

Rental Application Form

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INCOMPLETE APPLICATIONS NOT ACCEPTED

Thank you for choosing Right Choice Real Estate. In order to provide you with a **QUICK** answer to your Tenancy Application please complete the application thoroughly and follow the important points:

APPLICATIONS WILL ONLY BE PROCESSED IF THE DOCUMENTS BELOW HAVE BEEN SUPPLIED AND ALL INFORMATION IS PROVIDED AS PER APPLICATION

1. Applicant/s must make an appointment and inspect the property they wish to apply for.
2. All adults over the age of 18 who will be living at the property must apply.
3. Each applicant is required to submit a separate Application Form.
4. 100 points of identification must be applied for each applicant and must be accompanied by a copy of your current Drivers Licence/ Passport for Identification purposes.

WHAT MAKES UP 100 POINTS	POINTS
Existing Right Choice Tenant	100
Photo Drivers Licence	70
Photo Personal Water Craft Licence	60
Pension Card	60
Current Passport	40
Birth Certificate (original or extract)	20
Security / Firearms Licence	20
Financial Institution Credit / Cash Card / Passbook	20
Medicare Card or Membership Card	10

How long does it take to process an application?

As your application is a high priority, our office will endeavour to have an answer to you within 48 hours. Upon acceptance of your application you will be required to pay a minimum of one week's rent plus lease fee to secure the property. Once paid this amount is non-refundable.

5. Two written signed personal character references must be supplied with referees names, signatures and contact details (not more than 2 years old). For example; Employer, Solicitor, Accountant, Family friend, employer etc.
6. Proof of income to be provided e.g.: Employment Letter, 3 Current Payslips, Centrelink Statement and if Self Employed a Tax Return and a letter from your accountant.
7. Proof of address needs to be supplied, e.g. copy of a bill or rates notice. Home Owners need to provide a copy of their Rates Notice or a letter from the Agent or Solicitor advising they are selling or have sold their home.
8. If you are currently renting through an Agent you need to provide the following:
 - a. full print out of your rental payments history (compulsory)
 - b. copies of routine inspection reports
 - c. current rental reference (in writing) from Property Manager / Landlord
9. If you are currently renting through a Private Owner:
 - a. a letter from private landlord
 - b. copy of rental payments
10. All documentation supplied with applications must be photocopied prior. Original documentation will be not accepted. Our agency has a photocopy fee policy, any documentation that may need to be photocopied will be charged at \$4.00 per page.



Rental Application Form

PROPERTY APPLYING FOR

Address:

Suburb:

LEASE PREFERENCES

Length of Tenancy:

Years

Months

Rent per week: \$

Commencement Date:

If renting, do you have to give notice to current Agent?

Yes

No

OCCUPANCY DETAILS

Number of Occupants:

Number of Children: *If any*

Ages of Children:

Do you smoke?:

Yes

No

**Conditions apply*

If yes, do you smoke:

Inside

Outside

Will you be applying for assistance from Department of Housing:

Yes

No

Pets:

Yes

No

Inside

Outside

Type of Pets:

APPLICANT DETAILS

Name:

Email:

Address:

Suburb:

Post Code:

Phone - Day:

Phone - Night:

Mobile:

Date of Birth:

DAY / MONTH / YEAR

Please provide a copy

Drivers Licence Number:

State of Issue:

Please provide a copy

Passport Number:

Passport Date:

DAY / MONTH / YEAR



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CURRENT RESIDENTIAL DETAILS

Current Address:
.....
Landlord/Agent's Name:
.....
Repayments per week: \$
.....

Do you: **Own** **Rent**
Phone - Day:
.....
Length of Tenancy: Years Months
.....

REASONS FOR LEAVING

.....
.....

IF SOLD RECENTLY

Selling Agent:
.....

Agent's Phone:
.....

PREVIOUS RESIDENTIAL DETAILS

Previous Address:
.....
Landlord/Agent's Name:
.....
Repayments per week: \$
.....

Do you: **Own** **Rent**
Phone - Day:
.....
Length of Tenancy: Years Months
.....

CURRENT EMPLOYMENT

Employer: Company
.....
Contact Name: Manager
.....
Your Position:
.....
Net Income per week: \$
.....

Phone - Day:
.....
Length of Employment: Years Months
.....
Employment Type: **Full Time** **Part Time**

PREVIOUS EMPLOYMENT

Employer: Company
.....
Contact Name: Manager
.....
Your Position:
.....
Net Income per week: \$
.....

Phone - Day:
.....
Length of Employment: Years Months
.....
Employment Type: **Full Time** **Part Time**



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SELF EMPLOYMENT

Name of business: Company
.....

Industry: Manager
.....

Business address:
.....

Net Income per week: \$
.....

Accountant Name:
.....

Accountant Phone:
.....

Length of Trading: Years Months
.....

EMERGENCY CONTACT DETAILS

Person 1:
.....

Relationship:
.....

Address:
.....

Suburb:
.....

Phone - Day:
.....

Phone - Night:
.....

Person 2:
.....

Relationship:
.....

Address:
.....

Suburb:
.....

Phone - Day:
.....

Phone - Night:
.....

STATEMENT OF COSTS AND RENTAL PAYMENT METHODS

Right Choice Real Estate provides the following different ways for conveniently paying your rent and water usage. If your application is successful, you will be required to pay rent by one of the following methods. Paying your rent has never been made easier we offer our tenants the flexibility to choose which way they would like to pay their weekly rent.

1. Online Rental Payment

A Rental Card is supplied to all tenants upon signing their lease agreement. This card allows you to pay by BPAY using your own banks internet banking facility. Or you can pay by Credit Card using the PayWay payment method 24 hours a day, 7 days a week from our website at www.rcre.com.au/payrent

2. Direct Debt

Direct debit is a direct bill-paying service offered to our tenants from the nominated bank, credit union or building society account. This is the most convient way to pay your rent on time every time this can be set up prior to your lease commencing by simply filling out a direct debit form.

3. Centrelink Centrepay

What is Centrepay?

Centrepay is a direct bill-paying service offered to tenants receiving payments from Centrelink. Through Centrepay you can choose to pay your rent by having a regular amount deducted from your Centrelink payment. This is an Annual fee of \$52.00 and this must be paid before this service can be oragnised.

Why use Centrepay?

Centrepay is a bill paying service, which is easy to use. It is convenient as you can start, Centrepay deductions at any time to suit your own personal circumstances customers who choose to use Centrepay also benefit from knowing that their rental payments are under control, making it easier for you to budget.

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PRIVACY ACT AND TICA ACKNOWLEDGEMENT FOR TENANTS

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgment. In order to process a tenancy application a tenancy applicant is required under the National Privacy Principles of Privacy Act to be made aware of that an organisation may access a database. In addition a tenancy application is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the National Privacy Principles the database member discloses that in addition to information onto TICA Default Tenancy Control Pty Ltd. I further give my information to be provided to any other tenancy database for an assessment of my tenancy application. I further give consent to the member of the Database Company to contact any of my referees provided by me in the tenancy application.

I agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my information may be recorded as making an inquiry.

I agree that in the event of a default occurring under a tenancy agreement I give my permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its members access to information accumulated from members about tenants who have breached their tenancy agreements.

I agree and understand that should I fail to provide the database member with the information and acknowledgments required the database member may elect not to proceed with my/our tenancy application. I agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse affect on my ability to obtain future rental accommodation.

I acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 190 222 0346. I agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

CONFIRMATION

I confirm the following:

1. During my inspection of this property I found it to be in a reasonably clean condition. Yes No
2. If "No," I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the Owner's approval.
.....
.....
3. I acknowledge that this is an application to rent this property and that my application is subject to the Owner's approval.
4. I consent to the information provided in this application being verified and a reference check on TICA being undertaken.
5. That should the Landlord accept this application, a deposit will be paid by the applicant towards the initial rent of the premises.
6. That should the applicant decide not to proceed, the Landlord may retain so much of the deposit as is equal to the amount of the rent that would have been paid during the period the premises were reserved but shall refund the remainder (if any) of the deposit to the applicant on a pro-rata basis.
7. The deposit will be banked into a Trust Account and any refund given will be by way of cheque.

By signing this application. I agree to all the terms & conditions within this document and the Privacy Conditions and Disclosure Statements.

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PRIVACY STATEMENT

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the Landlord/Owner, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the Landlord/Owner. If you enter into a Residential Tenancy your tenancy may also be disclosed to the Landlord/Owner, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your Property Manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.

APPLICATION

I apply for approval to rent the premises referred to in this application I acknowledge that my application will be referred to the Owner of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared.

I declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the premises and wish to apply for tenancy of the premises for a period of months, at a rental of \$ per week.

I undertake to pay the monies detailed below by bank, cheque or Quickrent Card/Direct deposit. The amount is to be paid to Right Choice Real Estate upon signing the Residential Tenancy Agreement. For security and insurance reasons, Right Choice Real Estate have a cash free policy.

SIGNED BY THE APPLICANT

Print Applicant's Name:
.....

Applicant Signature:
.....

(If more than one applicant, "I" means "We" in this form). "I have read and I understand the above information"

Date: / /

.....
DAY MONTH YEAR

INITIAL LEASE COSTS

Rental Bond: (4 week's rent)	\$
Rent: (2 week's rent)	\$
Residential Tenancy Agreement preparation fee:	\$ 15 - 00
Total:	\$

HOW DID YOU FIND OUT ABOUT THIS PROPERTY

Rental List Sign Internet Other
.....