



TENANCY APPLICATION

Applicant: _____

Property: _____

This application will not be processed until it is filled out completely with copies of supporting documents attached.

Please read prior to completing your application

1. One application is to be completed per person over the age of 18 years.
2. Our Property Manager/Letting agent will contact you within 24 hours once the application has been received to update you on progress or result.
3. This application must be accompanied by copies of documents from those listed below for the 100-point identification check.
4. Ray White South Brisbane & CBD Residential is a strictly **CASHLESS** office. Only Bank Cheque or Money Order will be taken as initial payment.
5. Upon approval, we require payment of the first two weeks rent and bond, by Bank Cheque or Money Order within 24 hours. If you withdraw the application after acceptance, the two weeks rent paid will be forfeited.

Applicants Checklist

Before I submit this application, I have:

- ☐ Attached photocopies of documents to meet 100 or more points of ID (see below)
- ☐ Inspected the property both internally and externally
- ☐ Completed all details in full on the application form
- ☐ Provided all contact details and documentation for confirmation of income source
- ☐ **Read and signed all the Privacy Disclosure Statement & Privacy Consent**
- ☐ **Read, understood and signed the attached Tenancy Information Statement**

WHEN SUBMITTING AN APPLICATION YOU MUST INCLUDE AT LEAST ONE ITEM FROM EACH SECTION:

Section One

Drivers Licence	40
Passport	40
Birth Certificate	30
Other photo ID	15

Section Two

Current wage advice	30
Previous written Tenancy Reference	30
If new job – Letter of confirmation of employment inc. salary	20

Section Three

Previous two rent receipts	20
Motor vehicle registration	10
Bank statement	10
Telephone account	10
Electricity account	10
Gas account	10
Pet registration papers	10

Ray White South Brisbane/ CBD Residential

✉ 62 Merivale St, South Brisbane ☎ Phone | (07) 3010 2600 📠 Fax | (07) 3010 2699

📧 Email | reception.rentals@raywhite.com 🌐 Web | www.raywhitesouthbrisbane.com.au

TOTAL POINTS: _____

Rental Property you are applying for:	ADDRESS:
Applicant's full name & address	Name: _____ Address: _____
Have you ever been known by another name?(i.e. maiden)	<input type="checkbox"/> Yes _____ <input type="checkbox"/> No
Applicants contact details	(Home) _____ (Business) _____ (Mobile) _____ (Email) _____
Personal details	Date of Birth ____/____/____ Smoker/ Non Smoker Drivers Licence No: _____ Expiry Date: _____ Passport No: _____ Expiry Date: _____
Current Rental details	Current weekly rent \$ _____ p/wk How long have you lived here? _____ Lease expiry ____/____/____ Agent /Lessor _____ Business no. () _____ Fax no. () _____
If you owned / still own your premises – who sold it / manages it for you?	Agent who sold/is selling my home : _____ Contact number : _____ or Agent who manages my home : _____ Contact number : _____
Previous Rental details	Address: _____ Rent:\$ _____ p/wk How long did you live there? _____ Agent /Lessor _____ Business no. () _____ Fax no. () _____
Employment	Current Employer (Trading name) _____ Your Position: _____ Employer contact : _____ Length of employment: _____ Business no () _____ Net weekly Income \$ _____
If Self Employed	Business Name: _____ Accountant: _____ Phone: _____ Address: _____ ACN: _____ ABN: _____ Industry: _____ How long have you been self-employed? _____

If Student:	Institution: _____ Course: _____ Duration: _____ Remaining: _____												
	For students or persons not currently working, verification of income source must be provided. Please indicate the documents you have supplied to support this application: <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Bank Statements <input type="checkbox"/> Centrelink Documents <input type="checkbox"/> Austudy Documents <input type="checkbox"/> Other												
Australian Citizen? Perm. Resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No If no to either – supply copy of Passport and Visa Visa expires: ____/____/____												
Vehicle Information	Total number of vehicles to be kept at the premises: _____ Car Registration No: _____ Model: _____ Car Registration No: _____ Model: _____												
Occupancy Details Pets	Total Number of Occupants who will live in this property: ____ Number of Children (if any): _____ Ages of children: _____ Do you have any pets: _____ How many / Breed/ Age: _____ Registration Number: _____ Pets Name: _____												
Names of all Occupants to reside at premises	_____ _____ _____												
Emergency Contact Details (Next of Kin)	Name: _____ Address: _____ Phone: _____ Name: _____ Address: _____ Phone: _____												
Personal Reference (Not relatives) Please ensure each has agreed for you to nominate them as a referee	<table border="1"> <thead> <tr> <th>NAME</th><th>Occupation</th><th>Contact</th></tr> </thead> <tbody> <tr> <td>1) _____</td><td>_____</td><td>_____</td></tr> <tr> <td>2) _____</td><td>_____</td><td>_____</td></tr> <tr> <td>3) _____</td><td>_____</td><td>_____</td></tr> </tbody> </table>	NAME	Occupation	Contact	1) _____	_____	_____	2) _____	_____	_____	3) _____	_____	_____
NAME	Occupation	Contact											
1) _____	_____	_____											
2) _____	_____	_____											
3) _____	_____	_____											
a) Has any lessor or agent ever refused you another property? Yes/No b) Are you in debt to another lessor or agent? Yes/No c) Is there any known reason to you that would affect your ability to pay rent when due? Yes/No d) Was your rental bond at your last address refunded in full? Yes/No													

1. During my inspection of this property I found it to be in a satisfactory condition YES / NO
2. If "NO", I request the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the lessor's approval.

3. I acknowledge that this is an application to rent this property and that my application is subject to the lessor's approval and understand that there is no legal obligation for a reason to be given, should this application not be accepted. YES / NO
4. I declare that the information provided is true and correct, and consent to this application being verified. I understand a reference check with the Tenancy Information Centre of Australia (TICA) will be undertaken. Should I default on this agreement and a breach is proven by Court Order, details of the breach including my personal details may be disclosed to TICA and debt collector agency. YES/NO
5. I acknowledge by signing below that the agency has provided me with a copy of the **General Tenancy Agreement Form 18a**, including the Standard Terms 1-44 and also any special conditions pertaining to the particular property I am applying for. YES/NO

Applicants Declaration

I, the applicant, submit my application for tenancy at the premises referred to in this form and acknowledge that my application will be forwarded to the lessor of the property for his / her consideration.

I, the applicant, declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the above premises and wish to apply for tenancy on the premises for a period of _____ months, at a rental of \$_____ per week commencing ____/____/____.

If application is approved by the owner:

- ☐ You or the nominated applicant will be notified promptly.
- ☐ Arrangements will be made for all applicants to sign the General Tenancy Agreement within 24 hours of the approval, plus 2 weeks rent to be paid. I acknowledge, and agree to forfeit rent if I withdraw this application.
- ☐ Statement of Costs must be paid by Bank Cheque or Money Order prior to tenancy commencing.

Statement of Costs upon approval of application:

Rental Bond (4 weeks Rent) 4 x \$_____ = \$ _____
Rent (first two weeks) – Paid on approval of application 2 x \$_____ = \$ _____

Total Required = \$ _____

PRIVACY DISCLOSURE STATEMENT OF

ARNMORE PTY LTD T/AS RAY WHITE SOUTH BRISBANE/CBD RESIDENTIAL

Address: 62 Merivale St, South Brisbane & Level 2/189 Elizabeth St, Brisbane

I, the applicant acknowledge that I have read the privacy notice of Arnmore Pty Ltd T/As Ray White South Brisbane/ CBD Residential which is available for viewing on www.raywhitesouthbrisbane.com . I authorise Ray White to collect information about me from:

- a) The owner or the agent of my current and / or previous residence;
- b) My personal referees and employer/s;
- c) The databases of defaulting tenants previously mentioned;
- d) Any person necessary to confirm any information contained in this application;
- e) And if I default under a rental agreement, the Agent may disclose details of any such default to any person whom the agent considers has an interest in receiving such information.

I authorise Ray White South Brisbane to disclose the personal information it collects about me to the owner of the property, even if the owner is a resident outside Australia. I authorise Ray White to refer my name and contact details to an arranger or service provider of repairs & maintenance to attend to work required on this property during term of Tenancy, and inclusive of Arnmore Pty Ltd.

Applicants Full Name (please print)

Applicants Signature