

### Application Form

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

#### A. AGENT DETAILS

### RAY WHITE WARRAWONG

164 Cowper Street, Warrawong, NSW, 2502

Phone no: 02 4274 6666

Fax no: 02 4276 1145

Email address: warrawong.nsw@raywhite.com.

#### B. PROPERTY DETAILS

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

Postcode	

2. Lease commencement date?

	Day		Month		Year
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3. Lease term?

	Years		Months
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4. How many people will normally occupy the property?

	Adults		Children		Ages of children
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#### C. PERSONAL DETAILS

5. Please give us your details

Mr.  Ms  Miss  Mrs.  Other

Surname	Given name/s

Date of Birth

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Driver's licence no.	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

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7. What is your current address?

Postcode	

#### D. FREE UTILITY CONNECTION SERVICE

NWARA

To save you time when you're moving house, UtilityOne can help you arrange your utility connections:

PHONE	ELECTRICITY	GAS
ADSL	DIAL UP INTERNET	PAY TV

It's a **FREE service** and there's **NO obligation** - so just tick this box if you want UtilityOne to call you and explain how the service works. Then, IF you would like help arranging your connections, we will confirm the details with you at that time.

**YES, please contact me!**

Utility connection services are provided by:



Phone: 13 18 19 Email: [contact@utilityone.com.au](mailto:contact@utilityone.com.au)  
 Fax: 1300 73 18 19 Web: [www.utilityone.com.au](http://www.utilityone.com.au)

UtilityOne will use the information in this application to explain the services offered and to undertake any connection and disconnection services authorized (including the provision of information to utility companies). Personal information collected by UtilityOne may be accessed by contacting UtilityOne on the contact details above. Normal service provider fees or bonds may apply.

#### E. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the amounts as specified in Section J.

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 authorize the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record, listing or database of defaults by tenants;

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 in order to

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)

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.

If Section D is completed, I consent to the disclosure of this page of the application form to UtilityOne Corporation ACN 096 897 880 for the purpose of enabling UtilityOne to offer the connection and disconnection services to me. Where UtilityOne is requested to arrange for the provision of the services, I consent to UtilityOne disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I consent to UtilityOne disclosing confirmation details (including NMI, MIRN, telephone number) to the Agent. I acknowledge that neither UtilityOne nor the Agent accepts any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. The Agent has a commercial relationship with UtilityOne. I acknowledge that UtilityOne, the Agent and its employees may receive a fee and/or benefit of up to \$50 in value (cash and/or reward points) from a utility service provider in relation to the connection of a utility service. There is no charge for the UtilityOne service; normal service provider fees or bonds may apply.

Signature

Date

<b>X</b>
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**N.B. Both sides of this application must be completed**

Property manager name

Angela Zappia

Application faxed to UtilityOne (if required)

**F. APPLICANT HISTORY**

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

Years	Months
<input type="text"/>	<input type="text"/>

9. Why are you leaving this address?

10. Agent/Landlord details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

<input type="text"/>	\$ <input type="text"/>
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11. What was your previous residential address?

<input type="text"/>
Postcode
<input type="text"/>

12. How long did you live at this address?

Years	Months
<input type="text"/>	<input type="text"/>

13. Agent/Landlord details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

<input type="text"/>	\$ <input type="text"/>
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Was bond refunded in full?

If not why not?

<input type="text"/>	<input type="text"/>
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Have you ever been evicted from a property

YES / NO

Are you in debt to another landlord or agent

YES / NO

**G. EMPLOYMENT HISTORY**

14. Please provide your employment details

What is your occupation?

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address

<input type="text"/>
Postcode
<input type="text"/>

Contact name

Phone no.

<input type="text"/>	<input type="text"/>
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Length of employment

Net income?

Years	Months	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	

15. Please provide your previous employment details

Occupation?

Employer's name:

Length of employment

Net income?

Years	Months	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	

Are you a student YES / NO  
Course:**H. CONTACTS / REFERENCES**

16. Please provide a contact in case of emergency

Surname

Given name/s

<input type="text"/>	<input type="text"/>
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Relationship to you

Phone no.

<input type="text"/>	<input type="text"/>
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17. Please provide two personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

<input type="text"/>	<input type="text"/>
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2. Surname

Given name/s

Relationship to you

Phone no.

<input type="text"/>	<input type="text"/>
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**I. OTHER INFORMATION**

18. Car Registration

19. Please provide details of any pets:

NOTE: Pets are not allowed unless agreed to in writing.

Breed / type Council registration / number

1.	<input type="text"/>
2.	<input type="text"/>

**J. PAYMENT DETAILS**

Property rental

\$ <input type="text"/>	Per week OR	\$ <input type="text"/>	per month
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First payment of rent (2 weeks worth of rent)

\$

Lease fee (tenant's share)

\$ 15.00

Sub Total:

\$

Less: deduct Reservation Fee (see below)

\$

CHEQUE PAYABLE TO **RAY WHITE WARRAWONG**:

\$

BOND CHEQUE PAYABLE TO **DEPARTMENT OF FAIR TRADING**

\$

**TWO (2) SEPARATE CHEQUES MUST BE PROVIDED**NO CASH IS ACCEPTED – MONEY ORDERS OR BANK CHEQUES ONLY  
PERSONAL OR COMPANY CHEQUES NOT ACCEPTED**K. RESERVATION**

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

RESERVATION FEE

RESERVATION PERIOD

\$ <input type="text"/>	<input type="text"/>	Days
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The Landlord's Agent undertakes:

- The premises will not be let during the Reservation Period, pending the agreement of a residential tenancy agreement;
- 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;
- 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 entry into a residential tenancy agreement;
- 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
- If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.

Signature of the Landlords agent

Date

<input type="text"/>	<input type="text"/>
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**100 POINTS – ID CHECK LIST**

- An Application will only be considered if you have achieved a minimum of 100 points
  - An Application is required for each and every adult
  - Processing time is at least 48 hours
  - For those on Centrelink benefits – A Centrepay form must be signed with our office
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- Last 4 Rent Receipts 40 points
  - Current Income i.e Pay slips/Centrelink/group cert. 35 points
  - References from previous agent or landlord 25 points
  - Driver's License 25 points
  - Photo ID 20 points
  - Passport 15 points
  - Birth Certificate/card 10 points
  - Current Registration Papers – motor vehicle 10 points
  - TAFE or Uni enrollment forms 10 points
  - Medicare Card 10 points
  - Current Bills not older than 3 months 10 points

**DEPARTMENT OF HOUSING**

Wollongong	2 Rawson Street	Tel: 42245705
Corrimal	10 Parkview Mall, Railway Street	Tel: 42830999
Dapto	Baan Baan Street, Cnr Osborne	Tel: 42629555
Shellharbour	Suite 21, Prof. Centre Shell.Square	Tel: 42979111

**IF THE APPLICATION IS APPROVED WE WILL REQUIRE THE FOLLOWING****\$15.00**

**Lease fee - up front to process the leases and all documentation. This is not refundable as we will immediately prepare the forms and paperwork to which we have incurred an expense on your behalf.**

**On signing of Lease – we will require:**

2 weeks rent	Bank Cheque or Money Order to Ray White Warrawong
4 weeks bond	Bank Cheque or Money Order to Department of Fair Trading

## **Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants**

This form provides information about how we the below named agent handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to TICA Default Tenancy Control Pty Ltd (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application.

Member Name: Gianra Pty Ltd trading as Ray White Warrawong  
Address: 164 Cowper Street, Warrawong  
Ph: (02) 42746666 Fax: (02) 42761145  
Email: [warrawong.nsw@raywhite.com](mailto:warrawong.nsw@raywhite.com)

As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office on the above numbers or addresses.

### **Primary Purpose**

Before a tenancy accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property.

In order to assess your application we disclose your personal information to

- The Lessor / Owners for approval or rejection of your application
- TICA Default Tenancy Control Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application.
- Referees to validate information supplied in your application
- Other Real Estate Agents to assess the risk to our clients

### **Secondary Purpose**

During and after the tenancy we may need to disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property.
- Refer to Tribunals or Courts having jurisdiction seeking orders or remedies.
- Refer to Debt Collection Agencies where Tribunal / Court orders have been awarded.
- Refer to TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Refer to the Lessors / Owners insurer in the event of an insurance claim.
- To provide future rental references to other asset managers / owners.

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently we cannot provide you with the property you requested to rent.

## **TICA Statement / Acknowledgement Form for Tenant Applicants & Approved Occupants**

As TICA may collect personal information about you, the following information about TICA is provided in accordance with the National Privacy Principles in the Privacy Act 1988.

TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from TICA Default Tenancy Control Pty Ltd proof of identity will be required and can be made by any of the following ways:

Phone: 190 222 0346 calls are charged at \$ 5.45 per minute including GST (higher from mobile or pay phone)

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$ 14.30 plus stamped self addressed envelope is required.

### **Primary Purpose**

TICA collects information from its members on tenancy related matters and provides such

information to other members as a risk management system for the purpose of assessing a tenancy application. TICA does not provide any information that it collects to any other individual or organisation for any other purpose other than assessing a tenancy application or risk management system other than government departments and or agencies allowed by law to obtain information from TICA.

The personal information that TICA may hold is as follows:

Name, date of birth, drivers license number, proof of age card number and or passport number, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to.

**Further Information About TICA**

Full details about TICA can be found on TICA's website at [www.tica.com.au](http://www.tica.com.au) under Tenant Information and Privacy Policies or by contacting TICA on our Helpline 190 222 0346 calls charged at \$ 5.45 per minute including GST (higher from mobile and pay phones)

If your personal information is not provided to TICA the member may not proceed with assessing your application and you may not be provided with the rental property.

I/WE THE UNDERSIGNED CLEARLY UNDERSTAND THAT RAY WHITE WARRAWONG ARE MEMBERS OF TICA. SHOULD WE DEFAULT IN OUR RENT OR OWE MONEY IN RESPECT OF THIS LEASED PROPERTY, THEN RAY WHITE WARRAWONG WILL LIST OUR DETAILS ON TICA. WE ALSO UNDERSTAND THAT THIS LISTING WILL BE DETRIMENTAL TO OUR RENTAL REFERENCES IN THE FUTURE.

Signed By The Applicant/s

Signature	Print Name:
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Signature	Print Name:
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Signed date:	Witnessed:
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