

# Attention

## PLEASE READ THE FOLLOWING BEFORE FILLING OUT APPLICATION

Your application will NOT be processed unless all applicants have supplied ID points documentation. **(see page # 6)**

Your application will NOT be processed unless all applicants have signed **(page # 5)**

- \* It is important that you provide as much information as possible for you application to have to best chance of being approved.
- \* Please note that applications may take up to 2 days to process, to ensure they are processed quicker please provide direct numbers to your references & employer.
- \* We ask that you be patient during the process of your application, we would like to note that all applications are submitted to the owner/s and we cannot guarantee your application will be approved.
- \* The owner/s or Ray White Dural do not give reasons why applications are unsuccessful.
- \* You can apply for multiple properties on the 1 application however, you must put a preference.



Suite 1, 2 Kenthurst Road, Dural 2158  
 Phone: 02 9651 4611 Fax: 02 9651 4511  
[www.raywhitedural.com.au](http://www.raywhitedural.com.au)

## APPLICATION FOR TENANCY

PROPERTY ADDRESS	
PROPOSED START DATE	
PROPOSED TERM OF LEASE	

### APPLICANT 1:

FULL NAME				DATE OF BIRTH	
CURRENT ADDRESS				SINGLE/MARRIED/DIVORCED/ SEPARATED/DEFACTO	
EMAIL ADDRESS					
HOME PHONE		WORK PHONE		MOBILE PHONE	
EMERGENCY CONTACT				RELATIONSHIP	
EMERGENCY CONTACT ADDRESS				PHONE	
APPLICANTS MOTOR VEHICLE MAKE/MODEL				REGO NO.	

### APPLICANT 2:

FULL NAME				DATE OF BIRTH	
CURRENT ADDRESS				SINGLE/MARRIED/DIVORCED/ SEPARATED/DEFACTO	
EMAIL ADDRESS					
HOME PHONE		WORK PHONE		MOBILE PHONE	
EMERGENCY CONTACT				RELATIONSHIP	
EMERGENCY CONTACT ADDRESS				PHONE	
APPLICANTS MOTOR VEHICLE MAKE/MODEL				REGO NO.	

TOTAL NO. OF ADULTS TO BE IN OCCUPATION		TOTAL NO. OF CHILDREN TO BE IN OCCUPATION		AGES	
DO YOU PROPOSE TO KEEP PETS AT THE PROPERTY?	YES / NO				
TYPE OF PET		BREED		AGE	
TYPE OF PET		BREED		AGE	
TYPE OF PET		BREED		AGE	

**OTHER ADULTS NOT TO BE LISTED ON THE LEASE, but living at the property**

NAME		DATE OF BIRTH	
PRESENT ADDRESS		PHONE	

NAME		DATE OF BIRTH	
PRESENT ADDRESS		PHONE	

NAME		DATE OF BIRTH	
PRESENT ADDRESS		PHONE	

**CURRENT RESIDENCE**

(PLEASE CIRCLE) IS PRESENT HOME: <b>RENTED / OWNED / LIVING WITH PARENTS / FRIENDS/OTHER</b>			
Rent currently paid per week	\$	Period of Tenancy	
Current Landlord/Agent		Phone	
		Facsimile	
Agency who sold home			
Agent's name		Phone	

**EMPLOYMENT**

(if self employed, please provide Accountant's contact details )

**APPLICANT 1**

Employer		Period Of Employment	
Payroll Contact/Supervisor		Phone <b>DIRECT #</b>	
Address			
(Circle whichever best describes your income) Weekly nett wage Monthly Gross Pay Salary Package	\$ \$ \$	← This must be filled in	

**APPLICANT 2**

Employer		Period Of Employment	
Payroll Contact/Supervisor		Phone <b>DIRECT #</b>	
Address			
(Circle whichever best describes your income) Weekly nett wage Monthly nett wage Salary Package	\$ \$ \$	← This must be filled in	

**PERSONAL REFERENCES**

**AT LEAST 2 – PREFERABLY A WORK COLLEAGUE OR A FRIEND.**

**PLEASE PROVIDE ADDRESSES**

**APPLICANT 1**

NAME OF REFEREE	ADDRESS	PHONE (DIRECT NUMBERS)	RELATIONSHIP

**APPLICANT 2**

NAME OF REFEREE	ADDRESS	PHONE (DIRECT NUMBERS)	RELATIONSHIP

**DISCLAIMER/AUTHORITY**

I, the said applicant, do solemnly and sincerely declare:-

1. that the information contained in this application is true and correct and all the information was given of my own free will.
2. that I further authorise the letting agent to contact and conduct any inquiries or searches with regard to the information and references supplied in this application.
3. that I am over 18 years of age and eligible to enter into this agreement.
4. that I have inspected the property at \_\_\_\_\_.
5. that I have been informed, understand and agree that the rental for the aforesaid property is to be \$\_\_\_\_\_ per week and that this rental is within my means to support.
6. that I have been informed, understand and agree that the Bond for the aforesaid property will be \$\_\_\_\_\_ (4 weeks rent) and I further agree to undertake to pay the said Bond on or before signing the Tenancy Agreement. I further authorise the letting agent to attend to all details regarding lodging the said Bond with the appropriate authority. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information on this tenancy application form submitted by me.
7. that I have been informed, understand and agree that should this application not be accepted, the agent is not required or obligated to disclose why, or supply a reason for the rejection of this application.

**PRIVACY ACT ACKNOWLEDGEMENT**

In accordance with Section 18n(1)(b) of the Privacy Act, I authorise you to give information, to obtain information from all credit providers and references named in this application.

I understand this can include information about my credit worthiness, credit standing, credit history or credit capacity. I understand this information may be used to assess my application.

Personal information is collected from tenants or potential tenants in the course of a tenancy application and any subsequent tenancy as is necessary for the agent to verify the potential tenant's identity, to process and evaluate the application and to manage the tenancy.

Personal information is collected in the application and during the course of the tenancy, including through property inspection reports, may be disclosed to other parties including to the landlord, employment and personal referees. As well as to tradespeople, owners' corporations, Government and statutory authorities, financial institutions and other agents and operators of tenancy reference databases ad to third parties as required or authorised by Law. Information already held on tenancy reference databases may also be disclosed to us. If the tenant fails to comply with their obligations under the tenancy agreement, that fact may also be disclosed to the landlord, other agents and operators of tenancy reference databases. If this information is not provided, we may not be able to process the application and manage the tenancy.

If the Principal would like to access this information, they can do so by contact the Agent at the address and contact numbers set out below. The Principal can also correct this information if it is inaccurate, incomplete or out-of-date.

The Hills Pastoral Realty Pty Ltd t/as Ray White Dural

Phone: (02) 9651 4611

Facsimile: (02) 9651 4511

X \_\_\_\_\_  
 Applicant 1 Signature Applicants name Date

X \_\_\_\_\_  
 Applicant 2 Signature Applicants name Date

\_\_\_\_\_  
 Agent's Signature Date

# NOTICE TO ALL RESIDENTIAL TENANCY APPLICANTS

Before any application will be processed, each applicant must provide compulsory ID + 30 check points each.

Applicant 1

Applicant 2

DRIVERS LICENCE/PASSPORT	<b>(Compulsory)</b>
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PROOF OF INCOME Copy of latest payslip	<b>(Compulsory)</b>
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PHOTO ID 20 points

CURRENT M.V. REGISTRATION PAPERS 10 points

COPY OF UTILITY ACCOUNT 10 points  
Phone/Electricity/Gas

COPY OF BIRTH CERTIFICATE 10 points

PENSION/MEDICARE/CREDIT CARD 10 points  
Limit of 2 cards only

If your application is approved, you are required to supply the following to enter into a Residential Tenancy Agreement.

1. **BANK CHQ or MONEY ORDER ONLY**  
payable to **RENTAL BOND BOARD**  
equivalent to four (4) weeks rent.
2. Two (2) weeks rent – this can be a personal cheque or money order in favour of ***RAY WHITE DURAL.***
3. Residential Tenancy Agreement Preparation Fee of \$15.00. This amount may be included in the personal cheque or money order payable to ***RAY WHITE DURAL.***

***All of the above may be deposited into our trust account: BSB: 032 376 ACC: 143962. Please use your surname as the reference for this payment.***

**Note**

**The two weeks rent and \$15.00 preparation fee must be paid to Ray White Dural at the time of signing the lease.**

**If not paid earlier, the bond is to be handed to Ray White Dural when you pick up the keys.**