

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 AILO, 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://ailo.io/blog/how-to-pay-rent-with-ailo> 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

- | | | |
|-----------------------------------|---|--|
| <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"/> Utility Bill | <input type="checkbox"/> Bank/Eftpos Card |
| <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	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 / 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 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 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) _____

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

AILO – FEES & CHARGES

For renters, the Ailo app is free to download. Ailo offers a number of rent payment methods and some of these incur a small fee. A one-off transfer from your bank account to pay rent is free. Saving your bank account details incur a 0.25% fee for each payment, saving your debit card incurs a 0.95% fee, and saving your credit card incur a 1.5% fee. Ailo has a fee waiver program for eligible concession card holders.

Rent Payments Via Ailo App:

Manual One-Off Transfer (From Bank Account) - Free
Direct Debit, Either Manual or Auto (From Bank Account) - 0.25% Fee
Debit Card - 0.95% Fee
Credit Card - 1.5% Fee

Bill Payments Via Ailo App:

Direct Debit from Bank Account - 0.25% Fee
Direct Debit via Support Team - 0.25% Fee
Debit Card - 0.95% Fee
Credit Card - 1.5% Fee

Note: If you hold any of the below concession cards, simply contact the Ailo support team to apply for a fee waiver. The Ailo team could help you set up a direct debit straight from your bank account and waive the fees for you.

- Department of Veteran Affairs Gold Card (DVA)
- Pensioner Concession Card
- Low Income Health Care Card
- Commonwealth Seniors Card
- Disability Support Pension Card (DSP)

I, the Applicant, have read the above information regarding the AILO app & 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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