

Tenancy Application Form

PLEASE NOTE: YOUR APPLICATION WILL NOT BE PROCESSED IF ALL IDENTIFICATION, DOCUMENTS AND AREAS ARE NOT SIGNED CORRECTLY

Property Address: _____

Lease start date request: ____/____/____/ or ASAP

Lease Term: 6 Months / 12 Months

Rent per week: \$_____

Will any pets be kept at the property? No / Yes - If yes, please complete Pet Application Forms

Name of all occupants to reside at property (including children) – please circle relationship:

_____	DOB: _____	(Child / Applicant / Approved Tenant)
_____	DOB: _____	(Child / Applicant / Approved Tenant)
_____	DOB: _____	(Child / Applicant / Approved Tenant)
_____	DOB: _____	(Child / Applicant / Approved Tenant)
_____	DOB: _____	(Child / Applicant / Approved Tenant)

Applicant 1

Name _____
Address _____
Ph Number _____
Email _____
Drivers License # _____ D.O.B _____
Passport # _____ Do you smoke Y N
of cars _____ Are all cars registered? Y N

Applicant 2

Name _____
Address _____
Ph Number _____
Email _____
Drivers License # _____ D.O.B _____
Passport # _____ Do you smoke Y N
of cars _____ Are all cars registered? Y N

Next of Kin (Not living at the intended rental property):

Name _____
Address _____
Ph Number _____
Email _____
Relationship _____

Name _____
Address _____
Ph Number _____
Email _____
Relationship _____

Ray White Julie Mahoney

46 Oxley Street (corner of Oxley St & Mitchell St)
North Ward, QLD 4810
0455 941 683

rentals.juliemahoney@raywhite.com

raywhitejuliemahoney.com

Rental History

Applicant 1

Current Accommodation

Pls Select: **Renting / Owner Occupier / Boarding**

Address: _____

Rent per week: _____ Length Of Stay _____

Name of Reference: _____

Ph Number of Reference _____

Email: _____

Reason for Leaving _____

Applicant 2

Current Accommodation

Pls Select: **Renting / Owner Occupier / Boarding**

Address: _____

Rent per week: _____ Length Of Stay _____

Name of Reference: _____

Ph Number of Reference _____

Email: _____

Reason for Leaving _____

Applicant 1

Previous Accommodation

Pls Select: **Renting / Owner Occupier / Boarding**

Address: _____

Rent per week: _____ Length Of Stay _____

Name of Reference: _____

Ph Number of Reference _____

Email: _____

Was your bond releases in full? YES / NO -
Give Reason _____

Applicant 2

Previous Accommodation

Pls Select: **Renting / Owner Occupier / Boarding**

Address: _____

Rent per week: _____ Length Of Stay _____

Name of Reference: _____

Ph Number of Reference _____

Email: _____

Was your bond releases in full? YES / NO -
Give Reason _____

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Employment History

Applicant 1

Current Employment

Job Title: _____
Company Name: _____
Net Income: _____ Length Of Stay _____
Name of Reference: _____
Ph Number of Reference _____
Email: _____

Applicant 1: Employment Type: Casual / Full Time / Part Time / Contract / Other: _____

Applicant 2: Employment Type: Casual / Full Time / Part Time / Contract / Other: _____

Applicant 2

Current Employment

Job Title: _____
Company Name: _____
Net Income: _____ Length Of Stay _____
Name of Reference: _____
Ph Number of Reference _____
Email: _____

Previous Employment (if less than 6mnths)

Job Title: _____
Company Name: _____
Net Income: _____ Length Of Stay _____
Name of Reference: _____
Ph Number of Reference _____
Email: _____

Applicant 1: Reason for Leaving: _____

Applicant 2: Reason for Leaving: _____

Previous Employment (if less than 6mnths)

Job Title: _____
Company Name: _____
Net Income: _____ Length Of Stay _____
Name of Reference: _____
Ph Number of Reference _____
Email: _____

If Self Employed (If Applicable)

Company Name: _____
Length of Employment: _____
Net Income: _____

If Self Employed (If Applicable)

Company Name: _____
Length of Employment: _____
Net Income: _____

Centrelink Payments (If Applicable)

Payment Description _____
Net Income _____

Centrelink Payments (If Applicable)

Payment Description _____
Net Income _____

Student Information (If Applicable)

Place of Study _____
Name of Course _____
Student # _____ Length of Course _____

Applicant 1: Are you an Overseas Student? NO /Yes – If Yes, Visa Exp Date: _____

Applicant 2: Are you an Overseas Student? NO /Yes – If Yes, Visa Exp Date: _____

Student Information (If Applicable)

Place of Study _____
Name of Course _____
Student # _____ Length of Course _____

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Personal Reference

Applicant 1

Name: _____
Ph Number: _____
Email: _____
Relationship: _____

Applicant 2

Name: _____
Ph Number: _____
Email: _____
Relationship: _____

Pet Application & Agreement (if Applicable)

Pet Owners Name: _____

Pet Details: If there is more than one pet, please complete an additional form.

Type Of Pet: _____ Breed: _____ Age: _____
Name: _____ Desexed Status: _____
Council Registration # _____ Inside / Outside: _____

Pet Application & Agreement

Terms and Conditions - The tenant/s acknowledges and agrees to the following terms:

1. The lessor has agreed to permit pet/s at the premises as specific in the General Tenancy Agreement and this pet agreement.
2. Any pet/s other than the approved pet/s specified in the General Tenancy Agreement and this agreement must first be requested by the tenant/s in writing via a separate pet application giving full details and then approved in writing by the lessor/agent prior to the pet/s being allowed onto the premises.
3. Pet approval may be subject to specific criteria and must be complied with.
4. The tenant/s shall be liable for any damage or injury whatsoever caused by the pet/s on the property, whether they are the tenant/s pets or their guests pets and regardless of their approval status.
5. The tenant/s accept full responsibility and indemnifies the lessor for any claims by or injuries to third parties or their property caused by, or as a result of actions by their pet/s or their guests pet/s, and regardless of their approval status.
6. The tenant/s agree to arrange a flea and tick fumigation at the end of the tenancy or at a time during the tenancy as required or requested by the lessor / agent to be carried out in accordance with and complying with Australian standards.
7. The pet/s are to be outside at all times, unless otherwise agreed in writing by the Lessor (guide dogs/service dogs excepted).
8. If the pet is a dog, the tenant agrees to restrain or remove the dog from the premises for the duration of inspections arranged and carried out by the agent within the informed notice period.

Acknowledgement and Agreement of terms by Tenant/s

Signature: _____
Date: _____

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Signature: _____
Date: _____



Tenant Information

TICA is the Largest Tenant Screening Service in Australia. Over 6,500 members access TICA's databases to enquire on tenancy applicants.

TICA allows Debt Collection Agencies and related persons for the purpose of locating individuals.

TICA members may report tenants to our Tenancy History Database (subject to State legislation). TICA complies with the Australian Privacy Principles.

A favourable tenancy history and a good track record is one of the most important references an individual can have in the renting sector. It stands to reason that each individual is responsible for their own actions. Individuals can dictate their own future by their past actions.

Property managers assess a tenancy application on the applicant's ability to pay and maintain the rental property they are applying for.

How to Access Information That TICA Holds?

Tenants can access their information by either Fax, Phone or Mail

Information you receive from Accessing TICA

- Personal information being your full name, date of birth, drivers license number, passport number (except Australian Passport).
- The reason at the time of listing.
- The Contact details for the listing member.
- The date the information was lodged on the database.

Who are TICA members?

TICA members include Real Estate Agents, Resident Unit Managers, Caravan Parks, Private landlords, Government Departments, Crisis Centres, Insurance companies, Boarding houses, Self Storage companies, Hotel, Motels, Marinas, Mercantile agents and related persons. This list may vary in the future due to TICA's possible business ventures.

By signing below, you hereby authorise Cajoh Pty Ltd T/A Ray White Julie Mahoney to conduct a TICA database check on the information contained in the attached application form.

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

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PRIVACY NOTICE AND CONSENT

Our complete privacy policy is can be found at www.raywhite.com/franchisee-privacy-policy/

Ray White is an independently owned and operated business. 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 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 owner's 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 the contact details on 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.

PRIVACY CONSENT

I, the Applicant, acknowledge that I have read the Privacy Notice of Ray White Julie Mahoney.

I authorise Ray White Julie Mahoney to collect information about me from:

1. My previous letting agents and/or landlords
2. My personal referees
3. Any Tenancy Default Database which may contain personal information about me. I also authorise Ray White Julie Mahoney to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorise Ray White Julie Mahoney to disclose the personal information it collects about me to the owner of the property even if the owner is a resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, body corporates, other agents and tenancy default databases.

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

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Supporting Documents required (please tick)

Please ensure all documentation required has been attached to your application. Failure to supply all the required documentation can result in delays in processing your application.

Identification:

You are required to meet 100-point identification criteria upon submission of your application. The agent/lessor may photocopy any item and retain as part of your application

IMPORTANT: At least ONE form of photo ID MUST be provided:

Applicant 1

70 Points

- ☐ Passport
- ☐ Full Birth Certificate
- ☐ Citizenship Certificate

40 Points

- ☐ Australian Drivers License
- ☐ Centrelink Card
- ☐ Student Photo ID
- ☐ Department of Veterans Affairs Card
- ☐ Proof of Age Card
- ☐ Government Photo ID (Defence ID)

25 Points

- ☐ Medicare card
- ☐ Telephone/utility Bill
- ☐ Tenancy History Ledger
- ☐ Bank Statement
- ☐ Previous Tenancy Agreement
- ☐ Motor Vehicle Registration
- ☐ Council Rates Notice

Applicant 2

70 Points

- ☐ Passport
- ☐ Full Birth Certificate
- ☐ Citizenship Certificate

40 Points

- ☐ Australian Drivers License
- ☐ Centrelink Card
- ☐ Student Photo ID
- ☐ Department of Veterans Affairs Card
- ☐ Proof of Age Card
- ☐ Government Photo ID (Defence ID)

25 Points

- ☐ Medicare card
- ☐ Telephone/utility Bill
- ☐ Tenancy History Ledger
- ☐ Bank Statement
- ☐ Previous Tenancy Agreement
- ☐ Motor Vehicle Registration
- ☐ Council Rates Notice

Proof Of Income:

You are also required to supply the agent/lessor with proof of your income upon submission of your application

- | | |
|---|--|
| <input type="checkbox"/> Employed: | Last THREE current payslips |
| <input type="checkbox"/> Self Employed: | Bank statements, Group Certificate, Tax Return or Accountants letter |
| <input type="checkbox"/> Not Employed: | Centrelink Statement or Guarantor Letter |

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Declaration

Please Declare the Following by Selecting Either True or False

I, the applicant

- | | | |
|---|-------------------------------|--------------------------------|
| 1. Have never been evicted by an Agent/Lessor | <input type="checkbox"/> True | <input type="checkbox"/> False |
| 2. Have no known reasons that would affect my ability to pay rent | <input type="checkbox"/> True | <input type="checkbox"/> False |
| 3. Was refunded the rental bond for my last address (if applicable) | <input type="checkbox"/> True | <input type="checkbox"/> False |

If false, please advise what deductions were made from your bond?

- | | | |
|--|-------------------------------|--------------------------------|
| 4. Have no outstanding debt to another Agent/Lessor? | <input type="checkbox"/> True | <input type="checkbox"/> False |
|--|-------------------------------|--------------------------------|

If false, why are you in debt to your past Agent/Lessor?

Acknowledgement

Please Acknowledge the following by selecting either True or False

I, the applicant/s

- | | | |
|--|------------------------------|-----------------------------|
| 1. Acknowledge that my personal contents is not covered under any Lessor insurance policy and understand that it is my responsibility to insure my own personal belongings. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Understand that you as the Agent have collected this information for the Purpose of determining whether I/we are a suitable tenant for the property- in particular check my identification, my ability to care for the property And my character and my creditworthiness. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2.1 for such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2.2 in doing so, I understand that information provided by me may disclose to, and further information obtained from, referees named in this application and other relevant third parties. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Acknowledge and accept that if this application is denied, the Agent is not legally Obligated to provide reasons as to why. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Consent and understand that should my tenancy be accepted and upon Commencement of the tenancy agreement, there may be cause for the Agent/ Lessor to pass my details onto others which may include (but not limited to) Insurance companies, body corporates, contractors, other real estate agents, Salespeople and tenancy default databases | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Consent to the use of email in accordance with the provisions set out in chapter 2 of the electronic transactions (QLD) Act 2001 and the Electronic Transactions Act 1999 (QLD) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Declare that the above information is true & correct and that I have supplied it of my own free will. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

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