE OF EMERGENCY)

Name	Relationship	Phone
Address		
Name	Relationship	Phone
Address		

CONFIRMATION

Please answer the following questions :

1. I am a Smoker / Non Smoker (circle one)
2. Have you ever been evicted by a Landlord or Agent Yes / No If yes, why _____
3. Have you ever been refused another property Yes / No If yes, why _____
4. Are you in debt to another lessor or Agent Yes / No If yes, how much \$ _____ what for _____
5. Is there anything that would affect your rent payments Yes / No If yes, what _____

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 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 owner'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 Property Manager. You may correct this information if it is inaccurate, incomplete or out of date. If you do not complete this form or do not sign the consent below then your application **will not** be submitted to the owner for consideration.

DECLARATION / CONSENT

- I the applicant acknowledge that I have read the Privacy Disclosure Statement.
- I do solemnly and sincerely declare that I am over 18 years of age and eligible to enter into this agreement.
- I declare that the information provided by me is true and correct and given of my own free will and that I am not a bankrupt or undischarged bankrupt.
- I authorise Ray White Glenmore Park to verify and check the information provided in this application on TICA (Tenancy Information Centre of Australia), with my current and previous letting agent, my current and previous employers and my personal referees.
- I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval and if approved, a Residential Tenancy Agreement will be prepared.
- I authorise Ray White Glenmore Park to disclose and provide a copy (if requested) of the personal information collected about me to the owner of the property.
- I authorise Ray White Glenmore Park to disclose my name and contact details (only) to third parties such as valuers, contractors, sales people, insurance companies, body corporate, other agents and tenancy default databases.
- I wish to apply for tenancy for a period of _____ months, at a rental amount of \$ _____ per week commencing on ____/____/____
- I acknowledge that the rental amount is to be paid every week and is to be 2 weeks in advance at all times.
- I understand that should this application not be accepted, the Agent is not required or obligated to disclose why or supply any reason for the rejection.
- I agree to accept the Rental Payment System that Ray White Glenmore Park has in place.
- I acknowledge that if my application is accepted a holding deposit equal to one (1) weeks rent is to be paid within 24 hours of approval. This holding deposit will be applied as rent once the Tenancy Agreement is signed. Should I decide not to proceed the Landlord may retain so much of the holding deposit equal to the rent that should have been paid during the period the premises were reserved and the remainder will be refunded.
- I understand that should there be a requirement to commence proceedings for recovery of rent, repairs and or damage to the aforesaid property during the term or at the expiration of the Tenancy Agreement all costs associated with these proceedings shall be able to be recovered from me.
- I understand that my application and all attachments will be held by Ray White Glenmore Park for a period of 14 days, after which time all documents will be shredded.

SIGNED BY THE APPLICANT

I declare that I (applicant's name)..... **have inspected the premises and authorise Ray White Glenmore Park to carry out all reference checks required to process my application. Please Note: your application will NOT be processed if you have not viewed the property.**

Applicant's Signature	Date
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