

Ray White®

Tenancy Application Form

Please read prior to completing your application:

1. One application is to be completed per person over the age of 18 years.
2. A Ray White North Lakes staff member will contact you within 24-48 hours upon receipt of your application to advise status or result of application.
3. This application must be accompanied by copies of documents from those listed below for the 100 point identification check.
4. Ray White North Lakes is a strictly cashless office.

Applicants Checklist

Before I submit this application, I have:

- Attached certified photocopies of all documents to meet 100 points of ID & proof of income (see below)
- Inspected the property both internally and externally, satisfied with size of apartment and lift access
- Completed all details in full on the application form
- Read and signed all of the Tenancy declaration and privacy details

Address of the property you are applying for _____

Approved Supporting Documents

You are required to meet a 100 point identification criterion upon submission of your application. A Ray White North Lakes employee may photocopy any original items and retain as part of your application.

Please tick the identifying documents you have provided with your application.

IMPORTANT: At least one form of Photo Identification MUST be provided.

50 POINTS

- | | | |
|-----------------------------------|---|--|
| <input type="checkbox"/> Passport | <input type="checkbox"/> Full Birth Certificate | <input type="checkbox"/> Citizenship Certificate |
|-----------------------------------|---|--|

30 POINTS

- | | | |
|---|--|--|
| <input type="checkbox"/> Australian drivers licence | <input type="checkbox"/> Student photo ID | <input type="checkbox"/> Department of veterans affairs card |
| <input type="checkbox"/> Centrelink card | <input type="checkbox"/> Proof of age card | <input type="checkbox"/> State/Federal government photo ID |

25 POINTS

- | | | |
|--|---|---|
| <input type="checkbox"/> Medicare card | <input type="checkbox"/> Council rates notice | <input type="checkbox"/> Motor vehicle registration |
| <input type="checkbox"/> Telephone bill | <input type="checkbox"/> Electricity bill | <input type="checkbox"/> Gas bill |
| <input type="checkbox"/> Tenancy history ledger | <input type="checkbox"/> Bank statement | <input type="checkbox"/> Credit card statement |
| <input type="checkbox"/> Last FOUR rent receipts | <input type="checkbox"/> Rent bond receipt | <input type="checkbox"/> Previous tenancy agreement |

Proof of Income

You are also required to supply your proof of income upon submission of your application

Employed: Last TWO pay slips

Self Employed: Bank statements, Group Certificate, Tax Return or Accountants letter

Not Employed: Centrelink statement, Bank statement, letter of Guarantor

Item 1	Who did you inspect the property with	Name _____ on what date ____/____/____
1.1	Applicants full name & Address	Name _____ Address _____
1.2	Have you ever been known by another name(s)?	If yes, please list _____ (provide evidence attached to application)
1.3	Applicants contact details	Home _____ Mobile _____ Business _____ Email _____
1.4	Personal details	Date of Birth ____/____/____ Smoker / Non Smoker Drivers licence No. _____ Expiry Date ____/____/____ Passport No. _____ Expiry Date ____/____/____
Item 2	Current rental details	Current weekly rent \$ _____ per/week How long have you lived here? _____ Lease expiry ____/____/____ Reason for leaving _____ Agent/lessor _____ phone _____ Email: _____
2.1	If you currently own a property, please provide details	Agent who manages/selling property _____ phone _____ email _____
2.2	Previous Rental Property	Address _____ Rent p/wk \$ _____ Time at property _____ Agent/lessor _____ phone _____ Email _____
Item 3	Employment	Current Employer _____ Your position _____

		Please circle employment status - Full time / Part time / Casual / Contract Length of employment _____ Net weekly income \$ _____ Name of contact _____ phone: _____ Email _____
3.1	If self Employed	Business Name _____ How long have you been self employed _____ Accountant _____ phone _____ Email _____ ABN _____ ACN _____
3.2	Centrelink Payments	How much are you receiving \$ _____ p/fortnight Description of Payments _____ Date commenced ___/___/___
3.3	Student details	Institution _____ Course _____ Duration _____ Remaining _____
Item 4	Residential status	Australian Citizen Yes / No Permanent resident Yes / No (If no to either – supply copy of passport & visa) Visa expires ___/___/___
4.1	Vehicle Information	Number of cars to be kept at premises _____ Car registration _____ Model _____ Car registration _____ Model _____
Item 5	Occupancy details	Total number of people to reside at property _____ Number & ages of children if applicable _____ Name of all people to reside at property _____ _____ _____
5.1	Pets	How many pets do you have? _____ Age of pets _____ Breed of pets _____ Registration # _____ Pets name _____
5.2	Emergency Contact (who will not be residing with you)	Name _____ Phone _____ Email Address _____ Relationship to you _____
5.3	Personal References (name & number)	1) _____ 2) _____

