

# Residential Tenancy Application

Ray White Real Estate - ABN 16 002 955 964

Address: 1 Union Street, Newcastle NSW 2300 Ph. 02 4908 5900 Fax. 02 4908 5990

**A. PROPERTY DETAILS**

1. **Full Name:** (Title/ First name/ surname)

2. **Property applying for:**

1	@ \$	p/w
2	@ \$	p/w

3. I have viewed this property personally yes

4. When would you like to commence your lease?  
 ...../...../200..... or **ASAP**

5. **What lease term will you commit to?**  
 12 months,  6 months or  months

6. **How many people will normally occupy the property?**  
 Adults  Children  ages

7. **Name/s of other applicant/s**

8. **Please provide details of any pets:**  
 (Breed/Type / Age / Registered? Y/N)

**B. PERSONAL DETAILS**

9. **Your date of birth:** ...../...../..... Age:.....

10. Copy of Driver's Licence or   D/L No   
 Proof of Age attached Yes No

11. **Passport No. & Country**   
 Copy of passport attached? Yes  No

12. **Contact details:** Mobile:   
 Home:  Work:   
 Email:

**C. CURRENT ACCOMMODATION DETAILS**

13. **What is your current address?**

14. **How long have you lived at this address?**  Yrs

15. **Rent/mortgage/board paid**  \$ per week

16. **Is this property:** (circle the appropriate)  
 Rental / Your own home / Parents / Boarding

17. **Details of Agent / Landlord / Parents / Owner**  
 Name:   
 Address:   
 Contact Ph no's:   
 Relationship to you:

18. **Why are you leaving this address?**

**D. PREVIOUS ACCOMMODATION DETAILS**

19. **What was your previous address?**

20. **How long did you live at this address?**  Yrs  months

21. **When did you vacate?** ...../...../.....

22. **Rent/mortgage/board paid**  \$ per week

23. **Was this property:** (circle the appropriate)  
 Rental / Your own home / Parents / Boarding

24. **Details of Agent / Landlord / Parents/ Owner**  
 Name:   
 Address:   
 Contact Ph no's:   
 Relationship to you:

25. **Why did you leave this address?**

**E. EMPLOYMENT HISTORY**

**26. What is your current occupation?**

**27. Employer's name:**

*(Accountant if self employed or institution if student)*

**28. Employer's address:**

  

**29. Contact name and telephone number:**

**30. How long have you worked for this employer?**

Yrs	months
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**31. Is this position:**  F/time  P/time  Casual

**F. RELOCATING APPLICANTS**

**32. If you are relocating to the Newcastle area, what will your new occupation be:**

**33. Is this position :**  F/time  P/time  Casual

**34. 27. Employer's name:**

*(Accountant if self employed or institution if student)*

**35. Employer's address:**

  

**36. Contact name and telephone number:**

**G. INCOME**

**37. What is or what will be be your total weekly take home income?**

**Employer:**

\$ \_\_\_\_\_

**Centrelink:**

\$ \_\_\_\_\_

**Other:** *Please specify .....*

\$ \_\_\_\_\_

**Total**

\$ \_\_\_\_\_

**H. EMERGENCY CONTACT**

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

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

Contact Ph no's: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

**I. PAYMENT DETAILS (Should application be successful)**

**First Rental Payment (2 wks rent)**

**Tenants share of cost of Preparing tenancy agreement**

**\$15.00**

**Sub Total**

*Payable to "Ray White Real Estate"  
Bank cheque or money order only*

**Rental Bond (4 weeks rent)**

*Payable to "The Rental Bond Board"  
Bank cheque or money order only  
Bond transfers will not be accepted*

**Total amount payable**

**J. DECLARATION**

**Please ensure that you read and understand the following before signing.**

I hereby offer to lease the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay all rental amounts together with the amounts seen in part 'I'. Payment Details' above.

**I acknowledge that:**

- \* this application is subject to the approval of the owner and subject to the current tenant giving vacant possession (if applicable)
- \* where a property's water is separately metered, the owner will pass on the water usage charges at a cost of \$1.36 per kilolitre (as at 1/7/06) under a user pays billing system;
- \* if this application is successful, I will be require to make rental payments using the DEFT system or Direct Debit only.
- \* this application will not be processed if the required information is not attached and/or this application form is not completed in its entirety
- \* tenants and/or visitors to the property are required to smoke outside; and
- \* if unsuccessful, this application together with attachments, will be destroyed immediately.

**I declare that:**

- \* all information contained in this application is true and correct and given of my own free will;
- \* I am not bankrupt or in debt to any landlord/agent; and
- \* I have never been evicted by any landlord/agent

**Signature of Applicant**

**Date**

# Privacy Disclosure Statement

Of

**Barclay Real Estate Pty Limited trading as Ray White Newcastle City**  
**1 Union Street, Newcastle NSW 2300**  
**Ph. 02 4908 5900**

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 letting 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 database operated by TICA Default Tenancy Control Pty Ltd. You can find more information about this database at its website [www.tica.com.au](http://www.tica.com.au). Your consent to us collecting this information is set out below.

We may disclose personal information about you to the owners of the properties 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, your application for 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 Barclay Real Estate Pty Ltd trading as Ray White Newcastle City. I authorise Ray White Newcastle City to collect information about me from:-

- me. I
- a). My current/previous letting agents and/or landlords
  - b). My personal referees; and
  - c). Any Tenancy Default Database (including TICA) which may contain personal information about me. I also authorise Ray White Newcastle City 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 including TICA.

I authorise Ray White Newcastle City to disclose information it collects about me to the owner of the property, even when the owner resides outside Australia. I also authorise Ray White Newcastle City, to disclose personal information to other real estate agents/organizations, who have requested Ray White Newcastle City, with a valid disclosure and consent from the Applicant, to pass rental/credit assessment and references for the purposes of the Applicant locating suitable premises to rent.

I also authorise Ray White Newcastle City to refer my details to:-

- \* Financial service products (to assist with home loan application)
- \* Insurance services (for contents insurance and other insurance products)
- \* Service providers relevant to the tenancy relationship (e.g maintenance contractors)
- \* Utilities (to arrange connection or transfer of telephone, gas, electricity etc.)

Signed: \_\_\_\_\_  
(Applicant)

Date: \_\_\_\_\_

# Request for Rental Reference

**Ray White**<sup>TM</sup>

REAL ESTATE

If your current or previous rental property is managed by a Real Estate Agent, please complete the following details in order for that agency to provide us with a rental reference on your tenancy.

If this form is not completed, your application will not be processed.

REAL ESTATE AGENCY: \_\_\_\_\_ FAX NO: \_\_\_\_\_

REAL ESTATE AGENCY: \_\_\_\_\_ FAX NO: \_\_\_\_\_

APPLICANTS NAME: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

DATE VACATED PROPERTY: \_\_\_\_\_

*(if this is your current tenancy please note CURRENT TENANCY):*

In accordance with the Privacy Act I/We the undersigned authorise the recipients of this facsimile to give information to Ray White Newcastle City regarding my/our rental history.

I/We understand this information will be used to assess my/our application.

APPLICANTS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**For Completion by Agent – Please return with a copy of the tenant's rental payment ledger by facsimile 02 4908 5990. Thank you**

Date of commencement of tenancy:

Date of vacation:

Rental amount paid: \$

Was the rent paid on time?  Yes  No

Were there any Termination Notices issued during the course of the tenancy?:  Yes  No

Did the tenant vacate the property under a Termination Notice?:  Yes  No

Were routine inspections carried out during the course of the tenancy?  Yes  No

Overall cleanliness of property :  Excellent  Good  Satisfactory  Poor

Were pets kept at the premises?  Yes  No  
If so, what type & breed: \_\_\_\_\_

What condition were the lawns and grounds kept in?  Excellent  Good  Satisfactory  Poor

Was the bond refunded in full?  Yes  No

Would you rent to this tenant again?  Yes  No

# Information you MUST provide

- \* Applications are required for each prospective tenant
- \* Multiple tenants must submit their applications together
- \* Non-returnable copies of the following should be attached to your application PRIOR to the application/s being returned to our office

## ORIGINAL DOCUMENTS WILL NOT BE ACCEPTED

### 1. A current photographic identification:-

Drivers licence OR  
Passport OR  
Proof of Age Card OR  
Student Card

### 2. Written references from:-

Previous Landlords or Real Estate Agents (*if you have rented before*)  
Selling agent (*if selling/sold property*)  
Personal references (*if you have not rented before*)

### 3. Copy of last rates Notice (*if you own your home/investment property*)

### 4. Proof of last residential address:-

Electricity Account OR  
Telephone Account OR  
Bank or Credit Card Statement

### 5. Proof of all income

Pay slips from current employer or letter of appointment  
Centrelink payment advice  
Earnings advice from Accountant (*if self employed*)  
Letter from supporting parent/guardian

#### Please note:

- All unapproved applications will be destroyed immediately
- Our office reserves the right to change the above criteria at any time
- Our office will be unable to process this application if the required documentation is not provided