

TENANT APPLICATION INFORMATION

Applications will not be processed unless **ALL** information is supplied.

Processing of your application **WILL NOT COMMENCE** until **ALL** supporting documents are received

Each applicant must complete a separate application.

OFFICE HOURS

Our office hours are Monday to Friday 9:00am – 5:00pm.

PHOTO IDENTIFICATION

When returning your application you **must** submit a form of photo identification. See below.

REQUIRED SUPPORTING DOCUMENTS

You will be required to submit supporting documents with your application. Your application will not be processed if all documents are not provided. Our office will require you to submit a minimum of 100 points for your application to be considered, **proof of income must be supplied within the 100 points.**

ACCEPTED RENTAL PAYMENT METHODS & FEES

BPAY	\$3.00 per transaction
Centrepay	No fee charged
Direct Debit	\$1.65 per transaction
Bank Cheque	Contact your bank for fees & charges
Money Order	Up to \$8.95 per transaction
Aus Post	\$4.00 per transaction

if these payment options are not suitable – please advise at submission

100 point check – if you are unable to meet criteria, please speak with the Property Manager

please tick

<input type="checkbox"/> 50 points	Last 4 rent receipts	<input type="checkbox"/> 40 points	Drivers License
<input type="checkbox"/> 30 points	Photo Identification	<input type="checkbox"/> 30 points	Passport
<input type="checkbox"/> 20 points	Council rates notice	<input type="checkbox"/> 20 points	Min 2 references from previous Agent/Landlord
<input type="checkbox"/> 10 points	Birth Certificate	<input type="checkbox"/> 10 points	Current Motor Vehicle Rego Papers
<input type="checkbox"/> 10 points	Copy of Phone/Energy/Gas Account	<input type="checkbox"/> 10 points	Other Identification



- Photo Identification (18+ card, drivers licence, University or TAFE card, passport)
- Other Identification (Medicare card, bank card, pensioner card)
- Proof of current address (phone bill, electricity account, lease agreement, council rate notice)
- Proof of regular housing payments (rent receipts, tenant ledger, proof of mortgage payments)
- Proof of income (pay slips + bank statements, employment letter, Centrelink letter) **MUST BE PROVIDED**
- Written References (personal, rental references, employment)

PROCESSING AN APPLICATION

In most instances we are able to process your application within two working days & advise you by telephone. If we are unable to contact all of your referees this process may take longer.

APPROVAL OF AN APPLICATION

If your application is approved we will require you to return to our office prior to moving into the property to collect a copy of your Tenancy Agreement, Body Corporate By Laws (if applicable) and information Statement “Renting in Queensland”. It is important that you carefully read these documents prior to taking up the tenancy. If you can provide our office with an email address we will email this to you.

PAYMENT OF 2 WEEKS RENT

Once the application has been approved you will be required to pay one weeks rent within 24 hours of approval to secure the property. Please note that this must be paid in cleared funds (money order or bank cheque). Personal cheques will not be accepted when paying the initial monies. The property will not be secured for you until this money is cleared. In the event that you withdraw from the tenancy after the one weeks rent has been paid, you will forfeit the money.

**** PLEASE NOTE IT IS OUR OFFICE POLICY NOT TO ACCEPT CASH ****

APPLICATION FOR RESIDENTIAL TENANCY

EVERY page of this application **must** be completed in full & **signed** or your application will **not** be processed.

RENTAL PROPERTY ADDRESS: _____

HAVE YOU INSPECTED THE PROPERTY? YES | NO **DATE INSPECTED:** / / **2013**
please circle

APPLICANT DETAILS

Name: _____ D.O.B: / /
Contact No. Home: _____ Work: _____ Mobile: _____
Email Address: _____
Number of Persons to Reside in Property (including children): _____
Full names and D.O.B of all persons other than applicant wishing to occupy the premises: _____

Drivers Licence No.: _____ Licensed State: _____

Passport No.: _____ 18+ Card No.: _____

No. of cars to be kept on premises: _____

Pets (Check with Agent): YES | NO Number: Type & Breed:

Are the pets registered with the Council: YES | NO Are you a smoker: YES | NO

If you do not want Ray White Connect to fast track your utility connections, please write NO in this box. This is a fast, convenient, **free**, 3 minute service.

CURRENT RESIDENCE – WE DO NOT ACCEPT BOND TRANSFERS

Full Address: _____

Owned Rented \$ _____ per week

Name of Managing Agency: _____

Suburb: _____ Phone No.: _____ Fax No.: _____

Period of Occupancy: / / to / /

Reason for leaving: _____

Do you expect the bond to be refunded in full YES | NO

If NO, Why: _____

PREVIOUS RESIDENCE

Full Address: _____

Owned Rented \$ _____ per week

Name of Managing Agency: _____

Suburb: _____ Phone No.: _____ Fax No.: _____

Period of Occupancy: / / to / /

Reason for leaving: _____

Was the bond refunded in full YES | NO

If NO, Why: _____

REFERENCES – DO NOT INCLUDE RELATIVES (This must be completed in full)

Name: Address:
Contact No.: Relationship:
Name: Address:
Contact No.: Relationship:
Name: Address:
Contact No.: Relationship:

EMERGENCY CONTACT

Name: Address:
Contact No.: Relationship:

INCOME (If self employed see below)

Occupation: Period of Employment:
Employer: Weekly Wage: \$
Address: PH.: Fax.:
FULL TIME PART TIME CASUAL (hours per week)
please circle

IF LESS THAN 6 MONTHS – Previous Employer

Occupation: Period of Employment:
Employer: Weekly Wage: \$
Address: PH.: Fax.:
FULL TIME PART TIME CASUAL (hours per week)
please circle

INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME PER WEEK

OTHER Student (Name of College/TAFE/UNI) Austudy: \$
Pensioner Type: Allowance: \$
Child Support (please circle): PAID RECEIVED Amount: \$
Unemployment Benefit: Allowance: \$
Self Employed (Name of Business) Wage: \$
Address Phone:
No. of years trading: ABN Number:
Other Income (i.e. Savings or Investments) Other Income: \$

HOW DID YOU HEAR ABOUT THE RENTAL PROPERTY? *please circle*

For Rent Sign Rental List Telephoned Newspaper Window Card Internet

DO YOU HAVE OTHER APPLICATIONS BEING CONSIDERED BY OTHER AGENCIES? YES | NO

IF SO, IS THIS PROPERTY YOUR FIRST PREFERENCE? YES | NO *please circle*

I, _____, accept this property in its current condition YES | NO

(A detailed condition report will be completed prior to you taking possession)

If NO, provide details:

TERMS & CONDITIONS – AUTHORITY & PRIVACY DISCLAIMER

Applicant's Name: _____

I the applicant do solemnly and sincerely declare that the information provided is true and correct. I have inspected the premises & wish to take a tenancy of such premises for a period of _____ months / years from ____/____/ 2013, at a rental of \$_____ per week. The weekly rent to be paid is within my means and I agree to pay a bond of \$_____. It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness and **authority** is hereby given to the agent to check credit reference, employment details, previous rental references, tenant default registry database checks, personal references and any other searches which may verify the information provided by me. I **authorise** the agent to give information to the lessor of the property, credit providers and references named in this application and I understand this can include information about my credit worthiness, credit standing, credit history or credit capacity. Once a Tenancy Agreement has been entered into the tenant **agrees**, that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry agents or other agents. Once the application has been approved I, the Applicant agree to pay the one weeks rent to secure the property. In this instance that being \$_____. **THE PROPERTY WILL NOT BE HELD UNTIL WE RECEIVE ONE WEEKS RENT.** In the event that the application is successful and acceptance is communicated and the first weeks rent is paid, but I the Applicant decide not to proceed, I agree that this money will be forfeited to your office. Upon communication of acceptance by the Agent I agree that this tenancy shall be binding and the application deposit will be transferred as part bond payment.

I the applicant **accept** that if the application is rejected, the agent is not legally obligated to give a reason. If your application is declined your details will be held on file for one month. Following this period all details will be disposed of.

IMPORTANT PRIVACY NOTICE: 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 to manage the tenancy. Personal information collected about the Applicant in this 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 reference 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 that 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 their personal information the Agent holds, they can do so by contacting Ray White Bundamba at Shop 1/21 Brisbane Street, Bundamba QLD 4304, or by the following; Ph (07) 3816 2000, Fax (07) 3816 2500 or email rentals@bundamba.com.

The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, the Agent may not be able to process the application and manage this tenancy.

APPLICANTS SIGNATURE: _____ DATE / / 2013

AGENT SIGNATURE: _____ DATE / / 2013

ANNEXURE TO TENANCY APPLICATION

PART A

1. To process your application you are requested to answer all questions to the best of your ability. Any false information provided could jeopardise your application.
2. The completion of this annexure does not constitute an offer or acceptance
3. Any information provided in your application and this annexure may be passed on to Tenancy Information Centre Australia in the event of a default occurring.
4. Upon approval and acceptance of your application all monies must be paid in full by bank or building society cheque, Australia Post money order or direct deposit.

PART B

please circle

- | | | | |
|---|-----|--|----|
| a) Have you ever been evicted by any Lessor/Agent? | YES | | NO |
| b) Have you ever been refused another property by any Lessor/Agent? | YES | | NO |
| c) Are you in debt to another Lessor/Agent? | YES | | NO |
| d) Is there any reason known to you that would affect your rental payment | YES | | NO |
| e) Were any deductions made from your rental bond at your last address? | YES | | NO |

If you have answered **YES** to any of the above questions, please give reason/s:

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Is there any supporting information that you would like to note, that you would like us to consider while processing your application for tenancy? If **YES**, please use the allocated space below:

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