

Tenancy Application Form



Office Address – 1/13 Discovery Drive, North Lakes 4509 QLD

Email: northlakesqld.leasing@raywhite.com | Fax: 07 3482 3504 | Phone: 07 3482 3501

Please read prior to completing your application:

1. All occupants over the age of 18 must fill out an application form whether a lease holder or approved occupant.
2. This application must be accompanied by copies of documents from those listed below for the 100-point identification check (minimum 1 form of photo ID is required)
3. 3 current payslips/current Centrelink Income Statement/Letter of offer from employer
4. Ray White North Lakes is a strictly cashless office.
5. TICA database is used by Ray White to complete checks on all tenants (<http://www.tica.com.au/>)
6. Our agency uses DEFT payment system, if successful tenant the tenant is to acknowledge that fees & charges apply when paying (direct debit, credit card or bank cheque/money order); see <https://www.deft.com.au/faq> for more information regarding this.

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
- Acknowledged my application will be destroyed within 7-14 days if unsuccessful

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 & one item from each section 50 POINTS

Passport	Full Birth Certificate	Citizenship Certificate
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30 POINTS

Australian drivers licence	Student photo ID	Department of veterans affairs card
Centrelink card	Proof of age card	State/Federal government photo ID

25 POINTS

Medicare card	Council rates notice	Motor vehicle registration
Telephone bill	Utility Bill	Bank/Eftpos Card
Tenancy history ledger	Bank statement	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	Name _____ on what date ____/____/____
1.1	Applicant's Full name & Current 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 _____ 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 is selling the 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 _____ Employment status (Full time/Part time/Casual/Contract) _____

	Employment cont.	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 Permanent resident (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) _____

Declaration

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

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

Please acknowledge the following:

I, the applicant;

1. acknowledge that my personal contents insurance is my responsibility and will not be covered by the lessor/agent.
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.
 - 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.
 - 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.
3. acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons why.
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.
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).
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.
7. acknowledge that I have been made aware of the agency’s privacy policy.
8. declare that the above information is true and correct and supplied of my own free will.
9. declare that I am not bankrupt or an undischarged bankrupt and the information provided by me is true and correct.

_____ / _____ / _____
Applicants Full Name (Please Print) **Signature** **Date**

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 _____ / _____ / _____

Statement of costs to be paid upon approval of application

Rental bond (4 weeks rent) 4 x \$ _____ = \$ _____
 Rent (2 weeks) 2 x \$ _____ = \$ _____
 Total required =\$ _____

PRIVACY STATEMENT

We are an independently owned and operated business – Ray White North Lakes. Our complete privacy policy can be found on our website. If you believe that your privacy has been breached, please contact us using the contact details on our website and provide details of the incident so that we can investigate it. Our procedure for investigating and dealing with privacy breaches is set out in our current complaints handling procedures.

We collect personal information in this form to assess your application for a residential tenancy. You also consent to us using your information for the purposes of direct marketing, business research and customer satisfaction enquiries. We may need to collect information about you from your current or previous landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below.

We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the owners insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer or our website.

If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

Consent

I, the Applicant, acknowledge that I have read the Privacy Statement above and the privacy policy of the Ray White North Lakes. I authorise Ray White North Lakes and the Agent to collect information about me from:

1. My current and previous letting agents, landlords, current and previous employers;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me.

I authorise Ray White North Lakes to disclose:

- Details about any default by me under the tenancy to which the application relates, to any tenancy default database to which Ray White North Lakes or the Agent subscribes, including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA)
- Personal information collected about me to the owner of the property even if the owner is resident outside Australia
- Personal information collected about me to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases to which it is reasonably necessary to disclose in relation to the tenancy agreement.

As your information may be emailed or stored in the cloud, we cannot ensure that overseas recipients to whom your information is disclosed will not breach the Australian Privacy Principles in relation to your information. Acknowledging that this is so, you consent to your information being emailed and stored in the cloud. Where “Connect Now” is requested by me to arrange for the provision of connection and disconnection services, I consent to “Connect Now” disclosing personal information about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I consent to “Connect Now” disclosing confirmation details (including NMI, MIRN and telephone number) to Ray White North Lakes and the Agent. I acknowledge that “Connect Now”, Ray White North Lakes and the Agent do not accept any responsibility for any delay in, or failure to arrange or provide for any connection or disconnection of a utility, or for any loss in connection with such delay or failure. Ray White North Lakes and the Agent have a commercial relationship with “Connect Now”. I acknowledge that “Connect Now”, Ray White North Lakes and the Agent and its employees may receive a fee and/or benefit from a utility service provider in relation to the disconnection, reconnection or connection of a utility service. I also acknowledge, while there is no charge to me for the “Connect Now” service; normal service provider fees or bonds may apply for which I am responsible.

Applicants Full Name (Please Print)

Signature

_____/_____/_____
Date

Ray White North Lakes | 07 3482 3501
1/13 Discovery Drive, North Lakes 4509 QLD
PO BOX 713, North Lakes Qld 4509
www.raywhitenorthlakes.com.au

DEFT PAYMENT SYSTEM – FEES & CHARGES

Our agency uses DEFT payment system, if successful the tenant is to acknowledge that fees & charges apply when paying (direct debit, credit card or bank cheque/ money order).

The maximum amount of these fees or surcharges that you may be charged are set out below:

Payment Option <i>(if the option is offered by your Biller)</i>	Transaction fee/ Surcharge* <i>that may apply (including GST, if applicable)</i>
Bank account transactions (including direct debit arrangements and one-off payments)	\$0.85 per transaction
Card transactions (including direct debit arrangements and one-off payments)	<ul style="list-style-type: none"> • Visa: 1.50% surcharge • MasterCard: 1.50% surcharge • American Express: 3.30% surcharge • Diners Club: 3.773% surcharge The surcharge is a percentage of the transaction amount.
Bank Cheque (NOT a personal cheque)	Approximately \$15 – to be brought to the North Lakes Office – made out to Ray White North Lakes (depending on your financial institution)
Money Order (Australia Post)	\$10 – to be brought to the North Lakes Office

Please be mindful of the following:

- a) Bank Accounts
- Before 5:00pm Sydney time on a Business Day will be sent to your financial institution for processing at 5:00pm Sydney time on the same day.
 - After 5:00pm Sydney time on a Business Day or on a non-Business Day will be sent to your financial institution for processing at 5:00pm Sydney time the next Business Day.

Funds sent by your financial institution can take up to three (3) Business Days to clear and be received by your Biller from the time the payment request is received by your financial institution. It is your responsibility to ensure you have sufficient clear funds in your bank account.

b) Cards

For Card payments, the Business Day cut-off times are:

- 9:30pm Sydney time for MasterCard and Visa, and
- 7:00pm Sydney time for American Express and Diners Club.

Payments will generally be received by your Biller within two (2) Business Days.

I, the Applicant, have read the above information regarding the DEFT payment system used by Ray White North Lakes & acknowledge that if approved I will be liable for these fees & charges.

Applicants Full Name (Please Print)

Signature

____/____/____
Date

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1/13 Discovery Drive, North Lakes 4509 QLD
PO BOX 713, North Lakes Qld 4509
www.raywhitenorthlakes.com.au

PET APPLICATION AND AGREEMENT

AGENCY DETAILS	Ray White North Lakes		
PROPERTY ADDRESS			
TENANT NAME			
GENERAL	Use this form only for Properties where the Lessor has indicated that pets may be accepted. If unsure, please contact our Agency prior to completing this application form.		
PET DETAILS If more than 2 pets, print and complete separate Pet Agreement.	ITEM	PET 1	PET 2
	TYPE OF PET/S		
	NAME/S		
	AGE		
	DESEXED		
	DESCRIPTION / BREED		
	COUNCIL REG #		
	PHOTO PROVIDED		
EMERGENCY PET CARER The Tenant provides the following information for use in the case of an emergency.	Name		
	Address		
	Phone Number	Work Number	Mobile Number
VETERINARIAN The Tenant provides the following information for use in the case of an emergency.	Name		
	Address		
	Phone Number	Fax Number	After Hours Number
TERMS AND CONDITIONS	The Tenant/s acknowledges and agrees to the following terms: <ol style="list-style-type: none"> 1. The Lessor has agreed to permit pet/s at the premises as specified in the General Tenancy Agreement and this Pet Agreement. 2. Any pet other than the approved pet/s specified in the General Tenancy Agreement and this Pet Agreement must first be requested by Tenant/s in writing giving full details and then be approved in writing by the Lessor PRIOR to the pet/s being allowed onto the premises. Pet approval may be subject to specific criteria and must be complied with. Approval is NOT guaranteed. <div style="text-align: right; margin-top: 20px;"><i>...Continued on next page</i></div>		

3. The Tenant shall be liable for any damage or injury whatsoever caused by the pets on the Property, whether they are the pet of a Tenant or guest, Tenant's pets or their guests pets and regardless of their approval status.
4. The Tenant accepts full responsibility and indemnifies the Lessor for any claims by or injuries to third parties or their Property caused by, or as result of actions by their pet/s or their guests pet/s, and regardless of their approval status.
5. The Tenant agrees to arrange for Flea Fumigation at the end of the tenancy or at a time during the tenancy as required or requested by the Lessor / Lessor's Agent to be carried out by a Company complying with Australian Standards.
6. The pet/s are to be outside at all times, unless specified otherwise in the General Tenancy Agreement or this Pet Agreement.
7. By signing below you are only asking for approval of the above-mentioned pet/s to be accepted at the property for which you are applying.
8. If approved, you are required to, at the time of signing the Tenancy Agreement and associated paperwork, sign the Tenant Agreement section.

ACKNOWLEDGEMENT BY APPLICANT

Applicant Name	Signature	Date

AFTER PROCESSING APPLICATION

APPLICATION RESULT

- Application for Pet/s – **DECLINED**
- Application for Pet/s – **APPROVED**

The abovementioned pet/s have been approved by the Lessor of the property stated in this Agreement. This Agreement now forms part of the General Tenancy Agreement and the Tenant/s are now bound by the acknowledgement set out in the Application above.

AUTHORISATION ON BEHALF OF LESSOR / AGENT

Agent	Signature	Date

TENANT AGREEMENT

To be signed only if pet/s are approved.

Tenant Name	Signature	Date