

**ALL QUESTIONS MUST BE ANSWERED**

Property Address: \_\_\_\_\_

Advertised rent per WEEK: \$ \_\_\_\_\_

Length of tenancy: 6mth / 12 mth (please circle)

Tenancy to commence: \_\_\_/\_\_\_/\_\_\_

A1 Tenant Card Status: Current / Not Current / Never Issued

IT IS A POLICY OF RAY WHITE WODEN THAT RENTAL PAYMENTS ARE DUE AND PAYABLE ON THE 10TH DAY OF EACH MONEH. RENT IS CALCULATED AS FOLLOWS: weekly amount, divided by seven, multiplied by 365, divided by 12. For example: \$300 (per week) divided by seven (days of the week), multiplied by 365 (for one year), this amount is divided by 12 = your monthly rent! (\$300/7=\$42.85. \$42.85 x 365=\$15,642.85.

APPLICANT ONE	APPLICANT TWO
Name (in full): _____	Name (in full): _____
Date of Birth: ___/___/___	Date of Birth: ___/___/___
Drivers Licence No: _____ State: _____	Drivers Licence No: _____ State: _____
Vehicle Registration No: _____	Vehicle Registration No: _____
Medicare number: _____	Medicare number: _____
Marital Status: _____	Marital Status: _____
No. of Children: _____ Ages: _____	No. of Children: _____ Ages: _____
Current Address: _____ _____ Post Code: _____	Current Address: _____ _____ Post Code: _____
Home Ph: _____ Work Ph: _____	Home Ph: _____ Work Ph: _____
Mobile: _____	Mobile: _____
E-mail: _____	E-mail: _____
Next of Kin: _____	Next of Kin: _____
Home Ph: _____ Mob: _____	Home Ph: _____ Mob: _____
Emergency Contact: _____	Emergency Contact: _____
Home Ph: _____ Mob: _____	Home Ph: _____ Mob: _____

You are required to meet a 100 points identification criterion upon submission of your application and the Agent/Landlord may photocopy any item and retain as part of your application.

**10 Points:** Current Vehicle Registration papers, Recent utility accounts in your name eg. phone, electricity, gas

**20 Points:** Birth certificate

**30 Points:** Passport, Other form of Photo ID

**40 Points:** Drivers Licence, 18+ Card

**50 Points:** Last four rent receipts, Proof of ownership of property

**You are also required to supply the Agent/Landlord with proof of your income upon submission of your application.**

**Employed:** Last four pay slips      **Self Employed:** Bank statements, Group certificate, or Accountant's letter

**Not Employed:** Current Centrelink statement

**APPLICANT ONE**

Occupation: \_\_\_\_\_

Company Name: \_\_\_\_\_

Manager: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mob: \_\_\_\_\_

Length of Employment: \_\_\_\_\_

Full-time / Part Time / Casual (circle as applicable)

Nett Income: \$ \_\_\_\_\_ per wk / per f/night

Other Source of Income: \$ \_\_\_\_\_

Nett Amount: \$ \_\_\_\_\_ per wk / per f/night

**If you are a Student:**

Name of institution: \_\_\_\_\_

Faculty/Department: \_\_\_\_\_

Income Source: \_\_\_\_\_

Nett Income: \$ \_\_\_\_\_ per wk / per f/night

Guarantor: \_\_\_\_\_

Phone: \_\_\_\_\_ Mob: \_\_\_\_\_

**Rental History:**

***Current landlord/Agent:*** \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Mob: \_\_\_\_\_

Address of Rented Premises: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Length of Tenancy: \_\_\_\_\_

Rent per Week: \$ \_\_\_\_\_

Bond Refunded in full: yes / no (circle as applicable)

If not, why? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

***Previous landlord/agent (if less than 6 mths ago)***

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Mob: \_\_\_\_\_

Address of Rented Premises: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Length of Tenancy: \_\_\_\_\_

Rent per Week: \$ \_\_\_\_\_

Bond Refunded in full: yes / no (circle as applicable)

If not, why? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Your References:**

Your THREE references are to include:

at least one (1) personal/business reference

at least two (2) close relatives NOT currently living with you

**Reference One**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mob: \_\_\_\_\_

Relationship: \_\_\_\_\_

Known for how long: \_\_\_\_\_

**Reference Two**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mob: \_\_\_\_\_

Relationship: \_\_\_\_\_

Known for how long: \_\_\_\_\_

**Reference Three**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mob: \_\_\_\_\_

Relationship: \_\_\_\_\_

Known for how long: \_\_\_\_\_

**Pets:**

Do you have any pets: \_\_\_\_\_ yes / no Do you intend to have a pet: \_\_\_\_\_ yes / no

Type: Cat / Dog / Bird / Other (circle as applicable)

Breed: \_\_\_\_\_

Registration No: \_\_\_\_\_ State \_\_\_\_\_

Breed: \_\_\_\_\_

Registration No: \_\_\_\_\_ State \_\_\_\_\_

**APPLICANT TWO**

Occupation: \_\_\_\_\_

Company Name: \_\_\_\_\_

Manager: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mob: \_\_\_\_\_

Length of Employment: \_\_\_\_\_

Full-time / Part Time / Casual (circle as applicable)

Nett Income: \$ \_\_\_\_\_ per wk / per f/night

Other Source of Income: \$ \_\_\_\_\_

Nett Amount: \$ \_\_\_\_\_ per wk / per f/night

**If you are a Student:**

Name of institution: \_\_\_\_\_

Faculty/Department: \_\_\_\_\_

Income Source: \_\_\_\_\_

Nett Income: \$ \_\_\_\_\_ per wk / per f/night

Guarantor: \_\_\_\_\_

Phone: \_\_\_\_\_ Mob: \_\_\_\_\_

**Rental History:**

***Current landlord/Agent:*** \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Mob: \_\_\_\_\_

Address of Rented Premises: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Length of Tenancy: \_\_\_\_\_

Rent per Week: \$ \_\_\_\_\_

Bond Refunded in full: yes / no (circle as applicable)

If not, why? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

***Previous landlord/agent (if less than 6 mths ago)***

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Mob: \_\_\_\_\_

Address of Rented Premises: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Length of Tenancy: \_\_\_\_\_

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**Reference One**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mob: \_\_\_\_\_

Relationship: \_\_\_\_\_

Known for how long: \_\_\_\_\_

**Reference Two**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mob: \_\_\_\_\_

Relationship: \_\_\_\_\_

Known for how long: \_\_\_\_\_

**Reference Three**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mob: \_\_\_\_\_

Relationship: \_\_\_\_\_

Known for how long: \_\_\_\_\_

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Do you have any pets: \_\_\_\_\_ yes / no Do you intend to have a pet: \_\_\_\_\_ yes / no

Type: Cat / Dog / Bird / Other (circle as applicable)

Breed: \_\_\_\_\_

Registration No: \_\_\_\_\_ State \_\_\_\_\_

Breed: \_\_\_\_\_

Registration No: \_\_\_\_\_ State \_\_\_\_\_

Privacy Statement

The personal information you provide in this application or collected from other sources is necessary for Ray White Woden, here in mentioned as the Agent, to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including Landlords and their advisors, referees, other agents and third party operators of tenancy reference databases.

Information already held on tenancy reference databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the Landlord, third party operators of the tenancy/reference databases and/or other Agents.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting our office on the above number to organise an appointment. The Applicant can also correct the information if it is inaccurate, incomplete or out of date. If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

I/We understand and declare that the information supplied is true and correct and has been given by my/our own free will. I/We confirm that I/we have read and understand the Privacy Policy that the Agent/Landlord has made available to me.

I/We agree to our phone numbers being given to trades people to allow them to contact us for maintenance. In the instance that the Landlord requires a valuation of his/her property, I/we also agree to our number being given to the valuers.

I/We have been advised that a Consumer Affairs Booklet can be obtained from the Office of Fair Trading or Rental Bond Office.

Disclaimer / Authority

I/We, the said applicant/s, do solemnly and sincerely declare that:

I/We have inspected the property mentioned on the front page of this application and have of my/our own accord decided that I/we wish to rent the aforementioned property commencing on \_\_ / \_\_ / \_\_\_\_ for a period of six months / twelve months (circle as applicable).

I/We have been informed, understand and agree that the rental for the said property is to be \$ \_\_\_\_\_ per week and is within my/our means of support. I/We have been informed, understand and agree that the rental is to be paid on the tenth (10th) day of every calendar month and is to be in advance at all times. A pro rata rate will be calculated to the end of the first month or minimum of two weeks rent will be payable, whichever is the greater.

I/We have been informed, understand and agree that the bond for the aforesaid property will be four times the weekly rent and I/we further authorise the letting agent to attend to all the details regarding the lodgement of the said rental bond with the appropriate authority.

I/We have been informed, understand and agree that the acceptance of my/our application is subject to a satisfactory report being obtained from information supplied on the fully completed application completed by me/us.

I/We have been informed, understand and agree that should there be a requirement to commence proceedings for the recovery of rent, repairs and/or damage to the aforesaid property, during the term of or at the expiration of the tenancy agreement, all costs associated with these proceedings shall be able to be recovered through me/us.

I/We further consent to the agent disclosing all personal information that they may hold, for the purpose of enforcing or commencing recovery action in relation to any debt owed as a result of outstanding rent, repairs and/or damage that occurred or occurs during my period of tenancy.

I have been informed, understand and agree that should this application not be accepted, the agent is not required or obliged to disclose why or supply any reason for the rejection of this application.

Applicant's signature: \_\_\_\_\_ Applicant's signature: \_\_\_\_\_

<b>Office Use Only</b>	To sign lease: / / @ am / pm		
With effect from: / / to / /	\$ per week	\$ pcm	Daily rate \$ x days = \$
Bond: \$	Total to be paid: \$		Signed: