

**Thank you** for your enquiry regarding our available rental properties. To assist you in the process of applying for a property to lease with our agency, we provide the following information:

### 1. VIEW PROPERTY

- Only once you have viewed the property, will your application be processed.
- We recommend you to do a drive-by prior to the inspection of the property for location suitability.

### 2. APPLICATION PROCESS

- Complete Application Form – one per person (two attached)
- **You Must** Include evidence of your income e.g.
  - Ø Pay slip
  - Ø Accountant Letter
  - Ø Centrelink Documents
  - Ø Scholarship Document
- Provide and attach photocopies of documents required to meet 100 points of identification as the guide shows below.

#### 100 POINTS – OPTION LIST

• Drivers Licence/ Passport	<b>40 points</b>	• Current vehicle registration cert.	<b>10 points</b>
• Copy of birth certificate	<b>40 points</b>	• Bank Statement	<b>10 points</b>
• 18+ Card. Other photo ID	<b>30 points</b>	• Credit Card Statement	<b>10 points</b>
• Current or recent pay advice	<b>30 points</b>	• Medicare Card	<b>10 points</b>
• Previous tenancy ledger	<b>30 points</b>	• Pension/Health Care Card	<b>10 points</b>
• Previous 2 rental receipts	<b>20 points</b>	• Telephone, electricity, gas account	<b>10 points</b>

Please be aware that Ray White Alderley does not Transfer Bonds.  
**Applications that are incomplete cannot be processed.**

### 3. AGENCY PROCESS

As your application is a high priority, our office will endeavour to have an answer to you within 2 working days, but will advise you if it will be longer due to delays in reaching your contacts.

#### Information Checks by our agency

- To verify your application information we contact National Tenancy Databases (TICA and NTD). If you have had a problem with a previous tenancy, please discuss the circumstances with us.
- Your employer; HR Manager; current and previous agent/lessor; and personal referees.

#### Rent Payment method options

Rent pay via Internet, Direct Debit, Money Order, Bank Cheque or Rentpay Card (BPAY, Phone, Post Office, Auto pay, Internet.) Cash is not accepted. Personal Cheques after the first two weeks rent have been paid, are acceptable.

#### APPLICANT CHECKLIST – BEFORE I SUBMIT THIS APPLICATION, I HAVE:

- Attached photocopies of documents to meet 100 or more points of ID
- Inspected the Property both internally and externally
- Been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read. NB If not, please contact us ASAP
- Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent

**Signature Applicant 1:** ..... **Signature Applicant 2:** .....

NAME OF NOMINATED APPLICANT FOR CONTACT REGARDING APPLICATION STATUS

Name: ..... Day Time Ph No: .....

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

CHECKLIST	STAFF	DATE	TIME
• Application Received		/ /	am/pm
• Original ID Signatures same as Application			
• Application is completed including Consent			am/pm

Applicant # \_\_\_\_\_ of \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

**LEASE PERIOD:** \_\_\_\_\_ **RENT:** \_\_\_\_\_ **MOVE IN DATE:** \_\_\_\_\_

**PERSONAL DETAILS**

FULL NAME

DATE OF BIRTH  CAR REGIST NO.

DRIVERS LICENCE  PASSPORT

NAME & AGES OF CHILDREN  
 # ADULTS  # CHILD

**CONTACT DETAILS**

MOBILE NO  HOME NO

WORK NO  FAX NO

EMAIL ADDRESS

**PRESENT ADDRESS**

PROPERTY ADDRESS

NAME OF AGENT/ OWNER (PLEASE CIRCLE)

DAY TIME PHONE NO  FAX NO

PERIOD OF OCCUPANCY  RENT PAID WEEKLY

REASON FOR LEAVING

**PREVIOUS ADDRESS**

PROPERTY ADDRESS

NAME OF AGENT/ OWNER (PLEASE CIRCLE)

DAY TIME PHONE NO  FAX NO

PERIOD OF OCCUPANCY  RENT PAID WEEKLY

REASON FOR LEAVING

**EMPLOYMENT HISTORY**

OCCUPATION

EMPLOYERS NAME

EMPLOYERS ADDRESS

PAYROLL/ MANAGER  BUSINESS NO (Not mobile)

LENGTH OF EMPLOYMENT  NET WEEKLY INCOME   
 \$ \_\_\_\_\_  
 (Take home pay)

**PERSONAL REFERENCES (Not related)**

1. FULL NAME

RELATIONSHIP TO YOU  DAY TIME PHONE NO:

2. FULL NAME

RELATIONSHIP TO YOU  DAY TIME PHONE NO:

**PETS**

TYPE / BREED	AMOUNT	COUNCIL REG NO
<input type="text"/>	<input type="text"/>	<input type="text"/>
TYPE / BREED	AMOUNT	COUNCIL REG NO
<input type="text"/>	<input type="text"/>	<input type="text"/>

**IDENTIFICATION CHECK**

In order for your application to be processed you must provide 100 points (Minimum) of ID, one of which must be **photo ID & proof of income**. The following documents are acceptable;

DRIVERS LICENCE	40	<input type="checkbox"/>	PASSPORT	40	<input type="checkbox"/>
BIRTH CERTIFICATE	40	<input type="checkbox"/>	OTHER PHOTO ID	30	<input type="checkbox"/>
CURRENT PAY SLIP	30	<input type="checkbox"/>	PENSION CARD	10	<input type="checkbox"/>
2 RENT RECEIPTS	20	<input type="checkbox"/>	ELECTRICITY BILL	10	<input type="checkbox"/>
MEDICARE CARD	10	<input type="checkbox"/>	TELEPHONE BILL	10	<input type="checkbox"/>
BANK STATEMENT	10	<input type="checkbox"/>	HEALTH CARD	10	<input type="checkbox"/>
TOTAL	_____		AGENT	_____	

Applicant # \_\_\_\_\_ of \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_  
 LEASE PERIOD: \_\_\_\_\_ RENT: \_\_\_\_\_ MOVE IN DATE: \_\_\_\_\_

**PERSONAL DETAILS**

FULL NAME

DATE OF BIRTH  CAR REGIST NO.

DRIVERS LICENCE  PASSPORT

# ADULTS  # CHILD  NAME & AGES OF CHILDREN

**CONTACT DETAILS**

MOBILE NO  HOME NO

WORK NO  FAX NO

EMAIL ADDRESS

**PRESENT ADDRESS**

PROPERTY ADDRESS

NAME OF AGENT/ OWNER (PLEASE CIRCLE)

DAY TIME PHONE NO  FAX NO

PERIOD OF OCCUPANCY  RENT PAID WEEKLY

REASON FOR LEAVING

**PREVIOUS ADDRESS**

PROPERTY ADDRESS

NAME OF AGENT/ OWNER (PLEASE CIRCLE)

DAY TIME PHONE NO  FAX NO

PERIOD OF OCCUPANCY  RENT PAID WEEKLY

REASON FOR LEAVING

**EMPLOYMENT HISTORY**

OCCUPATION

EMPLOYERS NAME

EMPLOYERS ADDRESS

PAYROLL/ MANAGER  BUSINESS NO (Not Mobile)

LENGTH OF EMPLOYMENT  NET WEEKLY INCOME

\$ (Take home pay)

**PERSONAL REFERENCES (Not related)**

1. FULL NAME

RELATIONSHIP TO YOU  DAY TIME PHONE NO

2. FULL NAME

RELATIONSHIP TO YOU  DAY TIME PHONE NO

**PETS**

TYPE / BREED	AMOUNT	COUNCIL REG NO
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CURRENT PAY SLIP	30	<input type="checkbox"/>	PENSION CARD	10	<input type="checkbox"/>
2 RENT RECEIPTS	20	<input type="checkbox"/>	ELECTRICITY BILL	10	<input type="checkbox"/>
MEDICARE CARD	10	<input type="checkbox"/>	TELEPHONE BILL	10	<input type="checkbox"/>
BANK STATEMENT	10	<input type="checkbox"/>	HEALTH CARD	10	<input type="checkbox"/>
TOTAL	_____		AGENT	_____	

## PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the National Privacy principles. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the 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 Alderley 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 Lessor, Referees, other Agents and third party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the Lessor, 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 we 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 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/We acknowledge that I/We have read the above Privacy Disclosure Statement and Collection Notice of **Ray White Alderley**. I/We authorise **Ray White Alderley** to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which **Ray White Alderley** subscribes. I can refer to their Privacy Disclosure Statements via: [www.tica.com.au](http://www.tica.com.au) and [www.ntd.com.au](http://www.ntd.com.au)

I/We authorise **Ray White Alderley** 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 Lessor, other Agents, database operators, other Property Managers, Body Corporate, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

## MARKETING CONSENT

I/We understand that the Agency may need to contact me about Property related information e.g. properties for rent or for sale or other services which may interest me. I/We am/are the telephone account holder/s or nominated person/s by the account holder and agree **Ray White Alderley** to use the phone details provided to contact me for marketing purposes until I advise otherwise.

Period of Contact:  Indefinite until advised in writing otherwise  Other -

## UTILITY CONNECTIONS

If this Application for Tenancy is accepted I/We would like assistance at no additional charge, with the connection of telephone, electricity or gas to the Property. Ray White Connect is authorized to contact me direct regarding the CONNECTION of these utility services.

## ELECTRONIC TRANSMISSION

It is agreed by ticking this box, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

## ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name		
Applicant Signature		
Date		
Time		