

## 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.qld@raywhite.com  
**W** raywhitelogancity.com.au

	Property Address
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”.
- Read a copy of Standard Lease Terms & Conditions, Tenant Information Statement and Arrears Policy.
- 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 or Bank Cheque. 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.

ITEM	#1	#2	#3	POINTS	ITEM	#1	#2	#3	POINTS
Drivers Licence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30	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
18 + Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30	Bank Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30
Birth Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	Telephone Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10
3 Recent Payslips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30	Electricity Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10
Medicare / Healthcare Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	Centrelink Income Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30
Previous Tenancy Reference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15	Home Owners MUST SUPPLY Recent Rates Notice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20

## RENTAL PAYMENTS

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

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 some 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</b>	
<b>REFEREES:</b>	
Personal Referee 1:	Relationship:
Address:	Phone:
Personal Referee 2:	Relationship:
Address:	Phone:
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: <b>Full Time / Part Time / Casual</b>	Net Weekly Income:
<b>Please note: If self-employed, statements of income will be required</b>	
<b>REFEREES:</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:
<b>Please note: If self-employed, statements of income will be required</b>	
<b>REFEREES:</b>	
Personal Referee 1:	Relationship:
Address:	Phone:
Personal Referee 2:	Relationship:
Address:	Phone:
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	

**DIRECT  
CONNECT**

MAKES MOVING EASY

This is a free service that connects all your utilities Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this Application to confirm the information on this Application and explain the details of the services offered. Direct Connect is a utility one stop connection service.

- Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
- Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
- Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge

Electricity   
  Gas   
  Phone  
 Internet   
  Pay TV   
  Insurance

you for their services.

- Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
- Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
- Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By ticking the box on the application form, you warrant that you are authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in the application on behalf of all applicants listed on the application.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## 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