

Tenancy Application Form

Ray White Inner Brisbane Apartments

Corner of Adelaide & Macrossan Street, Brisbane City

Ph: (07) 3638 4660 Fax: (07) 3638 4661 Email: rentals.iba@raywhite.com

PROPERTY ADDRESS:

RENT PER WEEK \$ **BOND \$** **START DATE:**

NUMBER OF APPLICANTS:

IDENTIFICATION CHECKLIST

You are required to meet a 100 point identification criteria upon submission of your application. **Identification must be photocopied before submitting your application.** Delay in providing these documents may result in our office refusing to accept your application. **IMPORTANT: Photo Identification must be provided.**

10 Points:	Medicare Card	Car Registration	Bank Card	Bank statement
20 Points:	Council Rates	Citizenship Certificate	Student Photo ID	Recent Utility Bill
40 Points:	Australian Drivers Licence	18+ Card	Passport	Birth Certificate

PROOF OF INCOME

You are also required to supply the agency with proof of your income upon submission of your application.

Employed: Last TWO Pay slips

Self Employed: Bank Statements, Group Certificates or Accountants Letter

Not Employed: Centrelink Statement

APPLICATION CHECKLIST

Before submitting this application, you must tick off the checklist as you complete:

- ☐ I have inspected the property both internally and externally and agree to take the property as is
- ☐ I have submitted an application for each adult over 18 years intending to reside at the property
- ☐ Provided all documentation of income and identification
- ☐ Read and signed the Privacy Disclosure Statement on page 9, along with the tenant declaration pages 6 & 7.

I understand that my tenancy application form will take at least 1 business day/s to process. I agree to wait for this time frame to lapse before contacting Ray White Inner Brisbane Apartments for an update. I understand and acknowledge that my information is being collected for confirming details using the TICA (Tenancy Information Centre Australia) database, as well as contacting previous rental agencies or private landlords and/or employers.

Applicants Signature: Date:

OFFICE USE ONLY

- | | |
|--|---|
| <input type="checkbox"/> 100 Points of Identification sighted and photocopied | <input type="checkbox"/> Proof of Income Supplied |
| <input type="checkbox"/> Rental Reference Faxed/ Emailed to other Agent/Lessor | <input type="checkbox"/> Fully completed and signed by applicants |

Received by

App ID

Tenancy Application Form

(One application to be completed per person)

Full Name:.....

Mobile:..... Work:.....

Email:.....

Date of Birth:.....

Drivers Licence:..... Passport Number:.....

Dependants

Do you have any dependants? Yes / No

(If yes complete the following)

Dependant full name/s & Date of Birth/s

Full name/s of other people that will be living in the property other than dependants & Date of birth:

.....

Pets

Will there be pets at the property?

(If yes Pet Application & Agreement must be completed for approval)

Number of Pets Type of Pet/s

Vehicles

List all vehicles that will be at the property:

Number of Vehicles:.....

Type Registration

Tenancy Application Form

Current Address:	Previous Address:
<input type="checkbox"/> Renting Current Address <input type="checkbox"/> Own Current Address	<input type="checkbox"/> Renting Previous Address <input type="checkbox"/> Own Previous Address
If Renting – Agent/Lessor Details:	If Renting – Agent/Lessor Details:
Name:.....	Name:.....
Phone Number:.....	Phone Number:.....
Email:.....	Email:.....
Rent Per Week: \$.....	Rent Per Week: \$.....
Reason for Leaving:.....	Reason for Leaving:.....

Personal References

(DO NOT INCLUDE RELATIVES AND ENSURE PHONE NUMBERS ARE DAYTIME CONTACT) Each Applicant must have different references.

1.Name.....

Phone Email

Address:

2.Name.....

Phone Email

Address:

Personal Representative/Next of Kin i.e. preferred person(s) to be contacted in the event of an emergency
Parents/Guardians

1.Name.....

Phone Email

Address:

2.Name.....

Phone Email

Address:.....

Tenancy Application Form

Tenant declaration

I,do hereby declare that I have inspected the property internally and externally at (address)

I have of my own accord decided that I wish to rent the above property commencing for a period of (months)

I acknowledge that Bond and 4 weeks rent must be paid and cleared before keys will be released.

Tenant signature

Acknowledgement

(Please acknowledge the following by selecting either YES or NO)

PRIVACY ACT ACKNOWLEDGEMENT In accordance with Section 18n (1)(b) of the Privacy Act I authorise Ray White Inner Brisbane Apartments to give information to and obtain information from the tenant database named in this Application form, all credit providers, employers and references named in this application. I understand this can include information about my credit worthiness, credit standing, credit history or credit capacity. I understand this information may be used to assess my application. I acknowledge that my application will be referred to the Lessor of the property for His / Hers consideration

APPLICANT NAME

APPLICANT SIGNATUREDATE.....

1. Understand that you as the agent/ lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property – In particular to check my identification, My ability to care for the property, My character and my creditworthiness.
2. I authorise you to contact the person's name in this application, and to undertake such enquiries and searches as you feel necessary. In doing so, I understand that the information provided by me may be disclosed to, and further information obtained from, people/ organisations named in this application and other relevant third parties such as contractors, third party valuers and any tenancy default databases which may contain personal information about me. I also authorise the agent to disclose details about my 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)
3. Acknowledge and accept that if this application is denied, the agency is not legally obligated to provide reason as to why.
4. Hereby agree to rent the property from the owner under a lease to be prepared by the agent. I Acknowledge that I will be required to pay the following amounts before collection of keys and within the agent's timeframe of accepting and securing the property BOND - \$...... (Equal to 4 weeks rent) and 4 weeks rent in advance totalling \$...... (Equal to 4 weeks rent) I agree to stay 2 weeks ahead in rent at all times.
5. A) I acknowledge that I will be notified by SMS and Email to set up entry, Bond and rent payments online.
B) I acknowledge that bond finance will be offered during the payment process.
C) I acknowledge that lessors look more favourably on tenants that agree to direct debit for rental payments.
D) I will elect to pay via Direct Debit.
6. Acknowledge that my personal contents insurance is not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings.
7. Acknowledge that the lessor and applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agents acceptance of the application.

Tenancy Application Form

8. Consent to the use of email in accordance with provisions set out in chapter 2 of the electronic transactions (QLD) Act 2001 (QLD) and the electronic Transactions Act 1999 (Cth) ;
9. Declare that the above information is true & correct and that I have supplied it of my free will.

PRIVACY ACT ACKNOWLEDGEMENT In accordance with Section 18n (1)(b) of the Privacy Act I authorise Ray White Inner Brisbane apartments to give information to and obtain information from the tenant database named in this Application form, all credit providers, employers and references named in this application. I understand this can include information about my credit worthiness, credit standing, credit history or credit capacity. I understand this information may be used to assess my application. I acknowledge that my application will be referred to the Lessor of the property for His / Hers consideration.

APPLICANT NAME.....

APPLICANT SIGNATURE..... DATE.....

Tenancy Application Form

Employment

<p>Are you employed? Yes / No</p> <p>Select: Full time/ Casual / Part Time / Centerlink / Other</p> <p>Occupation:</p> <p>Name of employer:</p> <p>Address:.....</p> <p>Length of employment:.....</p> <p>Net weekly income \$.....</p> <p>Email Address:.....</p> <p>Phone number:.....</p>	<p>Are you employed? Yes / No</p> <p>Select: Full time/ Casual / Part Time / Centerlink / Other</p> <p>Occupation:</p> <p>Name of employer:</p> <p>Address:.....</p> <p>Length of employment:.....</p> <p>Net weekly income \$.....</p> <p>Email Address:.....</p> <p>Phone number:.....</p>
<p>Are you Self Employed? Yes / No</p> <p>Select: Full time/ Casual/ Part Time/ Centrelink/ Other</p> <p>Business Name</p> <p>Occupation</p> <p>Length of Self Employment</p> <p>Address</p> <p>Net Weekly Income \$</p> <p>Accountant's Name</p> <p>Accountant's Email</p>	<p>Centrelink Payments? Yes / No</p> <p>Name of Entitlement</p> <p>Fortnightly Payment 1 received \$.....</p> <p>Fortnightly Payment 2 received \$.....</p> <p>Will you be receiving rent assistance? Yes / No</p> <p>If Yes, how much per week? \$.....</p>

<p>Are you a student? Yes / No</p> <p>Identification Number</p> <p>What University, TAFE or School do you attend?</p>	<p>Are you an overseas student? Yes / No</p> <p>Visa Expiry Date</p>
---	--

Tenancy Application Form

Employment Reference Request

Tenant to Complete

This form gives your employer your authorisation for us to access your details. We need this to confirm your employment for your rental application with us.

I Consent to the following questionnaire being completed
honestly by my employer/payroll officer (name)and returned to Ray White
Inner Brisbane Apartments.

Applicants Signature Date

Employer to Complete

Name of Business / Employer

Phone Number Email (must be provided).....

Name of Applicant Position

Is the applicant currently employed by your company: Yes / No

How long have they been with the company?

☐ Full Time ☐ Part Time ☐ Casual ☐ Contract / Temporary

Is it ongoing employment? Yes / No

What is their weekly / fortnightly / monthly / annual income? \$

Other Comments:.....
.....
.....

I confirm that all information provided above for my employee is true and correct at time of submission:

Employer Name

Employer signature Date