**White Rhino Property** Tenancy Application Form

**Property address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

##  (02) 6297 1744

 132 Monaro Street Queanbeyan, NSW, 2620

**@** [hello@whiterhinoproperty.com.au](mailto:hello@whiterhinoproperty.com.au)

Your Management Contact details

A picture containing graphical user interface

Description automatically generated

# Tenancy Application Checklist

##### All applicants over 18 years of age will need to submit an application form and sign each section of the application.

**Identification Proof of income**

You will need to provide two of the following. Please provide one of the following.

Driver’s licence Three current pay slips

Passport A letter from your accountant if self-employed

Another form of photo identification

A letter from your employer stating income position and length of employment

**Tenant history Proof of current address**

If you have rented previously we will require: Please provide the following.

Tenant Ledger

\*Issued by your existing managing agent or if you have a private agreement, a letter is required stating the term of residency and the weekly rental amount.

**Processing of applications**

#### Bank statement

Electricity, gas, or telephone bill

Please keep in mind that the processing of applications involves checking numerous references. It is in your best interest to provide business hours contact details for all references. When we have completed checking your references the application will then be discussed with the Landlord. The Landlord may take time to deliberate the decision. We will contact you to advise if your application is successful. Your application is regarded as a confidential document. If your application has been unsuccessful, it will be destroyed. Please advise our office if you wish to be considered for alternative properties.

### Bond and ongoing rental payments

The security bond must be paid on or before the lease commencement date and is to be paid via BPAY. Alternatively ensure your email address is correct so that we can invite you to use the NSW Fair Trading Rental Bonds Online service for payment of your initial bond. Ongoing rent is to be paid only via BPAY bank payments.

### Confirmation approval

I confirm that I am accepting the property in its current condition (as it was at the time of the inspection) unless otherwise expressly stated.   
I confirm that I or one of the attached applicants have inspected the property on

I confirm that I have read and understood all the terms, conditions, and declarations within this application and that all information provided is true and correct.

I confirm and understand that initial payments must be made BPAY within 24 hours after approval of application.

I confirm that to my knowledge there are no circumstances in the past or future that will affect my ability to care for or meet the rental amount requirements of the property.

**Applicant’s full name Applicant’s signature Date**

**AGENT DETAILS**

**White Rhino Property**

**Office address:** 132 Monaro Street,

#### Queanbeyan NSW 2620

**Phone:** (02) 6297 1744

**Email:** hello@whiterhinoproperty.com.au

### PROPERTY DETAILS

1. **What is the address of the property you would like to rent?**

**Postcode**

1. **Lease start date**

**Date Month Year**

1. **Length of lease**

**Home phone number Work phone number**

**Have you viewed the property?** YES NO

**Are you a smoker?** YES NO

**Do you have any pets?** YES NO

If yes, please provide details of pet(s) – Number/ breed/ type

Are you a property owner?

Please state property address

### APPLICANT HISTORY

**8. What is your current address?**

**4. Rent ($ amount)**

**Per Week Month**

**Postcode**

1. **How long have you lived at your current address?**
2. **Why are you leaving your current address?**
3. **How many tenants will occupy the property?**

**Adults Children Ages (children)**

**PERSONAL DETAILS**

1. **Details:**
2. **What is the name of your Landlord or Agent?**

**Phone number Weekly rental amount**

**$**

**Mr. Surname**

**Mrs.**

**Ms.**

**Miss.**

**Other**

1. **What was your previous residential address?**

**Given names**

**Date of birth**

**Driver’s licence number State Expiry date**

**7. Please provide your contact details Email**

**Mobile number**

**Postcode**

1. **How long did you live at your previous address?**
2. **What was the name of your Landlord or Agent?**

**Phone number Weekly rental amount**

**Was bond refunded?**

YES

**$**

NO

**If not, why?**

**EMPLOYMENT HISTORY**

1. **What is your occupation?**

**Are you employed? Full-time**

**Part-time**

**Casual**

**Additional**

Other photo ID 20 points

**Employer’s Business Name (Inc. accountant if self-employed or institution)**

**Employer’s address**

**Postcode**

**Contact name Phone number**

**Length of employment Net income**

**$**

Years Months

1. **Please provide your previous employment details What was your occupation?**

**Were you employed? Full-time Part-time Casual**

**Employer’s Business Name (Inc. accountant if self-employed or institution)**

**Contact name Phone number**

**Length of employment Net income**

**$**

Years Months

### CONTACTS/REFERENCES

1. **Please provide one contact in case of emergency Surname Given names**

**Relationship to you Contact number**

1. **Please provide two professional references (not related to you)**

**Surname Given names**

**Relationship to you Contact number**

**Surname Given names**

**Relationship to you Contact number**

**IDENTIFICATION**

***100 points of identification is required to process your application.***

**Must provide**

Driver’s licence/Passport 30 points Evidence of income 20 points

Current utilities bills 10 points

Bank statement 20 points

Medicare/Bank card 10 points Concession/Pension card 10 points Birth certificate

10 points

Total points provided

### HOLDING FEE (if applicable)

The holding fee can only be accepted after the application for tenancy is approved.

The holding fee of $ keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant, the landlord/agent acknowledges that:

* 1. The application for tenancy has been approved by the landlord; and
  2. The premises will not be let during the above period, pending the making of a residential tenancy agreement.
  3. If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee; and
  4. If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
  5. The whole of the fee will be refunded to the prospective tenant, IF:
     1. The entering into the residential tenancy agreement is conditional on the landlord carrying out repairs or other work during the specified period.
     2. The landlord/landlord’s agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

### UTILITIES AND HOME SERVICE CONNECTIONS

**DECLARATION**

I hereby offer to rent the property from the owner under lease to be prepared by the Agent. Should this application be accepted by the Landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the Landlord/Owner. I declare that all information contained in this application (including the previous pages) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I also authorise the Agent to obtain personal information about me from:

1. The owner or the Agent of my current or previous residence.
2. My personal referees for this application and current and past employer/s
3. Any person who maintains any record, listing or database providing requested personal information about me to the Agent.

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to the tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information within the application in order to:

1. Communicate with referees, employees, landlords, third party operators of tenancy reference database, other agents and select a tenant.
2. Communicate with the owner and select a tenant.
3. Prepare lease/tenancy documents.
4. Allow tradespeople or equivalent organisations to contact me.
5. Lodge/claim/transfer to/from a Bond Authority.
6. Refer to tribunals/courts and statutory authorities where applicable.
7. Refer to collection agents/lawyers where applicable.
8. Complete a credit check with NTD, TICA or TRA. If you wish to view or alter your records, please contact:

**NTD**: 1300 563 826 **TICA**: 1902 220 346 **TRA**: (02) 9363 9244

1. Transfer water account details into my name.

I am aware that if the information is not provided or I do not consent to the uses to which personal information in put, the Agent can not provide me with the lease/tenancy of the premises.

**Applicant’s full name: Applicant’s signature: Date:**