

TENANCY APPLICATION

Property Address: _____

**45 Sydney Road
Manly 2095
Phone 02 9977 4899
Fax 02 9977 8923**

Ray White Manly welcomes your Application and any queries you may have.

The following information and checklist will assist you to complete the Tenancy Application so it can be processed as quickly as possible.

Please read prior to completing your Application

1. **RESERVATION FEE** (If Applicable) - The Applicant undertakes to pay a Reservation Fee of equivalent to one weeks rent. If the Landlord of the property accepts the Application the Reservation Fee will be credited against the statement of costs owing prior to moving in. If this Application is not accepted the Reservation Fee will be refunded to the Applicant by CHEQUE ONLY. If the Applicant decides not to take the premises after the Landlord accepts this Application the Agent may retain the Reservation Fee (reduced to a daily fee) for each day the premises are being held for the Applicant and will refund the balance. Any Reservation Fee is accepted subject to the Landlords approval.
2. Applications are required to inspect the premises prior to final approval of the Application
3. A Lease Preparation Fee equivalent to \$15.00 is payable by the successful Applicant/s on signing of the lease.
4. One Application is to be completed per person.
5. Applicants are to supply their own photocopies of documentation required.
 - **Each Applicant is to provide 3 forms of ID, one being photo ID of Passport or Drivers licence. Your original driver's licence or passport will be required to be sighted at the time of handing in your Application. Other forms of ID are Medicare card, bank key card, credit card or club ID card.**
 - **A Previous Tenancy reference or current ledger showing rental payments or receipts.**
 - **Bank Statement or pay slips showing salary payments.**
 - **If you have never rented before and previously a home owner, copies of rates notices to be supplied.**
6. This Application cannot be processed until it is complete with copies of supporting documents attached.
7. Our agency staff will contact you within 24-48 business hours. If the Application is approved, a Reservation Fee/Holding Deposit of equal to one week rent is to be paid by money order or bank cheque within 24 hours of acceptance.

APPLICATION CHECKLIST

Before I submit this Application, I have...

- Attached photocopies of documents to meet ID requirements. Refer to list above.
- Inspected the property both internally and externally.
- Completed all details in full on the Application form.
- Provided all contact details and documentation for confirmation of income source.
- Read and signed the Privacy Disclosure Statement, Privacy Consent and Marketing Consent – see page 4

OFFICE USE ONLY – AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT

CHECKLIST	STAFF MEMBER	DATE	TIME
<input type="checkbox"/> Application received		/ /	am/pm
<input type="checkbox"/> Sighted original ID		/ /	am/pm
<input type="checkbox"/> Compared signatures to original		/ /	am/pm
<input type="checkbox"/> Checked ALL Consents signed		/ /	am/pm
<input type="checkbox"/> Checked Application is completed in full		/ /	am/pm
Name of nominated Applicant to contact in relation to Application	Name	Phone	

RENTAL PROPERTY	ADDRESS			
How did you find out about this property	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Website _____	<input type="checkbox"/> For Rent Sign	
	<input type="checkbox"/> Walk-in	<input type="checkbox"/> Referral	<input type="checkbox"/> Other Agent	
	<input type="checkbox"/> Other _____			
Applicant's full Name and Address	Name			
	Address			
Personal Details	Date of Birth	/ /	Place of Birth	
	Drivers Licence No.		Expiry Date	
	Passport No.		Expiry Date	
Applicant's Contact Details	☎ Home	☎ Business		
	☎ Mobile	Email		
Current Rental Details	Rent per week	\$	Period of occupancy	
			Months	
			Years	
	Agent/Landlord	☎ Home		
	Fax	☎ Business		
	Do you expect the Bond to be refunded in full <input type="checkbox"/> Yes			
	<input type="checkbox"/> No Why _____			
Previous Address	Address			
	Rent per week	\$	Period of occupancy	
			Months	
			Years	
	Agent/Landlord	☎ Home		
	Fax	☎ Business		
Employment If employed with this employer for less than 12 months please provide information of previous employer.	Current Employer		<input type="checkbox"/> Full Time	
			<input type="checkbox"/> Casual	
			<input type="checkbox"/> Part Time	
			<input type="checkbox"/> Contract	
	Your Position		Supervisor's Name	
	Length of Employment	Years	Fax	
Months		☎ Business		
Net Income	\$	per week	\$	
			per month	
Currently I am paid on the _____ of each week / fortnight / month (circle relevant)				
If Self Employed	Company Name		Trading As	
	Address			
	ABN		Industry/ Nature of Business	
	How long have you been self-employed?		Years	Months
	Total Annual Income (as declared to Australian Taxation Office)			\$
	Accountant		☎ Business	
	Creditor		☎ Business	
	Creditor		☎ Business	
If a Student or Not Currently Employed <i>(If you are a student you must provide a parents name and campus contact as your Emergency Contact Details on page 3)</i>	VERIFICATION OF INCOME SOURCE MUST BE PROVIDED			
	Student ID # _____	Institution _____	Faculty _____	
	Course _____		Duration _____	
	<input type="checkbox"/> Currently not employed			
Please indicate documents supplied with this Application to confirm your income source:				
<input type="checkbox"/> Parent / Guardian Letter		<input type="checkbox"/> Centerlink Documents	<input type="checkbox"/> Austudy Documents	
<input type="checkbox"/> Bank Statements		<input type="checkbox"/> Other		
Australian Citizen	<input type="checkbox"/> Yes	<input type="checkbox"/> No . supply copy of Passport and Visa	Visa Expiry / /	
Pets	No	<input type="checkbox"/> Yes	<input type="checkbox"/>	
	Reg No	Council	Type Breed	
		Reference is attached	Yes <input type="checkbox"/>	

Vehicle Information	Total number of vehicles to be kept at the premises				
	Registration No State		Model		
	Owned / Hire Purchase				
	Registration No State		Model		
Owned / Hire Purchase					
Occupancy Details Full names, current addresses and ages of all people (including children) who will reside at this property	Name		Address		Age
Emergency Contact Details of closest relatives who will not be residing with you If a student provide a campus contact also.	Name		Name		
	Relationship		Relationship		
	Address		Address		
	☎ Home	☎ Work	☎ Home	☎ Work	
	☎ Mobile		☎ Mobile		
Personal References (not relatives) Please ensure each has agreed for you to nominate them as a referee.	Name		Occupation		☎ Business Hours Contact

I confirm the following:

- | | | |
|------------------------------------------------------------------------------------------|----------------------------------------------------------|---------------------|
| 1. Have you ever been evicted by any Landlord or Agent? | <input type="checkbox"/> No <input type="checkbox"/> Yes | Detail _____ |
| 2. Have you been refused another property by a Landlord or Agent? | <input type="checkbox"/> No <input type="checkbox"/> Yes | _____ |
| 3. Are you in debt to another Landlord or Agent? | <input type="checkbox"/> No <input type="checkbox"/> Yes | _____ |
| 4. Is there any reason known to you that would affect your ability to pay rent when due? | <input type="checkbox"/> No <input type="checkbox"/> Yes | _____ |
| 5. Was your rental bond at your last address refunded in full? | <input type="checkbox"/> No <input type="checkbox"/> Yes | _____ |

I confirm the following:

During my inspection of the property on ____ / ____ / ____ I found it to be in a satisfactory condition. Yes No
 If "No" I request the following items to be attended to prior to my tenancy, subject to the Landlord's approval.

Declaration

I declare that the Application information provided is true and correct. I consent to this Application being verified and to the access of Trading Reference Australia, Tenancy Information Centre of Australia and National Tenancy Database records for information about my tenancy history if applicable. I apply for approval to rent the premises referred to in this form and acknowledge that my Application will be referred to the Landlord of the property for his/her/their consideration. I declare that I am not bankrupt or an undischarged bankrupt.

I acknowledge that this is an Application to lease this property and that my Application is subject to the Landlord's approval and the availability of the premises on the due date. I hereby offer to rent the property from the Landlord under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1987.

I have inspected the premises and wish to apply for tenancy for a period of ____ months, at a rental of \$ _____ per week commencing on ____ / ____ / ____.

I understand that if this Application is approved by the Landlord:

- I, or the nominated Applicant, will be notified within 24-48 business hours of the Application status.
- Arrangements must be made for Applicants approved for tenancy to pay a Reservation Fee / Holding Deposit of equal to one week rent within 24 hours of the approval which will be applied to the first week of rent if the Tenancy proceeds.
- Statement of Costs as itemised below are to be paid by **Bank Cheque, Money Order, Direct Deposit, Internet or Phone Banking or Credit Card.**

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
Rent – first 2 weeks if rent is \$300 or less or first month's rent if greater than \$300 a week.	2 x \$ Or 1 month x \$	= \$	A Reservation Fee of one week's rent must be paid to secure the property within 24 hours of approval. It is applied to first week rent if tenancy proceeds.
Bond – 4 times weekly rent If a furnished property Bond is 6 times weekly rent	(circle applicable) 4 or 6x \$	= \$	All lease documentation must be signed by all parties prior to tenancy commencement.
Lease Preparation Fee	\$15.00	\$15.00	
Statement of Costs Total Pre-Moving In		\$	
Applicant's Signature			Date / /
In the presence of Agency Representative			Date / /

**PRIVACY DISCLOSURE STATEMENT OF
Ray white Manly**

45 Sydney Road Manly 2095 (02) 99774899

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 employer and your referees. We will also check whether any details of you are held on a tenancy database. We use databases operated by TICA Default Tenancy Control Pty Ltd (TICA) and National Tenancy Database (NTD). You can find out more information about these databases on their websites www.tica.com.au and www.ntd.net.au. Your consent to us collecting this information is set out below, in the Privacy Consent section.

COLLECTION NOTICE

The personal information you provide in this application or our Agency collects from other sources is necessary for Ray White Manly to verify your identity, to process and evaluate the application and to manage the tenancy. If the application is successful, personal information collected about you in this application and during the course of your tenancy, may be disclosed for the purpose for which it was collected to other parties including the Landlord/s, referees, other Agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to Ray White Manly and/or the Landlord. If you enter into a Residential Tenancy Agreement and if you fail to comply with your obligations under this agreement, the facts and other relevant personal information collected about you during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your application is not successful it will be stored securely for a period of one month only. If you decide not to collect your application Ray White Manly will destroy your documents to comply with privacy legislation.

If you do not complete this form or do not sign the consent below then your application for residential tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the application.

PRIVACY CONSENT

I, the Applicant acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of Ray White Manly. I authorise Ray White Manly to collect information about me from:

- My previous letting Agents and/or Landlords;
- My personal referees, employers and all other references on this application;
- Any Tenancy Database (including TICA & NTD) which may contain personal information about me. I also authorise Ray White Manly to disclose details about any defaults by me under the tenancy to which this application relates to, any tenancy database to which it subscribes to include TICA and NTD.

I authorise Ray White Manly to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Landlord, other Agents, database operators, other Property Managers, body corporate offices, insurance companies, financial services (to assist with home loan applications, if required in the future) and to authorities as required by law.

I agree to be contacted by electronic and or/SMS methods.

I agree to be contacted by electronic and or/SMS methods.

I/We have been advised that the Consumer Affairs Booklet can be obtained from the office of Fair Trading or Rental and Strata services.

Applicant's Full Name (please print)

Applicants Signature

Date / / Time _____ am / pm