

TENANCY APPLICATION

Each prospective tenant should complete Tenancy Application Form.

Property: _____ Commencement Date: _____

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

Do you require a letter from our office for department of housing bond? Please circle: Yes/No

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 _____

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.

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

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

NEW TENANT – FACT SHEET

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 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 be accepted for this payment.

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. 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:

Signature:

Date: