

Application for Tenancy Guide - Welcome to the Ray White Circular Quay.

The Ray White property management team is a dedicated leasing and property management business. We value your interest in our properties and will endeavor to make the process of applying for your preferred property as smooth as possible.

We adopt a realistic and honest approach to property management that differs from many of our competitors. Our business is focused on matching quality tenants with quality properties. We are dedicated to providing personal and professional service to property owners and tenants and are extremely proud of the enthusiasm and professionalism of our team.

Advantages of leasing through the Ray White Circular Quay include:

- Allocation of an experienced Property Manager solely dedicated to enquiries you have in relation to your tenancy.
- Your Property Manager is equipped with a direct email address, direct office line and / or voicemail facilities. Should your Property Manager be attending to another matter, simply leave a message for your call to be promptly returned.
- Repair forms to forward to your Property Manager for prompt attention for all repairs.
- After hours / emergency access to qualified trades people 24/7.
- Monthly, fortnightly and weekly rent payment facilities including direct debit, internet and phone banking, EFTPOS and credit card payments.

Our clients find the following information useful:

1. Your initial point of contact

Your Leasing Consultant is your first point of contact and will assist you with any enquiries you have during the inspection and application process.

Our Leasing Consultant is Kon Melnikovs – Telephone 8272 4444, Mobile – 0421 540 424 and email address – kmelnikovs@rwcq.com

2. Property inspection

A Leasing Consultant will meet you at the property and take you through. During the inspection please note any alterations or additions you would like made to the property, if any. Note however, the Owner may or may not be able to accommodate your request/s and may ask for you to contribute to the cost.

Any requests for the owner must be noted on this application at the time of applying, or will not be considered by the owner.

3. Completing your tenancy application form

It is essential that each person over eighteen years who will reside in the property completes a Tenancy Application form, even if the resident will not be on the lease. The prospective tenant's children need not be included.

We require the following information to be supplied prior to processing an application:

- Proposed Start Date of lease, length of lease and rental amount
- Number of occupants (Each Occupant over 18 years of age must complete a Tenancy Application Form)
- Ages of Children (if any)

- Pets (type, age, references, if any)
- Evidence of applicant's income
- Rental references
- Any comments or alteration/addition requests (refer to Property Inspection section)
- Photography of Identification – Passport, Driver's Licence or Student Identification Card
- At least two references from previous Landlords or Agents, copies or previous rental receipts and rental history report
- Proof of last residential address – Telstra Account, Electricity Account etc
- Supporting proof of Income, for payment of rental

4. Submitting your tenancy application form

An incomplete tenancy application cannot be processed. Please ensure all questions have been answered and the supporting documentation is provided.

A DEPOSIT OF ONE WEEKS RENT MUST ACCOMPANY THIS APPLICATION.

Payment of the Deposit/Reservation Fee may be done by CASH, POSTAL ORDER BANK CHEQUE or taken through CREDIT CARD PAYMENT WITH A 3% surcharge.

Please tick and complete below:

visa mastercard amex

CAD NUMBER Expiry date.....

SIGNATURE \$.....

Please note that if you do not have tenancy references from a real estate agent then we will require a copy of your Council Rates, Water Rates and a utility account in your name.

If you have been leasing through a private landlord situation then we require a written reference from the landlord plus utility accounts in your name.

What happens now?

Your references will be verified and the owner of the property will be consulted. On some occasions, we may not be able to immediately make contact with your references, or the owner, which is beyond our control. Your patience is appreciated.

Once we have received instructions from the owner, we will be in contact with you to confirm the tenancy and hand over your file to your Property Manager. You will be required at this time to immediately pay a Reservation Fee for the property equivalent to one week's rent to reserve the property. This payment should be in the form of a money order or bank cheque made payable to Ray White Circular Quay, or via EFT to BSB 082-128 Account: 75293 5650 Account name: Ray White Circular Quay. Please ensure that your SURNAME IS YOUR REFERENCE.

Once the lease has been signed, the Deposit/Reservation Fee will be credited against your rent.

Should you withdraw following the approval of your application and following the payment of the Reservation Fee, the Landlord may retain rent for the days the premises were reserved by you. The Property Manager will arrange a time with you to sign the lease and advise of monies due at the time of signing the lease.

Thank you for your Application!

We understand that searching for your new home and moving can be a tiring and sometimes frustrating experience. We are here to effect a smooth transition, and have implemented systems internally to ensure your application is both thorough for our owners and at the same time efficient for you.

Should you have any questions, or would like to make comments on how our service can be improved (we value your feedback!), please feel free to contact your Leasing Consultant.

Application for Tenancy

Leasing Consultant: Kon Melnikovs FURNISHED/UNFURNISHED—strike out which does not apply

Property Address: _____

Rent: \$ _____ PW / PCM Bond: \$ _____

Lease Period: _____ MONTHS Commencement Date: _____ / _____ / 2009

Number of Occupants: _____ Pets: NO PETS PERMITTED

Full Name: _____ Sex M / F DOB: / /

Identification: Passport: _____ Drivers License No: _____

Car Registration: _____

Contact Numbers: Home: _____ Mobile: _____

Work: _____ Email: _____

Current Address: _____

Period of Occupancy: _____ MONTHS Rent Paid: \$ _____ PW

Reason for Leaving: _____

Current Lessor/Agent: _____ Phone number: _____

From Overseas/Interstate YES | NO Period of Employment: _____

Accounts Department Contact: _____ Phone: _____

Human Resource / Payroll Contact: _____ Phone: _____

Relocation Agent Contact _____ Phone: _____

Occupation: _____

Employer: _____ Supervisor: _____

Address: _____

Period of Employment: _____ MONTHS / YEARS Salary Package Per Annum: \$ _____

Solicitor's Name: _____ Phone: _____

Solicitor's Address: _____

(If self employed please provide) Accountant's Name: _____ Phone: _____

Accountant's Address: _____

Personal Referees: Full Name Please: _____ Phone: _____ Relationship: _____

(Relatives NOT permitted) 1. _____

2. _____

Person to contact in the event of an EMERGENCY (preferably someone who will not be residing with you)

Full Name: _____ Phone: _____

Address: _____

Information or request for alteration / addition to the property (STRIKE OUT IF NOT REQUIRED)

Requests must be noted on application or will not be considered by the owner.

Collection Notice – Privacy Act

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 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 to the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy 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 the 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.

I hereby acknowledge and accept the terms and conditions contained herein

Signature of Applicant

Witness

Date

Time