

4. SUBMIT APPLICATION

All fully completed applications must be forwarded to our office for processing.

Shop G, 263 Charters Towers Rd, Mysterton

Phone:- 07 4728 3663

Fax:- 07 4725 9021

Email:- townsville.rentals@raywhite.com

5. UNSUCCESSFUL APPLICATIONS

Any unsuccessful applications will be kept on file for one month, in case we have another property that you may wish to apply for. Please note: the owner, nor our agency are required to provide a reason as to why your application was unsuccessful.

6. SUCCESSFUL APPLICATION

If your application is successful – We will send a confirmation email requesting the holding deposit of 4 weeks bond, and the first 2 weeks rent. This deposit **must be paid within 48 hours** to secure the property. **PLEASE NOTE:** If you change your mind within 48hours of paying this money, all monies will be fully refunded, if it is after 48hours – the first 2 weeks rent will **NOT** be refunded back to you.

Sign Up

Once the holding deposit has cleared in our Trust Account, we will contact you to arrange a time for you to come in to our office to complete our Tenancy Induction, and sign all the Tenancy paperwork.

All lease holders are required to attend this meeting, which takes approximately 30 minutes.

Rent Payments

Once your tenancy has commenced, you will need to organise a regular way of paying your rent. Options that we have include internet transfer/ direct debit into our Trust Account, Bank Cheque/ Money order or cash at Australia post or Suncorp Bank.

Please note: we do not have EFTPOS facilities, nor do we accept CASH as a payment option in our office.

ACKNOWLEDGEMENT BY APPLICANT:

I have read the above information and agree to these terms if my application is accepted:

Applicant Name: _____

Applicant Signature: _____

Tenancy Application

Please be advised that this application will only be processed once ALL details have been completed and all copies of all supporting documents are received. Full identification is required for each individual applicant.

PROPERTY DETAILS

Address of Property:- _____

Lease Commencement date:- _____

Lease Term:- _____ Rent per week:- _____

Names of all other occupants for the property:- (including children & their ages)

PERSONAL DETAILS

Given names/s:- _____ Surname:- _____

Current Address:- _____

Home Phone:- _____ Work Phone:- _____

Mobile:- _____ Fax:- _____

Email:- _____ Date of Birth:- _____

NEXT OF KIN (someone not intending to reside at the property)

Given Name/s:- _____ Surname:- _____

Relationship:- _____

Address:- _____

Phone:- _____ Mobile:- _____

Email:- _____

CURRENT TENANCY DETAILS

Address:- _____

Length of time at above address:- from _____ to _____

Name of Landlord / Agent :- _____

Phone:- _____ Rental Amount \$ _____

Reason for leaving:- _____

PREVIOUS ADDRESS

Property Address:- _____

Length of time at above address:- from _____ to _____

Name of Landlord / Agent :- _____

Phone:- _____ Rent Paid:- \$ _____

Reason for leaving:- _____

Was Bond refunded in full?:- _____

If No, Please specify:- _____

PETS

Type:- _____ Breed:- _____

Age:- _____ Council Rego #- _____

Type:- _____ Breed:- _____

Age:- _____ Council Rego #- _____

Any animal – Including fish, snakes, birds, lizards and anything else that is kept in a tank must also be disclosed in this application.

I do not currently have a pet but would like to get one soon after moving into the property.
YES / NO (Please circle)

CURRENT EMPLOYMENT DETAILS

Current Employer:- _____

Occupation:- _____

Employer's Address:- _____

Contact Name (payroll / manager):- _____

Contact Number:- _____

Length of Employment:- _____

SELF EMPLOYMENT DETAILS

Company Name:- _____ Business Type:- _____

Business Address:- _____

Position Held:- _____ ABN:- _____

Accountant Name:- _____ Phone :- _____

Accountant Address:- _____

INCOME

Net weekly income:- _____

Net weekly income from other source/s:- _____

PREVIOUS EMPLOYMENT (If less than 6 months)

Occupation:- _____

Employer's Address:- _____

Payroll /manager:- _____ Contact No:- _____

Length of Employment:- from _____ to _____

Net weekly Income:- _____

STUDENT INFORMATION

Place of Study:- _____

Course Name:- _____

Course Length:- _____

Campus Contact Person:- _____

Contact Number:- _____

REFEREES / REFERENCES

Business Referee: _____

Relationship:- _____

Phone:- _____ Mobile:- _____

Personal Referee:- _____

Relationship:- _____

Phone:- _____ Mobile:- _____

Personal Referee:- _____

Relationship:- _____

Phone:- _____ Mobile:- _____

PRIVACY DISCLOSURE STATEMENT

We are an Independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect Information about you from your previous landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this Information Is set out below.

COLLECTION NOTICE

The personal information you provide in this Application or our Agency collects from other sources is necessary for Ray White Townsville to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application, and during the course of your Tenancy maybe disclosed, for the purpose for which it was collected to other parties including the lessor, Referees, other agents and third party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the lessor, third party operators of Tenancy Databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one month only. If you decide not to collect your Application, we will destroy your documents to comply with Privacy Legislation. If you do not complete this form or do not sign the consent below then your Application for Tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the application.

PRIVACY CONSENT

I acknowledge that I have read the Privacy Disclosure Statement and Collection Notice of Ray White Townsville. I authorise Ray White Townsville to collect information about me from:-

- My Previous letting agents and / or landlords;
- My personal referees, employers and all other references on this application;
- Tenancy databases to which Ray White Townsville subscribes. I can refer to the Privacy Disclosure Statement of TICA via: www.tica.com.au

ELECTRONIC TRANSMISSION

It is agreed by ticking this box - consent is given to receive any documentation relevant to the tenancy, by electronic communication methods such as email or facsimile, and the method of receiving advice or notification by SMS is accepted.

Applicant Name:- _____

Applicant Signature:- _____ DATE:- _____