

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 Checkli | İS | i |
|--------------------|----|---|
|--------------------|----|---|

| 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 | s 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 Passport | Full Birth Certificate | Citizenship Certificate |
|--|--|--|
| 30 POINTS Australian drivers licence Centrelink card | Student photo ID Proof of age card | Department of veterans affairs card State/Federal government photo ID |
| 25 POINTS Medicare card Telephone bill Tenancy history ledger | Council rates notice Electricity bill Bank statement | Motor vehicle registration Gas bill Credit card statement |
| Last FOUR rent receipts | Rent bond receipt | 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 | Nameon what date/ | | |
|--------|--|---|--|--|
| 1.1 | Applicants full name & Address | Name | | |
| 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/lessorphone 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 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 | | |
| | | Accountantphone | | |
| | | Email | | |
| | | ABNACN | | |
| 3.2 | Centrelink | How much are you receiving \$ p/fortnight | | |
| | Payments | Description of Payments Date commenced// | | |
| | | | | |
| 3.3 | Student details | InstitutionCourse | | |
| 3.3 | Student details | DurationRemaining | | |
| | | Nemaning | | |
| Item 4 | Residential status | Australian Citizen Yes / No | | |
| | Status | Permanent resident Yes / No | | |
| | | (If no to either – supply copy of passport & visa) Visa expires/ | | |
| 4.1 | Vehicle Number of cars to be kept at premises | | | |
| | Information | Car registration Model | | |
| | | Car registration Model | | |
| | | Total number of people to reside at property | | |
| Item 5 | Occupancy details | Number & ages of children if applicable | | |
| item 3 | | | | |
| | | Name of all people to reside at property | | |
| | | | | |
| | | | | |
| | | How many pets do you have? Age of pets | | |
| 5.1 | Pets | Breed of pets | | |
| | | Registration # Pets name | | |
| 5.2 | Emergency | NamePhone | | |
| | Contact (who | Email Address | | |
| | will not be residing with | Relationship to you | | |
| | you) | | | |
| 5.3 | Personal | | | |
| | References | 1) | | |
| | (name & number) | 2) | | |
| | 1 | , | | |

Declaration

Please declare the following by selecting either TRUE or FALSE *I, the applicant;*

| \triangleright | have never been evicted by an agent/lessor | True / False |
|------------------|--|--------------|
| \triangleright | have no financial reasons that would affect my ability to pay rent | True / False |
| \triangleright | have no outstanding debt with any agent/lessor | True / False |
| \triangleright | have never been refused a property by another agent/lessor | True / False |
| \triangleright | have been refunded my rental bond for my last leased property | True / False |

Please acknowledge the following by selecting either yes or no

I, the applicant;

- 1. acknowledge that my personal contents insurance is my responsibility and will not be covered by the lessor/agent. YES / NO
- 2. understand that the agent may collect this information for the purpose of determining suitability for tenancy of the property in particular my identification, my ability to care for the property, my character and my creditworthiness. YES / NO
 - 2.1 for such purposes, I authorise you, the agent, to contact persons named in this application, and to undertake enquires and searches (including tenancy database searches) as consider reasonably necessary.
 YES / NO
 - 2.2 in doing so, I understand that information provided by me may be disclosed to, referees named in this application and/or other relevant parties and may obtained obtain additional information.
 YES / NO
- 3. acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons why. YES / NO
- 4. understand and agree that should my tenancy be accepted (upon commencement of my tenancy agreement), there may be cause for the agent to pass my details onto other parties which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases. YES / NO
- 5. acknowledge that rental applications once submitted will not be returned to the client regardless of the outcome, and that no original supporting documents will be attached (applications are shredded one month after received if declined). YES / NO
- 6. acknowledge that I have received and reviewed the General Tenancy agreement (Form 18a), the standard terms and any special conditions before completing this application. YES / NO
- 7. acknowledge that I have been made aware of the agency's privacy policy. YES / NO
- 8. declare that the above information is true and correct and supplied of my own free will. YES / NO
- 9. declare that I am not bankrupt or an undischarged bankrupt and the information provided by me is true and correct. YES / NO

| I have inspected the ab | ove premise | s and wish to appl | y for tenancy on the prem | ises for a period of |
|-------------------------------|----------------|--------------------|---------------------------|----------------------|
| months, | at a rental of | f \$ pe | r week commencing | _// |
| Statement of costs to be paid | upon approv | al of application | | |
| Rental bond (4 weeks rent) | 4 x \$ | = \$ | | |
| Rent (2 weeks) | 2 x \$ | = \$ | | |
| Total required | | =\$ | | |
| | | | | |
| Applicants Full Name (Plea | ase Print) | | Signature | // Date |