



## Rental Payment Method – Direct Debit

- Direct debit from your Bank Account (in the event of a default in payment – a transaction fee may be charged from your bank & dishonor fees will apply)
- Upon signing your lease, you will be required to bring your bank account details with you to complete the direct debit form, which will be processed and kept confidentially on file.
- **WHEN SIGNING YOUR LEASE PAYMENT IS TO BE MADE BY WAY OF: BANK CHEQUE OR MONEY ORDER ONLY. CASH RENT PAYMENTS WILL NOT BE ACCEPTED.**

## Request for Rental Ledger / Proof of Income

I ..... (Applicants name)

Of ..... (Current Address)

Request that ..... (Current/ previous Agent/Accountant/HR Manager)

Provide Ray White Double Bay Property Management a copy of my rental history ledger/confirmation of financial details in support of my residential tenancy application for:

..... (Property applied for)

The fax number for Ray White Double Bay Property Management is **(02) 9362 4327**. Your earliest attention to this request is appreciated.

## Collection Notice – Privacy Act

The personal information the prospective tenant provide 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.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting our agency via email on [privacy@rwdgroup.com](mailto:privacy@rwdgroup.com)

**I hereby acknowledge and accept the terms and conditions contained herein**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

## Holding Fee Term & Conditions

I, the Applicant, acknowledge that;

1. The Applicant has paid a Holding Fee of \$ \_\_\_\_\_ equivalent to 7 days rent to reserve the premises in favour of the Applicant
2. That during this period the premise will not be held in favour of any other Applicant
3. That the Holding Fee will be paid towards the rent on the premises.
4. That should the Applicant decide not to proceed, the Owner will retain the Holding Fee
5. Please Note : I will make no claim or demand on nor commence litigation against the Owner or the Owner's Real Estate Agent should the premises be found unavailable due to occupation by another person.
6. The tenant acknowledges that due to his/her own circumstances they were unable to inspect the property prior to applying for the property. The applicant hereby acknowledges that they accept the property in the condition as described by the agent prior to making the application. **(STRIKE OUT IF YOU HAVE VIEWED THE PROPERTY )**