

## Residential Tenancy Application Form

Please complete this form in full for your application to be processed. Page 1 of 5

1. Property Applying For			3. Personal Details	
Address			Title	First name
Suburb		Postcode	Last name	
Lease term	Years	Months	Date of birth / /	
Lease commencement date / /			Current address	
Rent amount			Suburb	
Names of other applicant 2			Driver's licence number	
Names of other applicant 3			Car registration number	
Names of other applicant 4			Alternate ID (e.g. Passport)	
2. If self employed, please complete the following			Pension type	
Company name			Email	
ABN			Mobile phone	
Company address			Work phone	
Suburb		Postcode	Home phone	
Business type			Occupation	
Position held			Employer's name	
Accountant name			Employer's phone number	
Accountant phone				
Solicitor name				
Solicitor phone				

## 4. connectnow Free Utilities Connection Service

PH: 1300 554 323 | Fax: 1300 889 598  
info@connectnow.com.au  
connectnow.com.au

connectnow is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire.

What's more, you pay no extra charges as a result of using the connectnow service. We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call 1300 556 325 to ensure your services can be addressed by the required date.

**DECLARATION AND EXECUTION/PRIVACY NOTICE:** By signing this application and ticking the 'YES' box below, I: consent to the collection of my personal information by Connectnow Pty Ltd (ABN 79 097 398 662) ("connectnow") for the purposes of contacting me to talk about arranging the connection and disconnection of moving and utility services and related services and to inform me about other products and services that may compliment my home/lifestyle needs; consent to the disclosure by connectnow of my personal information contained in this application to other parties, including the relevant third party service providers, connectnow's related companies and third parties who provide connectnow with services in connection with the ordinary operation and administration of connectnow's business or where otherwise required or authorised by law; understand that protecting my privacy is important to connectnow and that I can obtain further details about how connectnow manages my personal information, including how I may access and seek correction of my personal information, how I may complain about a breach of my privacy and how connectnow will deal with that complaint, by viewing connectnow's Privacy Policy at [www.connectnow.com.au](http://www.connectnow.com.au) or contacting their Privacy Officer at info@connectnow.com.au; understand that whilst connectnow is unlikely to disclose my personal information to recipients located overseas,

## Moving home has never been easier

connectnow is not responsible for the privacy practices of any third party service providers, and accordingly, I accept that it is my responsibility to check the privacy policies of the relevant service providers if I wish to obtain further information about how they manage personal information (including whether or not they are likely to disclose such information to overseas recipients); understand that my consent to receive such marketing materials will continue until I opt-out by contacting info@connectnow.com.au; understand that the connection and disconnection of moving and utility services and related services (collectively referred to as "the nominated services") will only be initiated once a connectnow representative has discussed the details with me and obtained my consent to the terms and conditions of supply of the relevant service providers; acknowledge that, to the extent permitted by law, neither connectnow nor my real estate agent accepts liability for loss caused by delay in, or failure to, connect and disconnect or provide the nominated services; acknowledge that the nominated services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated service providers bind me and that after hours connections may incur additional service fees from utility providers; authorise the obtaining of a National Metering Identifier or a Metering Installation Registration Number for my residential address to obtain supply details; understand that it is the responsibility of the customer/homeowner to ensure that the electricity main switch is in the 'Off Position' for the required timeframe on the day of connection of the nominated utility services and that there is easy access to the meters; understand that connectnow may be paid a fee by the service provider and may pay a fee to a real estate agent in respect of the provision of the services provided to me by connectnow. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements and other undertakings set out in this application form on behalf of all applicants listed on this application form. Where I have nominated an alternative contact person on this application, I authorise connectnow to speak to them about my move and connection and disconnection needs if connectnow is unable to contact me directly.

☐ **Yes, I consent to connectnow contacting me to organise my move home services and other products and services to suit my home or lifestyle needs.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
ID: 25335

## 5. Current Situation

Are you the ☐ Owner ☐ Tenant

Duration at this address?

*Please complete the below if you are a tenant*

Name of Landlord/Agent

Phone number

Rent paid per month

Reason for leaving

Was bond repaid in full? ☐ Yes ☐ No

If no, please provide details:

## 8. Current Employment Details

Company name

Address

Contact name

Length of Employment      Years      Months

Net income \$      per week      or      \$      per month

## 9. Previous Employment

Company name

Address

Contact name

Length of Employment      Years      Months

<b>6. Previous rental history</b>			
Are you the   Owner <input type="checkbox"/> Tenant <input type="checkbox"/>		<b>10. Personal References</b>	
Address		1. Reference name	
Duration at this address?			
<i>Please complete the below if you are a tenant</i>		Occupation	
Name of Landlord/Agent		Relationship	Phone
Phone number		2. Reference name	
Rent paid per month		Occupation	
Reason for leaving		Relationship	Phone
Was bond repaid in full? <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>11. Family Contacts</b>	
If no, please provide details:		1. Reference name	
<b>7. Other Information</b>		Occupation	
Number of persons occupying property		Relationship	Phone
Please specify the ages of any children		2. Reference name	
Do you have pets <input type="checkbox"/> No <input type="checkbox"/> Yes		Occupation	
Type of pet	Breed	Relationship	Phone
<b>13. How did you find out about this property</b>		<b>12. Next of Kin</b>	
<input type="checkbox"/> Office <input type="checkbox"/> Online <input type="checkbox"/> Sign <input type="checkbox"/> Newspaper <input type="checkbox"/> Other		Name	
		Phone	
		Address	
		Relationship to you	

## Important Information and Tenancy Declaration

Your Application for Tenancy cannot be accepted unless this has been completed in full and signed.

### TENANCY ACCEPTANCE

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fill out ALL required details on the application and ensure your completed application is returned to our office as quickly as possible.

### UNSUCCESSFUL APPLICATIONS

Should your application be unsuccessful you will be advised. However, should you wish to apply for another property we will hold over your application for you for a period of 14 days.

### SUCCESSFUL APPLICATIONS

Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require the leases to be signed, a payment request form to be completed and the bond to be paid in full to secure the tenancy. The property manager will supply you with these amounts at the confirmation of your tenancy. Keys will only be handed out when all parties have signed the tenancy agreement, payment request form, Bond Lodgement Form, all monies have been paid and the tenancy has commenced. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.

### RENT PAYMENT

If your application is successful, you will make rental and other payments to the agency by either the Agent's preferred payment method Payment Gateway or by the alternative method offered by the agency as detailed below.

I acknowledge the Agent's preferred payment method is Payment Gateway (IP Payments Pty Ltd) and accept that the following fees apply for rent payments made using this method:

- Direct Debit: \$1.65
- BPAY: \$3.00
- Cash/EFTPOS: At Australia Post \$4.00
- Credit Card: \$2.2%

I acknowledge that due to bank processing times, payments made via Payment Gateway are required to be paid 4 business days prior to the due date.

I understand that the Agent will also offer me an alternate facility to pay rental and other payments to the agency by Money Order, Bank Cheque or Centrepay.

I acknowledge that it is the office's policy to not accept cash as a method for rental and other payments because of risks associated with cash payments and keeping cash on premises.

**Signed by the Applicant**

**Print Name**

**Date**

**Witness**

## Tenancy Privacy Statement

Your Application for Tenancy cannot be accepted unless this has been completed in full and signed.

Due to changes in the Privacy laws, from 21st December 2001, all real estate agencies must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully, and once completed return it to this office with your tenancy application.

As professional property managers, Ray White collects personal information about you. To ascertain what personal information we have about you, you can contact us by the following ways:

Address: 37 Lydiard Street South, Ballarat 3350

Postal add: PO Box 148 Ballarat 3353

Phone no: 03 5337 0555

Fax: 03 5333 4300

Email: ballarat.vic@raywhite.com

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises which you have requested, and if the risk is considered acceptable, to provide you with a lease/tenancy of the premises.

To carry out this role, and during the term of your tenancy, we usually disclose your personal information to the following:

The landlord, the landlord's lawyers, the landlord's mortgagee – for mortgage purposes, referees you have nominated, organisations/tradespeople required to carry out maintenance to the premises, rental bond authorities, Residential Tenancies Tribunals/Courts, collection agencies, Tenancy Databases, other real estate agents and landlords, utilities companies such as gas, electricity, water connection, telephone connection, banks – for rental payment facilities and financial records, employers – for reference purposes.

I authorise the Agent to obtain details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, any record, listing and relevant Tenancy Databases which lists defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information including TICA 190 222 0346 (call charges at \$5.45 per minute, higher from mobile and pay phones.)

If a landlord or estate agent finds details of a prospective tenant on a database, they must advise the tenant in writing, within seven days, of:

- The name of the database and the person who listed the information
- The tenant's information held in the database
- How the tenant can check, change or remove the listing (ie, by contacting the person who listed them or the database operator).

PLEASE NOTE: This application is subject to the owner's approval and may take 2-3 days to process.

1. All applicants must complete an application form.
2. Initial bond payment must be paid in the form of a bank cheque or money order made payable to the Residential Tenancies Bond Authority (personal cheques or cash will not be accepted).
3. Initial rental payments must be paid by bank cheque or money order made payable to Ray White.
4. Subsequent payments will be made by direct debit/credit via the Payment Gateway system (fees apply) or the alternate method offered .
5. The applicant hereby agrees to a credit check being carried out by TICA 190 222 0346 (call charges at \$5.45 per minute, higher from mobile and pay phones.)
6. The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.

**Signed by the Applicant:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

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

**Witness:** \_\_\_\_\_

## PRIVACY STATEMENT

### PRIVACY DISCLOSURE STATEMENT

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 or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property 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 owner'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. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

## CONSENT

I the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise the Agent to collect information about me from:

1. My Previous letting agents and/or landlords;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorize the Agent 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 Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorize the Agent to disclose the personal information collected about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.

Where connectnow is requested by me to arrange for the provision of connection and disconnection services, I consent to connectnow 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 connectnow disclosing confirmation details (including NMI, MIRN and telephone number) to the Agent. I acknowledge that neither connectnow 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 connectnow. I acknowledge that connectnow, the Agent and its employees may receive a fee and/or benefit from a utility service provider in relation to the connection of a utility service. There is no charge to me for the connectnow service; normal service provider fees or bonds may apply.

Tenant Name		Signature		