



Tenancy Application Form - Living Here Benalla

Please be advised that this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form.

PROPERTY DETAILS

Address of Property:	
Lease commencement date:	Lease term:
Rent per week:	Number and type of pets:
Names of all other occupants for the property:	
Names and ages of any children to occupy the property:	

PERSONAL DETAILS

Given Name(s):	Surname:
Current Address:	
Home Phone:	Work Phone:
Mobile:	Fax:
Email:	Date of Birth:
Drivers Licence No:	Drivers Licence State:
Passport No:	Passport Country:

NEXT OF KIN

Given Name(s):	Surname:	
Relationship:		
Address:		
Phone:	Mobile:	Email:

CURRENT TENANCY DETAILS

Length of time at current address:	Rent Paid:
Reason for leaving:	
Name of Landlord / Agent:	Phone:

PREVIOUS RENTAL HISTORY 1

Previous Address:		
Length of time at above address: From	to	Rent Paid:
Name of Landlord / Agent:		Phone:
Was Bond refunded in full?	Yes	No
If No, please specify reasons why:		

PREVIOUS RENTAL HISTORY 2 (IF CURRENT TENANCY IS LESS THAN 6 MONTHS)

Previous Address:		
Length of time at above address: From	to	Rent Paid:
Name of Landlord / Agent:		Phone:
Was Bond refunded in full?	Yes	No
If No, please specify reasons why:		

CURRENT EMPLOYMENT DETAILS

Occupation:	Current Employer:
Employer's Address:	
Contact Name (payroll / manager):	Contact Number:
Length of Employment:	

SELF EMPLOYMENT DETAILS

Company Name:	Business Type:
Business Address:	
Position Held:	ABN:
Accountant Name:	Phone:
Accountant Address:	

INCOME

Net weekly employment income:
Net weekly income from other sources:
Source(s) of other income:

PREVIOUS EMPLOYMENT (IF CURRENT EMPLOYMENT IS LESS THAN 6 MONTHS)

Occupation:	Previous Employer:
Employer's Address:	
Contact Name (payroll / manager):	Contact Number:
Length of Employment: From to	Net weekly income:

STUDENT INFORMATION

Place of Study:	Course Name:
Course Length:	Enrolment / Student No:
Campus Contact:	Contact Number:
Course Co-ordinator:	Contact Number:

REFEREES

Business referee:	Relationship:
Phone:	Mobile:
Personal referee:	Relationship:
Phone:	Mobile:

LIVING HERE CONNECT – FREE SERVICE

To save you time when you're moving house, Living Here can assist you by arranging your utility connections, discounts on your insurance.

It's a FREE service and there's NO obligation. Please tick the box below if you would like Living Here Connect, Living Here Insurance to call you and explain how the service works.

Yes, I would like to be contacted by Living Here Connect, Living Here Insurance.

Living Here Connect:

Phone: 1300 556 325 Email: connect@raywhite.com Fax: 1300 889 598 Web: www.raywhiteconnect.com.au

Living Here Insurance :

Phone : 1800 221 773 Email : insurance@raywhite.com Fax : 07 3257 4386 Web :

Living Here Connect, Living Here Insurance 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 Living Here Connect, Living Here Insurance may be accessed by contacting them on the contact details above. While the Living Here Connect service is FREE, normal service provider fees or bonds may apply for utility connections.

I have read, agreed to and understood all of the above terms and conditions that are relevant to me.

Applicant Name

Signature

Date

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 authorise 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 authorise Living Here Benalla 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 Living Here Connect is requested by me to arrange for the provision of connection and disconnection services, I consent to Living Here Connect 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 Living Here Connect disclosing confirmation details (including NMI, MIRN and telephone number) to the Agent. I acknowledge that neither Living Here Connect 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 Living Here Connect. I acknowledge that Living Here Connect, 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 Living Here Connect service; normal service provider fees or bonds may apply.

Applicant Name

Signature

Date

DECLARATION

I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be approved, I acknowledge that I will be required to pay the following amounts:

\$ rent per week, or \$ rent per calendar month

First payment of rent in advance:	\$
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Rental Bond	\$
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Tenant's share of cost of preparing tenancy agreement (if applicable)	\$
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Subtotal	\$
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Less Holding Deposit/Fee (if applicable):	\$
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Amount payable upon signing Tenancy Agreement:	\$
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I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

Applicant Name

Signature

Date

100 POINT IDENTIFICATION CHECK - The following identification has been photocopied and is attached to this application

Item	<input checked="" type="checkbox"/>	Points	Initial	<input checked="" type="checkbox"/>	Points	Initial
Drivers License		40		Medicare Card	20	
Passport		40		Bank Debit/Credit Card	20	
Other Photo ID		20		Bank Statement	20	
Current Wage Advice		30		Telephone Account	20	
Previous Tenancy Reference		20		Electricity Account	20	
Previous 2 Rent Receipts		20		Gas Account	20	

Item	<input checked="" type="checkbox"/>	Initial	<input checked="" type="checkbox"/>	Initial
Personal Reference Checked			Previous Agent Lessor Checked	
Tenancy Database Checked			Lessor Notified - Approved	
Employment Checked			Applicant Notified	

Property Manager Name

Signature

Date