



Thank you for choosing to apply for a rental property through Ray White Ferntree Gully. In order to ensure a swift and thorough process of your application we ask you to refer to the following checklist and ensure all information has been provided.

PLEASE TICK THE BOXES ONCE YOU HAVE COMPLETED THE CRITERIA

- All Applicants whos name is to appear on the lease agreement have inspected the property.
- Filled in property address for the property you wish to apply for, commencement date and term of lease (if you wish to apply for more than one property separate applications must be completed for each)
- Indicated whether there will be pets of any kind residing in the premises
- Filled in ALL personal details, Current & Previous Tenancy details and Current & Previous employment details.
- Provided ALL phone numbers for each contact.
- Stated and provided proof of other forms of income you may receive. Eg: Centerlink Statements.
- Provided a minimum of 3 personal references including contact numbers (must be different from employment and landlord/agent reference)
- Provided a next of kin (must be family member or close friend not living with you)
- Signed both the declaration and privacy act (pages 3 & 4)
- Provided 100 points of identification (please refer to list on page 5)
- Agreed to and signed the terms of New Tenant Fact Sheet (page 6)
- Indicated if you would like Ray White Connect to assist in any utility connections. (Page 6)
- Provided any further information that may assist in your application, written references, old rent receipts, photos of current premises, etc.
- If self employed have you provided profit/loss statements from the previous financial year.
- Anyone over the age of 18 who will be residing in the premises MUST fill out an individual application form, regardless of whether their names will be on lease agreement

****PLEASE NOTE – NO APPLICATIONS WILL BE PROCESSED UNLESS ALL SECTIONS ARE COMPLETED CORRECTLY AND IN FULL DETAIL****

We highly recommend you deliver your completed application to our office as soon as possible to eliminate any disappointment of the property being leased prior.

If your application is successful you should receive a phone call from our Property Management Department by 3pm the next business day. If for some reason your application is not successful you should receive a text message by 3pm the next business day. Please feel free to contact us after 3pm if you have not received a phone call or text message.

Ray White Ferntree Gully Office Hours:

Monday to Saturday 9:00am – 5:30pm & Sunday 10:00am – 4:00pm

Ph: 9758 7888

Fax: 9758 2777

Email: rentals.ferntreegully.vic@raywhite.com

Thank you,
Ray White Rentals Centre

Office use only

Date & Time Application Received: _____ Copy given to applicant: Yes / No
 Handed in at Reception Left in over night box Emailed/Faxed Initialled _____

Ray White Ferntree Gully Tenancy Application Form

Please be advised that this application will only be processed if ALL fields have been completed correctly and 100 points of ID have been provided. Each applicant 18 years or over must submit an individual form.

PROPERTY DETAILS - If applying for more than one property, please list the address in order of preference.

Property Address: _____

Commencement Date: _____ Term of Lease: (12 Months unless specified) _____

Rent Per Week: _____ Number & Types of Pets: _____

Names of other Applicants : _____

Names & Ages of other Applicants under 18 years: _____

Do you require a letter from our office for The Department of Housing bond? Please circle: YES or NO

*The Department of Housing offers bond assistance and two weeks' rent in advance as an interest-free loan to help people obtain accommodation in the private rental market.

PERSONAL DETAILS

Full Name: _____

Contact numbers: (H) _____ (BH) _____ (M) _____

Email: _____ Fax number: _____

Date of Birth: _____ Drivers Licence Number: _____

Office Use Only _____

CURRENT TENANCY DETAILS

Current Address: _____

How long at this address: _____ Reason for leaving: _____

Landlord/Agent: _____ Contact Number: _____

Office Use Only _____

PREVIOUS TENANCY DETAILS

Previous Address: _____

How Long at this Address: _____ Reason For Leaving: _____

Landlord/Agent: _____ Contact Number: _____

Office Use Only _____

EMPLOYMENT DETAILS

Occupation: _____ Current Employer: _____

Employers Address: _____

How long employed there: _____ Salary: _____

Contact Person: _____ Contact Number: _____

Office Use Only _____

PREVIOUS EMPLOYMENT DETAILS

Previous Employer: _____ How long employed there: _____
Employers Address: _____
Contact Person: _____ Contact Number: _____

Office Use Only

OTHER INCOME - Please attach proof for anything listed below

Net Weekly Income Amount: \$ _____ Source: _____
Net Weekly Income Amount: \$ _____ Source: _____
Net Weekly Income Amount: \$ _____ Source: _____

REFERENCE CONTACTS - MUST PROVIDE 3 other than those already listed on Page 2.

***Family or friends can not be included in these references.** Acceptable examples may include: current work colleagues, ex work colleagues, neighbours, members of joint extra curricular activities, family doctor, child's teacher etc.

1. Name: _____ Relationship: _____
Contact numbers: (H) _____ (BH) _____ (M) _____

Office Use Only

2. Name: _____ Relationship: _____
Contact numbers: (H) _____ (BH) _____ (M) _____

Office Use Only

3. Name: _____ Relationship: _____
Contact numbers: (H) _____ (BH) _____ (M) _____

Office Use Only

NEXT OF KIN DETAILS

Name: _____ Relationship: _____
Address: _____
Contact numbers: (H) _____ (BH) _____ (M) _____

DECLARATION

I declare that the information given on this form is true and correct to the best of my knowledge. I accept that the landlord/agent may conduct independent reference and credit checks on this application.

Signed _____ Date: _____

Please Note: We expect you to pay bond within 24 hours of notification of acceptance. Bond payment must be by BANK CHEQUE or MONEY ORDER and made payable to: RESIDENTIAL TENANCIES BOND AUTHORITY.

PRIVACY DISCLOSURE STATEMENT

PRIVACY DISCLOSURE STATEMENT OF TREERISE P/L TRADING AS RAY WHITE FERNTREE GULLY

Unit 5, 1849 Ferntree Gully Road, Ferntree Gully VIC 3156

Ph: 9758 7888

Fax: 9758 2777

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 agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use the National Tenant Data Base. 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 Treerise P/L Trading as Ray White Ferntree Gully. I authorise Ray White Ferntree Gully to collect information about me from:

- a) My previous letting agents and / or landlords; and
- b) My personal referees

I authorise Ray White Ferntree Gully to disclose the personal information it collects about me to the owner of the property, even if the owner is resident outside Australia. I also authorise Ray White Ferntree Gully to refer my details to an arranger of: (optional – tick to indicate consent)

- Financial services products (to assist with a home loan application)
- Insurance services (for contents insurance and other insurance products) and
- Ray White Connect – To assist with utilities connections.

DATABASE NOTIFICATION

Ray White Ferntree Gully utilises the following residential tenancy database companies, to check the tenancy history of all applicants. If you wish to contact these organisations, their details are below:

NATIONAL TENANCY DATABASE	1300 526 836	www.ntd.net.au
TICA	1902 220 346	www.tica.com.au

I confirm that I have been notified of the tenancy database contact details & the reasons for use.

Would you like to keep a copy of your application form? Yes / No

Applicant to Sign: _____ Date: _____

Print Name: _____

Current Address: _____

Address of Property you are applying for: _____

ACCEPTABLE FORMS OF ID - Minimum of 100 points must be provided. Please tick what you're providing.

<input type="checkbox"/> Last four rent receipts	50 Points	<input type="checkbox"/> Proof of income	30 Points
<input type="checkbox"/> Drivers licence	40 Points	<input type="checkbox"/> References from previous landlords	20 Points
<input type="checkbox"/> Photo ID	30 Points	<input type="checkbox"/> Current motor vehicle registration	10 Points
<input type="checkbox"/> Passport	30 Points	<input type="checkbox"/> Copy of account e.g. telephone	10 Points
<input type="checkbox"/> Birth Certificate	30 Points		

TOTAL: _____ Points provided

TENANCY APPLICATION FACTS

Thank you for your Application for Tenancy...

We will endeavour to process this application immediately because we know that you will be waiting on an answer. It is imperative that you do not make an application on a second property anywhere until you have an answer on this application. With that in mind, it is our goal to obtain a definite answer for you between 24 and 48 hours of receipt of your application. If the process is slower, it is generally because we have not received all the information requested, or we are waiting on answers from referees or owners. Please ensure that all information is completed on the application form. In any event we will keep you up to date. Please note that no applications will be processed on weekends.

Notification of the results. You will be notified of the result of your application immediately after a decision is made, and we have confirmed the lessor's instructions. Please ensure that we have a daytime telephone contact number for you. You will be contacted whether you are successful or not. All unsuccessful applications will be shredded within 1 week to maintain your privacy. All documentation collected for successful applicants will remain on file. FINAL APPLICATION APPROVAL IS AT THE LESSOR'S DISCRETION AND NO REASON SHALL BE GIVEN FOR UNSUCCESSFUL APPLICATIONS.

Securing your Tenancy. Once the application has been approved, an appointment will be made for you to come into the office, within the first 48 hours of acceptance of your application. At this time you will be required to pay the bond which is equal to one calendar month's rent to secure the property and to sign the bond lodgement form. This is important and must be completed prior to moving in. Please be aware, we DO NOT sign up tenants on Saturdays.

When signing leases all tenants are to attend the office for this process. You will be given a copy of the tenancy agreement and all relevant documentation to read before signing. We consider these to be vital documents and want to ensure that you are aware of all of your obligations before making a commitment.

Bond transfers are NOT accepted. Payment of this money must be in cleared funds – Money Order or Bank Cheque only payable to Residential Tenancies Bond Authority.

The first month's rent must be paid at the time of signing the lease and collect the keys on the lease start day. It will be

credited to your rental account commencing with the first day of your tenancy.

No personal cheques can be accepted and THIS OFFICE DOES NOT ACCEPT PAYMENTS BY CASH. Once this process is complete, you should go ahead and arrange the connection of services to the property.

Keys. Keys to the property will not be handed over until all monies are paid in full, the lease is signed by all parties and lease start date has commenced.

Insurance. A reminder that insurance of your personal belongings is your responsibility.

Rent Payment. The initial payment of a calendar month's rent and bond is to be paid by MONEY ORDER OR BANK CHEQUE ONLY. Under no circumstances will personal cheques or cash be accepted for these payments. After this initial payment our method of rent payment is Payment Gateway. If you are successful in obtaining this property you will be required to bring your bank details with you to the bond lodgement appointment, so this can be set up for you during this appointment. This payment option allows tenants to pay rent via direct debit and credit card. Due to bank processing days, and taking weekends and overnight transfers into consideration this monthly payment will be deducted from your nominated bank account or credit card 5 days prior to rent being due. Your property manager will go into more detail about this payment method if you are approved for this property.

The costs associated with Payment Gateway are as follows:

Bank Account	\$1.65
Credit Card	2.2%

We hope this information is of value to you. If there is anything we can do to make the 'moving in' process easier for you, please let us know. It is our aim to provide you with every assistance possible to ensure that your association with this office is an enjoyable one.

Thank you,
Ray White Ferntree Gully

I/We have read the above information and agree to these terms if our application is accepted:

Signed: _____

Date: _____

RAY WHITE CONNECT - FREE SERVICE

Ray White Connect is a simple and convenient time saving service assisting you to connect your Electricity, Gas, Phone, Internet and Pay TV to a choice of Australia leading providers. Ray White Connect can also assist with discounted quotes for removalists, van/truck hire, cleaning services and security monitoring.

No longer do you need to call each service provider individually, wait on hold repeatedly give your personal details. We will take care of it all for you - with one phone call.

Simply fill in your details below and a Ray White Connect representative will contact you within one working day of receiving your application. If we are unable to contact you, please phone 1300 556 325 to ensure connection can be completed by your requested date.

**Ray White Ferntree Gully ID For Ray White Connect: 15084*

Dr Mr Mrs Miss Ms

Full Name: _____

Property Address: _____ Suburb: _____ Postcode: _____

Date Of Birth: _____ Pension Number: _____ Drivers License Number: _____

Contact Numbers: (H) _____ (BH) _____ (M) _____

Email: _____ Date Of Connections: _____

Signed: _____ Date: _____

Declaration:

Connection of your utilities will only be initiated once a representative has discussed your details with you and obtained your consent to the terms and conditions of supply of the relevant utility service provide(s). The privacy of our customers is of vital importance to Ray White Connect. I consent to the collection of my personal information by Ray White Connect Pty Ltd ACN 79 097 398 662 for the purposes of arranging for the connection and or disconnection of the nominated moving and connections services and related services, and to providing my personal information contained in this application to the relevant service providers, in accordance with Ray White Connects Privacy Policy (which is available for my inspection at www.raywhiteconnect.com.au) Ray White Connect and those service providers may contact me from time to time (including by electronic means) to let me know about new or existing products or services. I understand that I can contact Ray White Connect at any time if I do not want to receive that information from Ray White Connect or if I want to update my personal information. I agree that neither Ray White Connect nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames, terms and conditions once I agreeing to use the chosen service provider. I authorise the obtaining of a National Metering Identifier and or a Metering Installation Registration Number on my residential address to obtain supply details. It is the responsibility of the customer/homeowner to ensure that the electricity main switch is in the 'Off Position' for the required timeframe on the day of connection and that there is easy access to the meters. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that Ray White Connect may be paid a fee by the service provider and may pay a fee to the Agent in respect of the provision of the service provided to me by Ray White Connect.

FACT SHEET FOR NEW TENANTS

Thank you for your inquiry on one of our available rental properties. We value your interest and will endeavour to make the process as smooth as possible. You will probably already realise that not all of our properties will be suitable for you and likewise we do not accept every application we receive. In order to assist you with your search for a property and ultimately your application for tenancy, should you decide to proceed with us, the following might be useful.

We strongly recommend once you have received our vacancy list and viewed our photo display, that you do a drive-by. For your convenience, updated lists are available for viewing on our web site www.raywhiteferntreegully.com.au This will help you eliminate any properties that do not appeal to you and may save you time and energy. A time to view the property inside can be made that is convenient to you and the Leasing Consultant.

When you have chosen a property that you are interested in, you will be given an Application for Tenancy. It is essential that each person who wishes to reside in the property complete this in full, prior to making the application. Applications that are incomplete will not be processed. Should you require assistance with completing this form, we would be more than happy to help.

When you return the application you must ensure that you have available the following:

Appropriate identification. Each applicant is required to provide a minimum of 100 checkpoints using the table on Page 5 as a guide.

Evidence of your income. You will be required to provide proof of current income. This can be in the form of a pay slip, accountant's letter (if self employed) or Centrelink Statement.

Tenancy Check. Upon authorisation your application will be checked against national tenancy databases (NTD - Contact Phone Number 1300 563 826) for information. If you have ever had a problem with a previous tenancy, it is imperative that you advise us so we can discuss it with you. We may also ask for your consent to confirm your information details with your employer, and discuss any previous tenancy with a former agent.

We understand that moving house can be a traumatic experience with significant upheaval to all residents. We want you to know that we are here to make a smooth transition, but do request your co-operation with the above.

Should you have any questions at all we would be delighted to answer them.

Ray White Ferntree Gully