

## TENANCY APPLICATION FORM

**Ray White Logan City**  
 Shop 22, Logan City Centre  
 2-24 Wembley Road, Logan Central  
 Qld 4114  
**P** 07 3386 0011 **F** 07 3386 0033  
**E** logancity.leasing@raywhite.com  
**W** raywhitelogancity.com.au

	Property Address	Weekly Rent
1 <sup>st</sup> Preference		
2 <sup>nd</sup> Preference		
3 <sup>rd</sup> Preference		

Please read prior to completing your application

- **It is compulsory to inspect the property internally and externally with a property manager before submitting application**
- Please ensure all sections of the application form are completed. (Failure to do so will delay your application being processed)
- At least 100 points of supporting documents are required from all applications over the age of 18. (see below)
- Read, understand and sign "Disclaimer/Authority".
- The General Tenancy Agreement is to be signed by all approved lease holders and an amount equal to 6 weeks rent must be paid by Money Order, Bank Cheque, Internet (DEFT) or Eftpos. This amount covers 2 weeks rent and the bond.

**100 POINT IDENTIFICATION CHECK PER APPLICANT** – The following identification has been photocopied and is attached to this application.

MINIMUM REQUIREMENTS	#1	#2	#3	POINTS	SECONDARY ITEMS	#1	#2	#3	POINTS
Drivers Licence OR 18 + Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30	Previous Tenant Ledger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15
Passport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30	Motor Vehicle Registration Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10
Medicare / Healthcare Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	Birth Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10
3 Recent Payslips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30	Telephone Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10
Bank Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30	Electricity Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10
Centrelink Income Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30	Home Owners MUST SUPPLY Recent Rates Notice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20

## RENTAL PAYMENT METHOD OPTIONS

Ray White Logan City **DO NOT** accept cash. Initial payment must be made by bank cheque, money order or eftpos. DEFT is our preferred payment system for your regular payments. This allows for payment by phone, internet and direct debit.

**Options and Charges:** Eftpos (in office charge 35c surcharge), direct debit (85c surcharge), BPAY (95c surcharge), Centrepay (free)

Please read and acknowledge the following I/We have inspected the above property on the and wish to apply for the tenancy of the premises for a period of months (6 or 12 only) \_\_\_\_\_, at a rental of \$\_\_\_\_\_ per week with a lease commencement date of \_\_\_\_\_

The bond of \$\_\_\_\_\_ (equivalent of 4 weeks rent) is payable prior to keys being issued.

1. During my/our inspection of this property, I/We found it to be in a satisfactory condition – YES or NO (circle)
  2. If “YES” - the tenant accepts the same in “as is” condition. “As is” directly refers to the condition of the property at the time of inspection.
  3. If “NO” – I/We request the following items should be attended to prior to the commencement of my tenancy. I/We acknowledge that these items are subject to the Lessors approval.
    - a. \_\_\_\_\_
    - b. \_\_\_\_\_
- I/We acknowledge that this is an application to rent this property and 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 be declined.
  - I/we acknowledge that my application will be forwarded to the Lessor for consideration.
  - I/We declare that the information provided by me/us is true and correct and consent to this application being verified and reference checks with the Tenancy Information Centre (TICA)
  - I/We agree to allow the agent to photocopy the information supplied by me/us for their records.
  - I/We the applicants declare that I/We are not bankrupt or un-discharged from bankrupt.
  - I/We, the applicant/s, understand that the completion of this application is not acceptance. Failure to fully complete this application may result in the application not being processed.
  - I/We agree and understand that in the event of this application being approved by the Agent: On verbal acceptance of this application, ALL applicants will attend the office within 24 hours to sign the Residential Tenancy Agreement in the presence of a witness.
  - On signing of the tenancy agreement, 2 weeks rent is to be paid up front. If application is withdrawn after acceptance, I/We acknowledge that the rent will be forfeited
  - Bond (equal to 4 weeks rent) will be paid to the Agent BEFORE collecting keys. We do accept bond loans, but the forms must be received and signed by all parties before the keys will be handed over. We DO NOT accept BOND TRANSFERS under any circumstances.
  - No keys for the property will be provided by the Agent to me/us until such time as all monies owed are paid in full.

Applicant Name	Signature	Date

## 1<sup>st</sup> APPLICANT DETAILS:

Name:		Date of birth:
Licence Number:	Phone Number:	Email Address:

<b>CURRENT ADDRESS:</b>	
Address:	
Name of Agent/ Landlord:	
Agent/Landlord Phone:	Agent/Landlord Fax:
Period Rented:	Rent Paid: \$
Reason For Leaving:	
<b>PREVIOUS ADDRESS:</b>	
Address:	
Name of Agent/ Landlord:	
Agent/Landlord Phone:	Agent/Landlord Fax:
Period Rented:	Rent Paid: \$
Reason For Leaving:	

<b>CURRENT EMPLOYMENT:</b>	
Occupation:	Current Employer:
Contact Name:	Contact Phone:
Length of Employment: Full Time / Part Time / Casual	Net Weekly Income:
<b>Please note: If self-employed, statements of income will be required – Please ask if unsure what is needed</b>	
<b>REFEREES: (these MUST be filled in)</b>	
Personal Referee 1:	Relationship:
Address:	Phone:
<b>Personal Referee 2:</b>	<b>Relationship:</b>
<b>Address:</b>	<b>Phone:</b>
EMERGENCY CONTACT:	Relationship
Address:	Phone:

## 2<sup>nd</sup> APPLICANT DETAILS:

Name:		Date of birth:
Licence Number:	Phone Number:	Email Address:

<b>CURRENT ADDRESS:</b>	
Address:	
Name of Agent/ Landlord:	
Agent/Landlord Phone:	Agent/Landlord Fax:
Period Rented:	Rent Paid: \$
Reason For Leaving:	
<b>PREVIOUS ADDRESS:</b>	
Address:	
Name of Agent/ Landlord:	
Agent/Landlord Phone:	Agent/Landlord Fax:
Period Rented:	Rent Paid: \$
Reason For Leaving:	

<b>CURRENT EMPLOYMENT:</b>	
Occupation:	Current Employer:
Contact Name:	Contact Phone:
Length of Employment: Full Time / Part Time / Casual	Net Weekly Income:
<b>Please note: If self-employed, statements of income will be required – Please ask if unsure what is needed</b>	
<b>REFEREES: (these MUST be filled in)</b>	
Personal Referee 1:	Relationship:
Address:	Phone:
<b>Personal Referee 2:</b>	<b>Relationship:</b>
<b>Address:</b>	<b>Phone:</b>
EMERGENCY CONTACT:	Relationship
Address:	Phone:

## 3<sup>rd</sup> APPLICANT DETAILS:

Name:		Date of birth:
Licence Number:	Phone Number:	Email Address:

<b>CURRENT ADDRESS:</b>	
Address:	
Name of Agent/ Landlord:	
Agent/Landlord Phone:	Agent/Landlord Fax:
Period Rented:	Rent Paid: \$
Reason For Leaving:	
<b>PREVIOUS ADDRESS:</b>	
Address:	
Name of Agent/ Landlord:	
Agent/Landlord Phone:	Agent/Landlord Fax:
Period Rented:	Rent Paid: \$
Reason For Leaving:	

<b>CURRENT EMPLOYMENT:</b>	
Occupation:	Current Employer:
Contact Name:	Contact Phone:
Length of Employment: Full Time / Part Time / Casual	Net Weekly Income:
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<b>REFEREES: (these MUST be filled in)</b>	
Personal Referee 1:	Relationship:
Address:	Phone:
<b>Personal Referee 2:</b>	<b>Relationship:</b>
<b>Address:</b>	<b>Phone:</b>
EMERGENCY CONTACT:	Relationship
Address:	Phone:

## CHILDREN TO RESIDE AT THE PREMISES UNDER THE AGE OF 18

Name	Date of Birth	Relationship

## VEHICLES

Model	REGISTRATION NUMBER(S):

## PETS – LIST ANY PETS OWNED

- I/We accept responsibility for any animal we might bring or allow on the premises with or without the consent of the lessor/agent. We will be solely responsible for any loss and damage or injury suffered by any person who is attacked by any such animal, but if any action is brought against the lessor/agent by any person despite us being responsible as aforesaid, we will indemnify and hold harmless the lessor/agent from any claim, action, suit or demand brought against lessor/agent by any person injured by such animal.

State Breed	Registered with council?	Which Council
	YES / NO	
	YES / NO	

## **FREE Utility Connection Service - with a difference!**



Electricity Gas Internet Phone Pay TV Insurance

- Would you like access to genuinely discounted utility offers?
- Would you like to choose your providers in your own time?
- Would you like to save time and not have to speak with a call centre?
- Would you like to connect all your services in around 3 minutes on your mobile or computer?

**We will send you a personal invitation to connect via email and text once you have been approved to rent a property. Once you receive it, please click on the link and take 3 minutes to sign up online.**

Move Me In is a FREE utilities connection service that offers you great discounted deals, saving you money right from the start! Other companies may have only ever offered you the standard off the shelf utility plans but Move Me In presents you with a selection of utility providers to choose from our quick and easy online portal, so you can pick the discounted plan that suits you best.

E: [support@movemein.com.au](mailto:support@movemein.com.au) P: 1300 911 947 [www.movemein.com.au](http://www.movemein.com.au)

## DISCLAIMER / PRIVACY DISCLOSURE STATEMENT TAMZ PTY LTD TRADING AS RAY WHITE LOGAN CITY

I/We, the said applicant/s, do solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my own free will. **I/We further consent to Ray White Logan City to disclose the personal information I/We Supply and also to contact and /or conducting any enquiries and/or searches with regard to the information and references supplies in this application.** I/We, the said applicant/s, do solemnly and sincerely declare that I/We am/are over 18 years of age and have read and understand the contents of this agreement and have the competence and capacity to enter into this agreement.

1. I/We have, of my/our own accord, decided that I/We wish to rent the aforementioned property commencing \_\_\_\_/\_\_\_\_/\_\_\_\_ for a period of \_\_\_\_\_ months.
2. I/We have been informed, understand and agree that the rental for the said property is to be \$\_\_\_\_\_ per week and is within my/our means.
3. (i) I/We have been informed, understand and agree that the rental for the said property is to be paid every \_\_\_\_\_ and is to be paid by the due date at all times.  
(ii) I/We have been informed, understand and agree that the lessor/agent will carry out an inspection on the property on a quarterly basis and I/We further warrant that I/We will cooperate fully to allow this inspection to be carried out.
4. I/We have been informed, understand and agree that the acceptance of my/our application is subject to a satisfactory report being obtained from information supplied on the fully completed Tenancy Application submitted by me. I/We further consent to the agent carrying out any enquiries necessary to process my/our application for tenancy.
5. I/We have been informed, understand and agree that should the landlord be put to any expense or expend any moneys during the currency of the Tenancy Agreement or at the expiration of the Tenancy Agreement as a consequence of a breach by me/us in the performance and observance of the obligations under the Tenancy Agreement (including but not limited to: evictions, payment of rent, maintenance of the premises, making good any damage to the premises), that all and any such moneys expended by the landlord shall be recoverable from me/us and payable by me/us, including, but not limited to, legal fees, mercantile agents fees, accountants fees, etc..
6. I/We further consent to the agent disclosing all personal information that they may hold for the purpose of:
  - Listing my/our name/s with a database as a result of a tribunal order
  - Enforcing a tribunal order
  - Commencing recovery action in relation to any debt owed as a result of outstanding rent, repairs and/or damage that occurred or occurs during my/our period of tenancy.
7. I/We have been informed, understand and agree that should this application not be accepted, the agent is not required or obliged to disclose why or supply any reason for the rejection of this application unless the application is declined as a result of my/our name/s being listed with a tenancy data base.
8. I/We have been informed, understand and consent to the agent supplying all necessary information, as may be required, to any Tenancy Data Base/s that they use, subject to the Tenancy Data Base/s complying with the provisions of the Privacy Act. You can find out more information about this database its website at [www.tica.com.au](http://www.tica.com.au). Furthermore I/We have read, understand and accept the agents Privacy Statement.

Applicant Name	Signature	Date

