

**Ray White City South**

Address Level 1, 770 George Street Sydney NSW 2000  
Phone No (02) 9289 8989 Fax No  
Email email@raywhitecitysouth.com.au Web

(02) 9289 8988  
www.raywhitecitysouth.com.au

## **Tenancy Application Information Sheet**

### **Take premises in its existing condition**

The premises are offered to you in the condition that you inspected. Our Property Managers have been instructed that all undertakings for work to be carried out must be in writing.

### **Quick processing of application**

You may download an Application Form from our website [www.raywhitecitysouth.com.au](http://www.raywhitecitysouth.com.au)  
Go to Rent ...

The Application Form includes two sections:

1<sup>st</sup> Section - 2 page tenancy application *and*

2<sup>nd</sup> Section - Trading Reference Australia (TRA) Disclosure.

You must complete the TRA Disclosure which allows Ray White City South to complete a reference check through the database. Please read the Disclosure in its entirety prior to signing. If this form is not completed, we cannot process your application.

Please complete all forms in full and sign where indicated. If you forget to sign, we cannot process the application.

Your application will be processed without delay if the following is provided:-

(Refer to Section J)

1. Identity documents i.e. current Drivers License *or* current Passport. We need to sight the original when you come in to sign the Residential Tenancy Agreement, should you be chosen as the successful applicant.
2. Last four (4) rental receipts *or* Rental Ledger which can be obtained from your agent.
3. Last two (2) pay advices *or* if you are newly employed, provide Letter of Employment.
4. Bank Statement reflecting last 3 months

If you are a Student, please provide the following additional documents:-

5. Current Student ID Card from your College, University or TAFE
6. Enrolment Confirmation from your College, University or TAFE

We do not return any of the photocopied documents should your application be unsuccessful.

To follow up on your application, you may email the Property Manager/Officer direct on their email or email our office at [email@raywhitecitysouth.com.au](mailto:email@raywhitecitysouth.com.au)

We will register you in a DEFT payment system and you will be able to pay your rent via internet banking or phone banking.

# Tenancy Application Form

For your application to be processed you must answer all questions (including the reverse side)

# Ray White

**A. PROPERTY DETAILS**

**Ray White City South**  
 Address Level 1, 770 George Street Sydney NSW 2000  
 Phone No (02) 9289 8989  
 Fax No (02) 9289 8988  
 Email email@raywhitecitysouth.com.au  
 Web www.raywhitecitysouth.com.au

Ray White Connect ID Number: 2068

**B. PROPERTY DETAILS**

1. What is the address of the property you would like to rent?  
  
 Postcode

2. Lease commencement date?  
 Day  Month  Year

3. Lease term?  
 Years  Months

4. How many people will normally occupy the property?  
 Adults  Children  Ages

**C. PERSONAL DETAILS**

5. Please give us your details

Mr  Ms  Miss  Mrs.  Other

Given name/s  Surname

Date of Birth  Driver's licence number

Driver's licence expiry date  Driver's licence state

Passport no.  Passport country

Pension no. (if applicable)  Pension type (if applicable)

6. Please provide your contact details

Home phone no.  Work phone no.

Mobile phone no.  Fax no.

Email address

7. What is your current address?  
  
 Postcode

**Where did you find out about this property? (Please tick relevant)**


Ray White website  Realestate.Com.Au

Domain.Com.Au  Window Display

Signboard

Other (please specify) \_\_\_\_\_

**D. FREE UTILITY CONNECTION SERVICE**

**Ray White**  


Tel 1300 556 325  
 Fax 1300 889 598  
 Email info@connectnow.com.au  
 Web www.raywhite.com.au

**A Free Service - Connecting Your Utilities Has Never Been Easier!**  
*Ray White Connect* is powered by **connectnow**. and is a simple and convenient time saving service assisting with your Telephone, Electricity & Gas connections to some of Australia's leading providers. connectnow also provide a range of additional services to compliment your household utilities, such as Internet & Pay TV and insurance. **This is a value-added service independent of your tenancy application - you are not obligated to use connectnow.**

If you would like connectnow to contact you to discuss any of the above services please tick the box and a connectnow representative will make all reasonable efforts to contact you within one working day of receiving an application. If we are unable to contact you within this period please contact connectnow on 1300 556 323 to ensure connection can be completed by your requested date.

It is the responsibility of the Tenant to ensure that the Main Electricity Switch is in the "Off Position" between 7am & 7pm on the day connection is required and that there is easy access to the property.

While the connectnow service is **FREE**, standard service provider connection fees and charges still apply. You pay **NO** extra charges as a result of using the connectnow service.

**Please Contact Me  YES**

**E. DECLARATION**

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information about me from:

- (a) The owner or the Agent of my current or previous residences;
- (b) My personal referees for this application
- (c) My current and past employers;
- (d) Any person who maintains any record, listing or database of defaults by tenants;

and I authorise and consent to each of those persons providing requested personal information about me to the Agent.

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information within this application in order to:

- (a) communicate with referees, employees, landlords, third party operators of tenancy reference databases, other agents and select a tenant
- (b) communicate with the owner and select a tenant
- (c) prepare lease/tenancy documents
- (d) allow tradespeople or equivalent organisations to contact me
- (e) lodge/claim/transfer to/from a Bond Authority
- (f) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (g) refer to collection agents/lawyers (where applicable)
- (h) complete a credit check with a tenancy default database

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above and that I may be able to correct this information if it is inaccurate, incomplete or out-of-date.

If section D is complete I consent to ConnectNow Pty.Ltd. A.B.N. 79 097 398 662 arranging for the connection and disconnection of the nominated home services and to providing information contained in this application to the service providers for this purpose. I agree that neither ConnectNow 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 and terms and conditions once the client has agreed to use the chosen service provider. I authorise the obtaining of a National Metering Identifier (N.M.I.) on my residential address to obtain supply details. 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 ConnectNow Pty Ltd will be paid a fee by the service provider and will be paying a fee to the Agent in respect of the provision of the service being provided to me by ConnectNow Pty Ltd.

Signature  Date

**X**

**F. APPLICANT HISTORY**

8. How long have you lived at your current address?  
 Years  Months

9. Why are you leaving this address?

10. Landlord/Agent details of this property (if applicable)  
 Name of landlord or agent  
  
 Landlord/agent's phone no.  Weekly rent paid  \$

11. What was your previous residential address?  
  
 Postcode

12. How long did you live at this address?  
 Years  Months

13. Landlord/Agent details of this property (if applicable)  
 Name of landlord or agent  
  
 Landlord/agent's phone no.  Weekly rent paid  \$

**G. EMPLOYMENT HISTORY**

14. Please provide your employment details  
 What is your occupation?  
  
 What is the nature of your employment?  
 (FULL TIME/PART TIME/CASUAL)   
 Employer's name (inc. accountant if self employed or institution if a student)  
  
 Employer's address  
  
 Postcode  
 Contact name  Phone no.   
 Length of employment  Years  Months Net income?  \$

**H. CONTACTS / REFERENCES**

15. Please provide a contact and/or relative in case of emergency  
 Surname  Given name/s   
 Relationship to you  Phone no.

16. Please provide two personal references (not related to you)  
 1. Surname  Given name/s   
 Relationship to you  Phone no.   
 2. Surname  Given name/s   
 Relationship to you  Phone no.

**I. OTHER INFORMATION**

17. Please provide details of any pets:  
 Breed / type  Council registration / number   
 1.   
 2.

18. Names and ages of those permanently residing at the property  
 1.   
 2.   
 3.   
 4.

19. These premises are smoke free inside YES / NO

**J. SUPPORTING DOCUMENTATION TO THIS APPLICATION**

Your application will not be processed until the following documentation is attached to this application.

- Current Drivers Licence or Current Passport
- Last four (4) rental receipts or Rental Ledger\*
- Last two (2) pay advices
- Bank Statement reflecting last 3 months

If you are a Student, please provide these additional documents:-

- Current Student Card from College, University, TAFE
- Enrolment Confirmation from College, University, TAFE

\* Your Rental Ledger can be obtained from your current property manager

**We request that this documentation is photocopied and attached prior to submitting the application.**

**K. PAYMENT DETAILS**

20. Property rental  
 \$  Per week OR \$  p/month

2 Weeks Rent In Advance	\$ <input type="text"/>
Rental bond (4 weeks rent)	\$ <input type="text"/>
Residential Tenancy Agreement Costs	\$15.00
Sub Total	\$ <input type="text"/>
Less Reservation Fee (see below)	\$ <input type="text"/>
Amount payable on signing tenancy agreement <b>(Bank Cheque or Money Order Only)</b>	\$ <input type="text"/>

**21. RESERVATION**

Complete this section if you wish to reserve the property for a period of time:  
 RESERVATION FEE  RESERVATION PERIOD  Days

The Landlord's Agent undertakes:

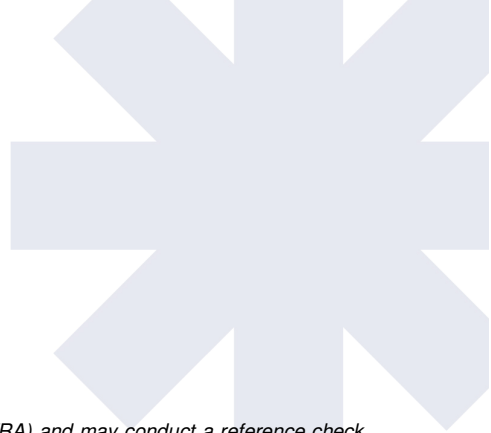
- (a) The premises will not be let during the Reservation Period, pending the agreement of a residential tenancy agreement;
- (b) The whole fee will be refunded if the landlord does not decide to enter into a residential tenancy agreement for the premises during the Reservation Period;
- (c) the whole fee will be refunded if the landlord does not carry out (during the Reservation Period) repairs or other work upon which is a condition to enter into a residential tenancy agreement;
- (d) if the Applicant decides not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Reservation Period, the landlord may retain the portion of the fee representing the rent that would have been paid during the Reservation Period (based upon the proposed rent), but must refund the remainder; and
- (e) If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.

Signature of the Applicant

Date

X

/  /



**TRA DISCLOSURE**

I understand this agent is a member of Trading Reference Australia Pty. Ltd. (TRA) and may conduct a reference check with that organisation on myself and the company whose name appears on the lease. I authorise this Agent to provide any information about me or the company to TRA / Landlord for the purpose of the check and I acknowledge that such information may be kept and recorded by TRA. I realise that if a search is performed on the TRA database and my identification and the company whose name appears on the lease with the label "Refer to Agent" beside my name and the company name, the agency who conducted the search as a matter of procedure will call the listing agency to exchange information and establish why my name and the company's details have been entered on the register and in turn provide my contact details to the listing agency for the purpose of resolution and the removal of my name and the company details from the database. The agency that searched will then inform me of the listing / listings, the listing agency name and contact details giving me right of reply. I accept that if I and the company whose name appears on the lease are currently listed as a defaulter with TRA, this Agency / Landlord has the authority to reject my application. I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused. I acknowledge that if I default on my tenancy / rental obligations in future, which means in breach of my contract / lease agreement for residential or commercial property and / or in accordance to the Property Stock and Business Agents Amendment (Tenant Databases) Regulation 2004. I and the company whose name appears on the lease may be listed with TRA, until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent / Landlord or in accord with the new regulations. The same applies to me if I am a Commercial Tenant and or Holiday Tenant and in breach of my contract whatever the stipulations are within that contract with the said agency. I hereby authorise this agent to provide information about me to TRA and my default to TRA in connection with that listing. I also understand that my agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard. I will not hold TRA accountable for the inaccurate keying in of information by TRA members therefore delivering an incorrect search as I understand faults can be made within this process due to human error. It is also understood that technical failure can cause errors and I do not hold TRA or the Agent responsible for same. I understand that if the said eventuates I may question the source and understand this will be thoroughly investigated and corrected immediately. Furthermore I authorise the agent to contact my employers past and present to confirm my employment history and my previous Landlord /Agency to verify details of my tenancy. I also authorise the agent to contact two personal referees to establish my identification / location and concede that those referees have given permission for me to use them. I recognize that my photo id may be scanned onto TRA for absolute identification. I, the tenant, I, the referee, do acknowledge that information provided to TRA and/or the agent by these authorities given by me may be available to: a) Real Estate Agents and Landlords to assist them in evaluating applications for leases and b) Real Estate Agents, Landlords, Dentists, Video stores, Banks, Utility companies, Commercial Agents, organisations or any other members for the reason of locating me for any lawful purpose. Should this Agent transfer its agency business to another person, I consent to the new agent (and any further person to whom that business may be transferred) taking any step which the former agent could have taken. (If more than one applicant, "I" means "We" in this form). **"I have read and I understand the above information"**

Print Name of Tenant .....

Signature of Tenant..... Date .....

TRA adheres strictly to requirements of the Privacy Laws and therefore does not use the information supplied by the tenant for advertising purposes. Trading Reference Australia may be contacted at the above address during business hours 9-5 Monday to Friday regarding any records kept concerning you. To validate and correct inaccurate information we require a signed Personal Disclosure form and photo id. An urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page.

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