

Information you MUST provide to our agency with your Tenancy Application Form – 100 point ID check



1. One Application Form *per* applicant (aged 18 years and over) and must be filled out entirely before it can be accepted.
2. Multiple tenants must submit their signed application forms together.
3. Please ensure the TRA disclosure is signed (page 4)

100 points of identification required.

Non-returnable copies must be attached to your application prior to the application being submitted to the landlord. ORIGINAL DOCUMENTS WILL NOT BE ACCEPTED

Primary Identification – 30 points each (at least 1 required below)	Pls tick attached
Australian Passport	<input type="checkbox"/>
Passport Issued by another country	<input type="checkbox"/>
Australian Drivers License	<input type="checkbox"/>
Proof of Age Card	<input type="checkbox"/>
Secondary Identification – 20 points each (at least 1 required below)	
Birth Certificate	<input type="checkbox"/>
ATO Tax Return	<input type="checkbox"/>
Copy of Bank Statement	<input type="checkbox"/>
Council Rates Notice	<input type="checkbox"/>
Supplementary Identification – 10 points each	
Gas/Electricity Bill	<input type="checkbox"/>
Telephone Bill	<input type="checkbox"/>
Pay slip	<input type="checkbox"/>
Office of State Revenue assessment notice	<input type="checkbox"/>
Rental Ledger issued by licensed real estate agent	<input type="checkbox"/>
Any rental statements for investment properties owned.	<input type="checkbox"/>
If you are self-employed:	<input type="checkbox"/>
- A profit and Loss statement or	<input type="checkbox"/>
- Recent tax return or	<input type="checkbox"/>
- Certificate of Registration for business	<input type="checkbox"/>

Please note:

- Any reservation fee will be refunded in full if your application form is declined
The landlord may retain the portion of the fee representing the rent and calculated on a daily basis, if the applicant withdraws the application form. Any remaining money will be refunded to you in cheque or Electronic Funds Transfer only.
- Our office will be unable to process this application if the required documentation is not provided, or if the application form is not adequately completed.
- Our office reserves the right to change the above criteria at any time
- If the applicant is unsuccessful, we will shred and destroy the Application form and personal information after 3 weeks.

Tenancy Application Form

For your application to be processed you must answer ALL questions on ALL pages.

Ray White™

AGENT DETAILS

Ray White Lower North Shore
Level 1, 3 Young Street
Neutral Bay NSW 2089
p: 02 9953 7333
f: 02 9909 3157
e: rentals@rwlms.com

B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

 Postcode

2. Lease commencement date? (Pls put a date - NOT 'ASAP')

 Day Month Year

3. Lease term?

 Years Months

4. How many people will normally occupy the property?

 Adults Children: (Ages of children) _____

5. Do you require an 'Armed Forces' release clause? YES / NO

C. PERSONAL DETAILS

6. Please give us your details

Mr Ms Miss Mrs. Other

Surname Given name/s

Date of Birth

Driver's licence no. Driver's licence state

Car Registration

Passport no Passport country

Pension no. (If applicable) Pension type (if applicable)

7. Please provide your contact details

Home phone no Work phone no

Mobile phone no Fax no.

Email address

8. What is your current address?

 Postcode

9. Do you own any investment properties? YES / NO

If Yes, how many? _____
Address of investment property/s:

This is a free service that connects all your utilities

Direct Connect

Once we have received this application we will call you to confirm your details.

Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this Application to confirm the information on this Application and explain the details of the services offered. Direct Connect is a utility one stop connection service.

Please tick utilities as required...

Electricity Gas Phone Internet
Pay T.V. Insurance Removals

DECLARATION AND EXECUTION: By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we have not applied for the connection of those services in this application. This consent will continue for a period of 1 year from the date of our my execution of this application until 28 days after we disconnect the last of the services in respect of which this application is made; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services.
By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

SIGNATURE: _____ DATE: _____

D. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will.

I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information about me from:

- (a) The owner or the Agent of my current or previous residences;
 - (b) My personal referees for this application
 - (c) My current and past employers;
 - (d) Any person who maintains any record, listing or database of defaults by tenants;
- If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information within this application in order to:

- (a) communicate with referees, employees, landlords, third party operators of tenancy reference databases, other agents and select a tenant
- (b) communicate with the owner and select a tenant
- (c) prepare lease/tenancy documents
- (d) allow trades people or equivalent organisations to contact me
- (e) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (f) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (g) refer to collection agents/lawyers (where applicable)
- (h) complete a credit check with a tenancy default database
- (i) allow Ray White's Financial advisor to contact the tenant during the course of the tenancy.

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above and that I may be able to correct this information if it is inaccurate, incomplete or out-of-date.

Signature: _____ Date: _____

E. APPLICANT HISTORY**Current rental information**

10. How long have you lived at your current address?

	Years		Months
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11. Why are you leaving this address?

12. Agent/Landlord details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

 \$
Past rental information

13. What was your previous residential address?

 Postcode

14. How long did you live at this address?

	Years		Months
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15. Agent/Landlord details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

 \$

Was bond refunded in full?

If not why not?

F. EMPLOYMENT HISTORY**Current Employment Information**

16. Please provide your employment details

What is your occupation?

Company name (inc. accountant if self employed or institution if a student)

Company website Address

Employer's address

 Postcode

Contact name

Phone no.

Length of employment

	Years		Months
--	-------	--	--------

Annual income?

 \$
Past Employment Information

17. Please provide your previous employment details

Occupation?

Employer's name:

Length of employment

	Years		Months
--	-------	--	--------

Annual income?

 \$
G. OTHER INFORMATION**18. Bank Account Details**

Account Number: _____ BSB: _____

Account Name: _____

19. Do you have any pets? Yes / No. If so, please provide details:

Breed / type

H. CONTACTS / REFERENCES**18. Please provide a contact in case of emergency**

Surname

Given name/s

Relationship to you

Phone no.

19. Please provide two personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

I. RESERVATION FEE

Complete this section if you wish to reserve the property for a period of time:

RESERVATION FEE LEFT

 \$

RESERVATION PERIOD

 Days

The Landlord's Agent undertakes:

- (a) The premises will not be let during the Reservation Period, pending the agreement of a residential tenancy agreement;
- (b) The whole fee will be refunded if the landlord does not decide to enter into a residential tenancy agreement for the premises during the Reservation Period by way of Electronic funds transfer or cheque only.
- (c) The whole fee will be refunded if the landlord does not carry out (during the Reservation Period) repairs or other work upon which is a condition to entry into a residential tenancy agreement;
- (d) If the Applicant decides not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Reservation Period, the landlord may retain the portion of the fee representing the rent that would have been paid during the Reservation Period (based upon the proposed rent), but must refund the remainder; by way of Electronic funds transfer or cheque only, and
- (e) If a residential tenancy agreement is entered into, the fee is to be contributed towards bond for the premises.
- (f) By leaving a reservation fee on this property, you are expressing your interest in this property only, and you are not guaranteed to be the successful applicant and new tenant. It is simply to reserve the property for you until such time as the Landlord has approved your application and the agent has confirmed such in writing.

Signature of the Landlords agent

 X

Date

 / /

Signature of the Applicant

 X

Date

 / /
How did you find out about this property?

- Internet Existing Tenant Local Paper
 Office Referral For Lease Sign

OFFICE USE ONLY:

Confirmation of Approval of Application Form by owner:

Rental Amount: _____

Length of Lease: _____

Lease Start Date: _____



Agency Name:- Ray White Lower North Shore

Agency Phone:- + 61 2 9953 7333

Agency Fax: + 61 2 9909 3157

Address Property Applied For

Suburb.....State.....Post Code.....

DISCLOSURE.

I understand this agent is a member of Trading Reference Australia Pty. Ltd. (TRA) and may conduct a reference check with that organisation on myself and / or the company whose name appears on the lease. I authorise this Agent to provide any information about me or the company to TRA / Landlord for the purpose of the check and I acknowledge that such information may be kept and recorded by TRA. I realise that if a search is performed on the TRA database and my identification and / or the company whose name appears on the lease with the label "Refer to Agent" beside my name and / or the company name, the agency who conducted the search and as a matter of procedure will call the listing agency to exchange information and establish why my name and / or the company's details have been entered on the register and in turn provide my contact details to the listing agency for the purpose of resolution and the removal of my name and / or the company details from the database. The agency that searched will then inform me of the listing / listings, the listing agency name and contact details giving me right of reply. I accept that if I and / or the company whose name appears on the lease are currently listed as a defaulter with TRA, this Agency / Landlord has the authority to reject my application. I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused. I acknowledge that if I default on my tenancy / rental obligations in future, which means in breach of my contract / lease agreement for residential or commercial property and / or in accordance to the Property Stock and Business Agents Amendment (Tenant Databases) Regulation 2004. I and / or company whose name appears on the lease may be listed with TRA, until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent / Landlord or in accord with the new regulations. The same applies to me if I am a Commercial Tenant and or Holiday Tenant and in breach of my contract whatever the stipulations are within that contract with the said agency. I hereby authorise this agent to provide information about me to TRA and my default to TRA in connection with that listing. I also understand that my agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard. I will not hold TRA accountable for the inaccurate keying in of information by TRA members therefore delivering an incorrect search as I understand faults can be made within this process due to human error. It is also understood that technical failure can cause errors and I do not hold TRA or the Agent responsible for same. I understand that if the said eventuates I may question the source and understand this will be thoroughly investigated and corrected immediately. Furthermore I authorise the agent to contact my employers past and present to confirm my employment history and my previous Landlord / Agency to verify details of my tenancy. I also authorise the agent to contact two personal referees to establish my identification / location and concede that those referees have given permission for me to use them. Those referees nominated have signed the Disclosure so that their identity can be confirmed as natural persons on the identifier sections of the TRA database. It should be noted that if the referee signs this document they are in no way accountable for the behaviour of the tenant legally or financially.

Print Name of Referee 1.....Gender.....DOB.....

Address.....Home Phone.....

Mobile.....Signature of Referee

Print Name of Referee 2.....Gender.....DOB.....

Address.....Home Phone.....

Mobile.....Signature of Referee.....

I recognize that my photo id may be scanned onto TRA for absolute identification. I, the tenant, I, the referee, do acknowledge that information provided to TRA and/or the agent by these authorities given by me may be available to: a) Real Estate Agents and Landlords to assist them in evaluating applications for leases. c) Real Estate Agents, Landlords, Video stores, Banks, Utility companies, Commercial Agents, organisations or any other members for the purpose of locating me for any legal matter. Should this Agent transfer its agency business to another person, I consent to the new agent (and any further person to whom that business may be transferred) taking any step which the former agent could have taken. (If more than one applicant, "I" means "We" in this form). "I have read and I understand the above information"

Print Name of Tenant.....

Signature of Tenant.....Date.....

TRA adheres strictly to requirements of the Privacy Laws and therefore does not use the information supplied by the tenant for advertising purposes. Trading Reference Australia may be contacted at the above address during business hours 9-5 Monday to Friday regarding any records kept concerning you. However, we do not give information out over the phone regarding whether an individual is listed or not. To validate and correct inaccurate information we require a signed Personal Disclosure form. An Urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page.

Postal Address: P.O. Box 372 ROSE BAY NSW 2029 Australia Phone: 02 9363 9244 Fax: 02 9328 2861 Email: info@tradingreference.com

Web: www.tradingreference.com ABN: 72 098 231 219