

Ray White.

Quirindi

Ray White Quirindi
26 George Street, Quirindi NSW 2343
Ph (02) 6746 1270 - Fax (02) 6746 1183

RENTAL TENANCY APPLICATION

ALL APPLICANTS PLEASE READ:

PROSPECTIVE TENANTS WILL TAKE PROPERTY AS VIEWED

With **ALL** applications we require the following or it will **NOT** be processed...

- Photo Identification for all applicants over 18yrs, e.g Drivers License.
- Previous month of rental receipts and/or rental ledger.
- Proof of income e.g Pay slips & Centrelink Statements.
- Current Bank Statement
- Previous rental references.
- Current Water & Electricity notice.

Should an applicant fail to provide the above details, the application may not be processed. If you have all of the above, your application can be processed within 48hours provided all references are contactable.

DATE: _____

PROPERTY APPLIED FOR: _____

Full Name of Applicant 1: _____

Full Name of Applicant 2: _____

Office Use Only

APPROVED or DECLINED

Date Received: _____

Weekly Rent: \$ _____

Bond: \$ _____

Two Weeks Rent: \$ _____

TOTAL: \$ _____

Signed: _____

Term of Lease: _____

Start Date: _____

Pets Approved: YES / NO

Date: _____

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APPLICATION CHECKLIST

PLEASE READ!!!

To make the application process quicker and easier for you we request that you help us by providing the following information:

You must provide the following. If not provided in full then this will hold up your application. As a result you may miss out on the property, as most likely other applications are being processed also. When handing in your application we need to see all original documents and identification, we will then photocopy it and hand it back to you. Please Not We Only Accept Applications In Person At Our Office!!

- Please fill the application out in full as we will be unable to process incomplete forms. This includes stating how long you would like the property for, the **earliest date** you could move into the premises, if you will be having **any pets**, how many people to be residing at the premises, previous address and all **phone numbers for all applicants**.
- If you are self-employed or are on government benefits (e.g single parenting or Austudy) please provide the relevant current statements for proof of income.
- If you have no previous rental history through a Real Estate Agency – please provide the contact details of **two** business references (e.g. bank manager/previous employer)
- If you have rented privately or are boarding then please provide the full names and address of your landlord.
- If you are currently employed please provide the full name of your employer/s, company details, and contact details.
- Please provide **two** personal references for each applicant, who are **NOT RELATIVES and/or EMPLOYERS (Previous or Current)**.
- When there is two applicants – **both** will need to provide their **own** personal references. Please do **not** double up as this will result in your application taking longer to process.
- Please provide all proof of identification we ask for **all applicants**. There is room for 2 applicants on the form, if there is to be any more names on the lease, please fill out another application form and staple them together.
- We require all applicants to **sign** the Privacy Disclaimer to give Keith Bell & Son First National Real Estate authority to contact your references. If this is not signed your application will **not** be able to be completed.

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TENANCY DETAILS

Please fill in these details of when you would like your tenancy to start and for how long you would like your agreement for.

Tenancy Term: _____ Months

Tenancy Commence Date: _____

Total number of persons occupying the premises:

Adults: _____ Children: _____

OTHER PERSONS LIVING AT THE PREMISES:

Please list all persons under 18yrs of age who will be living at the premises.

1. _____ Date of Birth _____
2. _____ Date of Birth _____
3. _____ Date of Birth _____
4. _____ Date of Birth _____

PETS

Please fill in the details regarding any pets you would like to have approval for at the property.

How many Pets: _____

Type of Pet/s: _____

Breed/s: _____

Age/s: _____

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APPLICANT ONE

Applicant Full Name: Mr / Mrs / Miss / Ms (Please Circle)

First: _____ Middle: _____ Last: _____

Contact Details:

Home: _____ Mobile: _____

Work: _____ Date Of Birth: _____

Email: _____

Drivers Lic No: _____ Passport No: _____

Vehicle Type: _____ Rego: _____

Current Home Address:

Street: _____ Town: _____ P/C: _____

Current Landlord / Managing Agent:

Company: _____

Work Ph: _____ Mobile: _____

Rental Details:

Rent Paying: \$ _____ How long have you been there? _____

Have you given the required notice? Yes / No - Date of Vacate: _____

Bond Returned: Yes / No - If No, Why: _____

Reason for leaving? _____

Previous Rental Details:

Address: _____

Landlord: _____ Phone: _____

Rent Paying: \$ _____ How long have you been there? _____

Bond Returned: Yes / No - If No, Why: _____

Current Employment Details:

Employer/Company: _____

Address: _____

Work Ph: _____ Mobile: _____

Period of Employment: _____ Weekly **NET** Wage: _____

Personal References (NOT A RELATIVE OR EMPLOYER):

1. Full Name: _____

Work Ph: _____ Mobile: _____

2. Full Name: _____

Work Ph: _____ Mobile: _____

RELATIVE TO CONTACT IN CASE OF EMERGENCY (Not Living With You)

Name: _____ Relationship: _____

Home: _____ Work: _____ Mob: _____

Address: _____

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APPLICANT TWO

Applicant Full Name: Mr / Mrs / Miss / Ms (Please Circle)

First: _____ Middle: _____ Last: _____

Contact Details:

Home: _____ Mobile: _____

Work: _____ Date Of Birth: _____

Email: _____

Drivers Lic No: _____ Passport No: _____

Vehicle Type: _____ Rego: _____

Current Home Address:

Street: _____ Town: _____ P/C: _____

Current Landlord / Managing Agent:

Company: _____

Work Ph: _____ Mobile: _____

Rental Details:

Rent Paying: \$ _____ How long have you been there? _____

Have you given the required notice? Yes / No - Date of Vacate: _____

Bond Returned: Yes / No - If No, Why: _____

Reason for leaving? _____

Previous Rental Details:

Address: _____

Landlord: _____ Phone: _____

Rent Paying: \$ _____ How long have you been there? _____

Bond Returned: Yes / No - If No, Why: _____

Current Employment Details:

Employer/Company: _____

Address: _____

Work Ph: _____ Mobile: _____

Period of Employment: _____ Weekly **NET** Wage: _____

Personal References (NOT A RELATIVE OR EMPLOYER):

1. Full Name: _____

Work Ph: _____ Mobile: _____

2. Full Name: _____

Work Ph: _____ Mobile: _____

RELATIVE TO CONTACT IN CASE OF EMERGENCY (Not Living With You)

Name: _____ Relationship: _____

Home: _____ Work: _____ Mob: _____

Address: _____

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Ray White Quirindi
PO Box 232, 26 George Street, Quirindi NSW 2343
Phone: (02) 67 461 270 Fax: (02) 67 461 183

Privacy Disclaimer

REQUEST FOR LEDGER AND REFERENCE INFORMATION PLEASE READ AND SIGN

I / We _____ (Name)
Of _____ (Current Address)

Hereby request and authorise my previous / current agent to complete Ray White Quirindi's Reference Request and also fax a copy of our Tenant Ledger to Ray White Quirindi on 02 6746 1183. PRIVACY ACT 1988 COLLECTIONS NOTICE In accordance with the Privacy Principal 1.3 of the Privacy Act, we require you to read and sign this acknowledgement. The personal information the prospective tenant provides in this application or collected from other sources is necessary for 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 the landlord, 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 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 Ray White Quirindi at PO Box 232, Quirindi NSW 2343. Telephone: 02 6746 1270, Fax: 02 6746 1183 or email: nik@quirindi.com.au The Applicant can also correct this information if it is inaccurate or out of date. If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

SIGNED

APPLICANT 1: _____ DATED: _____

APPLICANT 2: _____ DATED: _____