

Ray White

**TENANCY
APPLICATION
FORM**

*Acceptance of this tenancy application will not be acknowledged
until all pages are completed and signed.*

Ray White Murrumba Downs

Address: Shop 12, Cnr Dohles Rocks & Good Road,
Murrumba Downs QLD 4503

Phone: 07 3491 8850

Fax: 07 3491 8856

Licensed Estate Agents • Auctioneers • Property Managers

Ray White Murrumba Downs

Tenancy Application – Check List Of Documents Required

To enable us to process the application, each adult must complete a Tenancy Application Form and provide photocopies of the following documents. Applications will not be considered if any documents are missing or incomplete.

Property Address	Applicant 1 - Name	Applicant 2 - Name
Identification		
- Drivers licence and/or	<input type="checkbox"/>	<input type="checkbox"/>
- Proof of age card	<input type="checkbox"/>	<input type="checkbox"/>
- Passport and /or	<input type="checkbox"/>	<input type="checkbox"/>
- Birth certificate	<input type="checkbox"/>	<input type="checkbox"/>
- Medicare card	<input type="checkbox"/>	<input type="checkbox"/>
- Health Care card	<input type="checkbox"/>	<input type="checkbox"/>
- Utility bill (paid)	<input type="checkbox"/>	<input type="checkbox"/>
- Car rego papers	<input type="checkbox"/>	<input type="checkbox"/>
- Other	<input type="checkbox"/>	<input type="checkbox"/>
Income		
- 2 x Payslips and/or	<input type="checkbox"/>	<input type="checkbox"/>
- Centrelink/Child support	<input type="checkbox"/>	<input type="checkbox"/>
- Bank statement (<i>copy or visually sighted in office</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Reference		
- Tenant Rental Ledger	<input type="checkbox"/>	<input type="checkbox"/>
- Work References	<input type="checkbox"/>	<input type="checkbox"/>
- Personal References	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS		
Office use only:		
# Adults:	# Children:	Pets:
Income (weekly):	\$	\$
Applicn. completed/signed	<input type="checkbox"/>	<input type="checkbox"/>
Agent Reference	Faxed: <input type="checkbox"/>	<input type="checkbox"/>
	Rtd: <input type="checkbox"/>	<input type="checkbox"/>
TICA	<input type="checkbox"/>	<input type="checkbox"/>
NOTES		



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Residential Tenancy Application Form

Please fully complete both sides of this form for your application to be processed.

1. Property Applying For

Address _____

Suburb _____ Postcode _____

Lease Term Years Months

Date Property to be occupied / /

Rent Payable for Property _____

Name(s) of other Applicants to Occupy Property _____

ID: 16271

2. If self-employed, please complete the following

Company Name _____

Company Address _____

Suburb _____ Postcode _____

Business Type _____

Position Held _____

A.B.N. _____

Accountant Name _____

Accountant Phone _____

Solicitor Name _____

Solicitor Phone _____

3. Personal Details

Title	First Name	Initial
Last Name _____		
Date of Birth / /		
Current Address _____		
Suburb		Postcode
Drivers Licence Number		State of Issue
Car Registration Number _____		
Alternate ID (eg passport)		No
Pension Type		No
Home Phone Number _____		
Mobile Phone Number _____		
Email _____		
Occupation _____		
Employers Name _____		
Employer Phone Number _____		
Please provide a contact number you are available on all day		
Contact number: _____		

4. Utility Connection Service



Phone: 1300 556 325
Fax: 1300 888 598
Email: connect@raywhite.com.au
Internet: www.raywhiteconnect.com.au

A Free Service - Connecting Your Utilities Has Never Been Easier!

Ray White Connect is a simple and convenient time saving service assisting with your Telephone, Electricity & Gas and water connections. Ray White Connect also provide a range of additional services to compliment your household utilities, such as internet & Pay TV.

This is a value-added service independent of your tenancy application - you are not obligated to use Ray White Connect.

If you would like Ray White Connect to contact you to discuss any of the above services please tick the box and a Ray White Connect representative will make all reasonable efforts to contact you within one working day of receiving an application. If we are unable to contact you within this period please contact Ray White Connect on 1300 556 325 to ensure connection can be completed by your requested date.

It is the responsibility of the Tenant to ensure that the Main Electricity Switch is in the "Off Position" between 7am & 7pm on the day connection is required and that there is easy access to the property.

While the connectnow service is FREE, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the Ray White Connect service.

Connection of your utilities will only be initiated once a representative has discussed your details with you and obtained your consent to the terms and conditions of supply of the relevant utility service provider(s). The privacy of our customers is of vital importance to Ray White Connect.

I consent to the collection of my personal information by Ray White Connect Pty Ltd ACN 79 097 398 662 for the purposes of arranging for the connection and or disconnection of the nominated moving and connections services and related services, and to providing my personal information contained in this application to the relevant service providers, in accordance with Ray White Connect's Privacy Policy (which is available for my inspection at www.raywhiteconnect.com.au) Ray White Connect and those service providers may contact me from time to time (including by electronic means) to let me know about new or existing products or services. I understand that I can contact Ray White Connect at any time if I do not want to receive that information from Ray White Connect or if I want to update my personal information. I agree that neither Ray White Connect nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames, terms and conditions once agreeing to use the chosen service provider. I authorise the obtaining of a National Metering Identifier and or a Metering Installation Registration Number on my residential address to obtain supply details. It is the responsibility of the customer/homeowner to ensure that the electricity main switch is in the 'Off Position' for the required timeframe on the day of connection and that there is easy access to the meters. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that Ray White Connect may be paid a fee by the service provider and may pay a fee to the Agent in respect of the provision of the service provided to me by Ray White Connect.

Is the electricity currently on Y N
Does the property have: Bottle Gas Main Gas Electricity Only

Call me to connect Yes

Signed: _____ Date / /

Tenancy Privacy Statement

Please fully complete both sides of this form for your application to be processed.

This form is to be accompanied by an Application for Tenancy. Your Application for Tenancy cannot be accepted unless this has been completed in full and signed.

Due to recent changes in the Privacy laws, from 21st December 2001, all real estate agencies must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully, and once completed return it to this office with your tenancy application.

As professional property managers, Ray White collects personal information about you. To ascertain what personal information we have about you, you can contact us by the following ways:

Address: Shop 12, Cnr Dohles Rocks & Good Road,
Murrumba Downs QLD 4503

Phone: 07 3491 8850

Fax: 07 3491 8856

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested, and if the risk is considered acceptable, to provide you with a lease/tenancy of the premises.

To carry out this role, and during the term of your tenancy, we usually disclose your personal information to the following:

The landlord, the landlord's lawyers, the landlord's mortgagee – for mortgage purposes, referees you have nominated, organisations/tradespeople required to carry out maintenance to the premises, rental bond authorities, Residential Tenancies Tribunals/Courts, collection agencies, National Tenancies Database Pty Ltd, Remington White, other real estate agents and landlords, utilities companies such as gas, electricity, water connection, telephone connection, banks – for rental payment facilities and financial records, employers – for reference purposes.

PLEASE NOTE:

1. This application is subject to the owner's approval and may take 2-3 days to process.
2. All applicants must complete an application form.
3. Initial bond payment must be paid in the form of a bank cheque or money order made payable to the **Residential Tenancies Bond Authority** (personal cheques or cash will not be accepted).
4. Initial rental payments must be paid in cash to Ray White.
5. The applicant hereby agrees to a credit check being carried out by the National Tenancy Database.
6. The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.

TENANCY ACCEPTANCE

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fill out ALL required details on the application and ensure your completed application is returned to our office as quickly as possible.

UNSUCCESSFUL APPLICATIONS

Should your application be unsuccessful you will be advised. However, should you wish to apply for another property we will hold over your application for you.

SUCCESSFUL APPLICATIONS

Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require the leases to be signed and the bond to be paid in full to secure the tenancy. The property manager will supply you with these amounts at the confirmation of your tenancy. Keys will only be handed out when all parties have signed the tenancy agreement, Bond Lodgement Form, all monies have been paid and the tenancy has commenced. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.

Signing of tenancy agreements and the payment of the bond can be undertaken at the office indicated by your property manager. It is a policy of Ray White that all rental payments are made via cash, cheque, direct debit or rent card as payment of monthly rent.

Signed by the:

Applicant

Print Name

Date

Witness

NEW TENANT – FACT SHEET

Thank you for your Application for Tenancy...

We will endeavour to process this application immediately because we know that you will be waiting on an answer. It is imperative that you do not make an application on a second property *anywhere* until you have an answer on this application.

With that in mind, it is our goal to obtain a definite answer for you between 24 and 48 hours of receipt of your application. If the process is slower, it is generally because we have not received all the information requested, or we are waiting on answers from referees or owners. Please ensure that all information is completed on the application form. In any event we will keep you up to date. Please note that no applications will be processed on weekends.

Notification of the results

You will be notified of the result of your application immediately a decision is made, and we have confirmed the lessor's instructions. Please ensure that we have a daytime telephone contact number for you. You will be contacted whether you are successful or not. All unsuccessful applications will be shredded within 1 week to maintain your privacy. All documentation collected for successful applicants will remain on file. **FINAL APPLICATION APPROVAL IS AT THE LESSOR'S DISCRETION AND NO REASON SHALL BE GIVEN FOR UNSUCCESSFUL APPLICATIONS.**

Securing your Tenancy

Once the application has been approved, an appointment will be made for you to come into the office, within the first 48 hours of acceptance of your application. At this time you will be required to pay the bond which is equal to four (4) weeks rent to secure the property and to sign the lease documents. Please allow approximately 1 hour for this appointment. This is important and must be completed prior to moving in. Please be aware, we DO NOT sign up tenants on Saturdays. All tenants are to attend the office for this process. You will be given a copy of the tenancy agreement and all relevant documentation to read before signing. We consider these to be vital documents and want to ensure that you are aware of all of your obligations before making a commitment.

The first two weeks rent can be paid at the time of securing the property or when you collect the keys on the lease start day. It will be credited to your rental account commencing with the first day of your tenancy

Bond transfers are NOT accepted. Payment of this money must be in cleared funds – Money Order or Bank Cheque only payable to Ray White Murrumba Downs

No personal cheques can be accepted and **THIS OFFICE DOES NOT ACCEPT PAYMENTS BY**

CASH. Once this process is complete, you should go ahead and arrange the connection of services to the property.

Keys

Keys to the property will not be handed over until all monies are paid in full, the lease is signed by all parties and lease start date has commenced.

Insurance

A reminder that insurance of your personal belongings is your responsibility.

Rent Payment

The initial payments of two (2) weeks rent and four (4) weeks bond is to be paid by MONEY ORDER OR BANK CHEQUE ONLY. Under no circumstances will personal cheques be accepted for this payment.

After this initial payment our preferred method of rent payment is Payment Gateway. If you are successful in obtaining this property you will be required to bring your bank details with you to the lease signing appointment, so this can be set up for you during this appointment. This payment option allows tenants to pay rent via direct debit, credit card, phone or internet banking as well as Bpay and payments at Australia Post. Your property manager will go into more detail about this payment method if you are approved for this property.

As required by the Residential Tenancies and Rooming Accommodation Act 2008 the costs associated with Payment Gateway are as follows:

Bank Account	\$1.65
Credit Card	2.2%
BPAY (bank account)	\$3.00
Australia Post	\$4.00

Due to banking processing times, Payment Gateway funds do not clear into our bank account immediately; it takes 4 business days to clear. Please factor this into your Commencement Date for rent payments.

Other approved payment options are cheque, or deduction from pay.

We hope this information is of value to you. If there is anything we can do to make the 'moving in' process easier for you, please let us know. It is our aim to provide you with every assistance possible to ensure that your association with this office is an enjoyable one.

Thank you,

Ray White Murrumba Downs

I/We have read the above information and agree to these terms if our application is accepted:

Signature: _____

Date: _____