

# Tenancy Application Form

**RayWhite**

Please complete this application form in full and attach a photocopy of all supporting documentation prior to submission.

I, \_\_\_\_\_  
<NAME/S>

confirm that I have seen the property

\_\_\_\_\_  
<PROPERTY ADDRESS>

on \_\_\_\_\_ and wish to apply for the  
<DATE>

property in its current condition.

## Ray White Policy & Procedures

- Applications can only be submitted after you or your representative have viewed and accepted the property in its current condition.
- Applications are processed Monday to Friday only, allow 2 business days.
- Each applicant must submit an individual form with 100 points of photocopied identification for each applicant. Please complete all details accurately, as incorrect details could void your application.
- All applicants will be checked through the Tenancy Information Centre of Australia (TICA).

Applications are referred to the owner of the property and the owners' decision is considered final.

COMPULSORY		
Proof of Income / Pay Slips	Drivers Licence 40 Points	Proof of Address 25 Points
Centrelink Statement	Birth Certificate 70 Points	Council Rates Notice 25 Points
Current Bank Statement	Bank Card 25 Points	Current Passport 70 Points
Photo of All Pets (if applicable)	/Medicare Card	

## Should Your Application Be Successful

- You will be required to pay the first two weeks rent within 24 hours to secure the property. The property will not be removed from our availability list until the Tenancy Agreement has been signed. A tenancy induction will be conducted with all tenants as soon as possible after approval. Once the Tenancy Agreement has been signed, you will be required pay the bond. We require cleared funds to our account before the keys are collected.
- Once the commencement date of the tenancy has been agreed upon, this cannot be changed.
- Before moving into your new home, it will be necessary for you to pay your first 2 weeks rent, by either Bank Cheque, Money Order or BPAY.
- We are a CASHLESS office. Methods of payments options are, BPAY, Phone, Internet & Automatic Recurring Payment through the DEFT Payment System or by Cheque. A small fee of \$0.85c will be charged to your nominated account per transaction if you choose the direct debit option. By completing this application you have agreed to these payment methods.
- We do not accept bond transfers, however Qld Housing Bond Loans will be accepted once approved.

I have read, understand and agree to all of the terms above

Signed \_\_\_\_\_

If you are unable to sign the application electronically -  
typing your name here will acknowledge your consent to the terms of application.

### Ray White Maroochydore

1/4-8 Duporth Ave, Maroochydore  
07 5443 2000  
07 5443 7770 fax

### Ray White Buderim

1/66 Burnett Street St, Buderim  
07 5445 6088  
07 5445 5411 fax

### Ray White Noosa

1/37 Hastings St, Noosa Heads  
07 5447 2021  
07 5447 2919 fax

### Ray White Noosa River

113 Poinciana Ave, Tewantin  
07 5449 8800  
07 5449 8699 fax

### Ray White Mooloolaba

13 Brisbane Rd, Mooloolaba  
07 5444 3455  
07 5444 8552 fax

### Ray White Sippy Downs

Shop 7/11-19 Chancellor Village  
07 5354 6002  
07 5456 4722 fax

## Property Details

Proposed Property			
Rent per week	\$	Preferred lease term	Preferred start date
		YEARS	
		MONTHS	

## Personal Details

Full Name			
Date of Birth		Marital Status	
Mobile		Email	
Total Number of Occupants to reside at the premises		Name	Age
Name	Age	Name	Age
Name	Age	Name	Age
Have you been known by another name/s?	Yes No	Smoker	Yes No
Passport No.		Country	

## Pets

Type of Pets		Small Medium Large	Inside Outside	Number of Pets	
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## Vehicles

Make		Model			
Year		Registration		Drivers Lic No.	
Do you own a boat/caravan/trailer that will be kept at the property			Yes No	Type	

## Residency Details (if you currently own your property, please provide a copy of your latest rates notice)

Current Address			
Occupancy Period		Rent Paid	\$
Reason for Leaving			
Agency/Landlord		(Ph)	
		(Email)	

Previous Address			
Occupancy Period		Rent Paid	\$
Reason for Leaving			
Agency/Landlord		(Ph)	
		(Email)	
Bond Refunded?	Yes No	If not, why not?	

Home Owner?	Yes No	If you currently own your own property, please provide a copy of your latest rates notice
Investment Property Owner?	Yes No	If your currently own an investment property, please provide a copy of your latest rates notice

### Current Occupation (Proof of income must be provided)

Current Occupation						
Current Employer						
Employer Address						
Payroll Contact	Ph	Email				
Employment Period		Gross Weekly Salary	\$	Net	\$	
If Employed For Less Than 6 Months – Provide Previous Employer						

### If Self Employed

Name of Business						
Type of Business						
Address of Business						
Accountant Details		Ph				
Average Weekly Income		Period of Self Employment				
If Employed For Less Than 6 Months – Provide Previous Employer						

Other Income Details	e.g. Centrelink
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### Education

Name of Tafe   Uni			
Faculty / Course		Student ID Number	

### Personal References

Name			
Address		Ph	
Relationship		How long known?	

Name			
Address		Ph	
Relationship		How long known?	

### Business / Work References (Must be different to your payroll contact)

Name			
Business Name		Ph	
Address			

Name			
Business Name		Ph	
Address			

### Emergency Contact

Name		Ph	
Address			

## Pet Application and Agreement

Property Address \_\_\_\_\_

Tenant Name \_\_\_\_\_

**RayWhite**

### Pet Details

Item	Pet 1	Pet 2
Type / Breed of Pet/s		
Name/s		
Age		
De-sexed		
Council Registration Number		
Description		
Photo Provided?		

### Emergency Pet Carer

Name		
Address		
Phone Number	Work Number	Mobile Number

### Vetinarian

Name		
Address		
Phone Number	Work Number	Mobile Number

### TERMS AND CONDITIONS

The Tenant/s acknowledges and agrees to the following terms:

1. The Lessor has agreed to permit pet/s at the premises as specified in the General Tenancy Agreement and this Pet Agreement.
2. Any pet other than the approved pet/s specified in the General Tenancy Agreement and this Pet Agreement must first be requested by Tenant/s in writing and then be approved in writing by the Lessor PRIOR to the pet/s being allowed onto the premises. Approval is not guaranteed.
3. The Tenant shall be liable for any damage or injury whatsoever caused by the pets on the Property, whether they are the pet of a Tenant or guest, Tenant's pets or their guests pets and regardless of their approval status.
4. The Tenant accepts full responsibility and indemnifies the Lessor for any claims by or injuries to third parties or their Property caused by, or as a result of actions by their pet/s or their guests pet/s, and regardless of their approval status.
5. The Tenant agrees to arrange for Flea Fumigation at the end of the tenancy or at a time during the tenancy as required or requested by the Lessor / Lessor's Agent to be carried out by a Company complying with Australian Standards.
6. The pet/s are to be outside at all times, unless specified otherwise in the General Tenancy Agreement or this Pet Agreement.
7. By signing below you are only asking for approval for the above-mentioned pet/s to be accepted at the property for which you are applying.
8. That the pet/s will not be fed on carpeted areas inside the property.
9. During the tenancy, when a Routine Inspection is to be conducted, please ensure your pet/s are tied up and restrained at all times.
10. The Tenant/s are required to ensure that the Approved Pet/s are registered with the Sunshine Coast Council at all times, and all relevant laws relating to the keeping of animals are complied with at all times.
11. The tenant/s agrees that there should be evidence of pet urine or smells in the property, it will be professionally cleaned and deodorized, or if necessary the affected carpet and underlay is to be replaced at the tenant/s own expense.
12. That the pet/s shall not be allowed outside of the premises unsupervised .
13. That the pet/s will not become an annoyance or source of discomfort to other tenant/s or neighbours.
14. To ensure grounds and surrounding outdoor areas are kept clean and free from animal faeces and other mess.
15. To repair any damage caused by the pet immediately, including re-turfing of lawns if there are track marks, holes or worn out areas, and any significant damage to ground level, walls, doors, carpet, fly screens, fences or furniture.

### Acknowledgement by Applicant

Applicant Name	Signature	Date
Applicant Name	Signature	Date
Applicant Name	Signature	Date

### After Processing Application

#### Application Result

**DECLINED**

**APPROVED**

The above mentioned pet/s have been approved by the Lessor of the property stated in this Agreement. This Agreement now forms part of the General Tenancy Agreement and the Tenant/s are now bound by the acknowledgement set out in the Application above.

#### Authorisation by Agent / Lessor

Applicant Name	Signature	Date
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## 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 including maintenance contractors and owners 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 Business Manager. If you do not complete this form or do not sign the consent below, 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 Ray White Maroochydore to collect information about me from:

1. My previous letting agents and/or landlords;
2. My personal, business/work/employment & emergency referees
3. Any Tenancy Default Database which may contain personal information about me. I also authorise the Agent to disclose details about any future 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 Ray White Real Estate to disclose the personal information collected about me to the owner of the property and to any third parties such as valuers, contractors, sales people, insurance companies, bodies corporate, utilities companies, other agents and tenancy default databases.

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 \_\_\_\_\_

If you are unable to sign the application electronically - Typing your name here will acknowledge your consent to the terms of the application.

Once you have reviewed and finalised your application, please click on the key symbol to save and submit the form ➔

# Ray White\_Know How



Like us on Facebook for Latest Updates,  
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[facebook.com/RayWhiteMaroochydore](https://facebook.com/RayWhiteMaroochydore)

View our rental properties online: [raywhitemaroochydore.com.au](https://raywhitemaroochydore.com.au)

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