

TENANCY APPLICATION

Each prospective tenant should complete Tenancy Application Form.

Property: _____ Commencement Date: _____

Rental – Weekly: _____ Monthly: _____ Term of Lease: _____

Full Name: _____

No. of proposed occupants: _____ Children: YES / NO Ages: _____

Current Address: _____

_____ How long at this address? _____

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

Email: _____ Fax Number: _____

Drivers Licence No.: _____ Date of Birth: _____ (for rent checks use)

Current Landlord/Agent: _____ Contact Number: _____

Reason for leaving: _____

Office Use Only _____

Previous Address _____

_____ How Long at this address? _____

Previous Landlord/Agent: _____ Contact Number: _____

Reason for leaving: _____

Office Use Only _____

Employment Details:

Occupation: _____ Salary: _____

Employer Name & Address: _____

_____ How long employed there: _____

Contact Number: _____ Contact Person: _____

Office Use Only _____

Shop 9, Mountain Gate Plaza, 854 Burwood Highway, Ferntree Gully VIC 3156

Tel: 03 9758 7888 Fax: 03 9758 2777 Email: ferntreegully.vic@raywhite.com

Previous Employment

Employer Name & Address: _____

How long employed there? _____

Contact Number: _____ Contact Person: _____

Office Use Only _____

References (other than those already listed and family and friends)

If you have written references attach copies to this form.

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 _____

Pets: YES / NO Number and Type: _____

Next of Kin – Name and Address: _____

Relationship: _____

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.

Dated: _____ Signed: _____

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

PROPERTY MANAGEMENT

Pro forma Disclosure Statement and Consent to be attached to your

“Application of Residential Tenancy”

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

Shop 9, Mountain Gate Plaza, 854 Burwood Highway

Ferntree Gully VIC 3156

Ph: 9758 7888

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
- b) My personal referees; and
- c) Any Tenancy Default Database which may contain personal information about me. I also authorise Ray White Ferntree Gully 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.

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

Signed: _____ Date: _____
(Applicant)

Name: _____

Current Address: _____

PRE APPLICATION – FACT SHEET

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.raywhite.com. 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 Property Manager.

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:

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.

Appropriate identification

Each applicant is required to provide a minimum of 100 checkpoints using the following as a guide.

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

Tenancy Check

Upon authorisation your application will be checked against national tenancy databases (NTD & TICA) 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