

Ray White Capalaba

68 Old Cleveland Road
Capalaba, QLD, 4157
07 3245 7533
07 3245 7388 fax
rentals.capalaba@raywhite.com

oad, Capalaba QLD

RayWhite.

APPLICATION CHECKLIST

To assist us to process your Application quickly and save yourself time, would you please note:

1. Attach copies of as many of the following documents to the rear of your Application: Drivers License, Passport, Rates notice if you are or were a homeowner, Bank Statement, Last 3 Pay Slips
2. Please note that Legislation states, anyone over the age of 18 who wishes to reside in the home **MUST** supply a full completed application
3. Complete **EVERY** section of the application, if not applicable to you, write N/A in that section, supplying all phone, email and fax numbers where asked.
4. Make sure you sign pages 4 and 5 where indicated or we cannot process your application.
5. Please note that without **ALL** of the above information, we are not able to process your Application to present to the Owner of the property, your application will be declined and shredded.

APPLICATION PROCESSING AND APPROVAL

Please ensure that you have signed the Privacy Statement to allow us to confirm your employment and previous rental history.

With all of the required documents, we aim to have news to you within 48 hours providing that we are able to contact your referees and the Owner of the property.

Once approved, you will receive an email detailing the amount of two (2) weeks rent to be paid within 24 hours of approval. Your funds must be paid in the form of: Bank Cheque or Money Order (available from Australia Post) or Direct into the Property Management Trust Account using your last name as the reference. Please note due to security reasons we are not able to accept cash payments.

A copy of the Residential Tenancy Agreement including the special terms of the property will also be sent to you via **EMAIL** for you to read prior to lease signing.

Thanking you for your Application and assistance for us to process your Application.

The Property Management Team – Ray White Capalaba

Ray White Capalaba

68 Old Cleveland Road
Capalaba, QLD, 4157
07 3245 7533
07 3245 7388 fax
rentals.capalaba@raywhite.com



RayWhite.

Tenancy Application Form

Please be advised that this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form.

PROPERTY DETAILS

Address of Property:	
Lease commencement date:	Lease term:
Rent per week:	Number and type of pets:
Names of all other occupants for the property:	
Names and ages of any children to occupy the property:	

PERSONAL DETAILS

Given Name(s):	Surname:
Current Address:	
Home Phone:	Work Phone:
Mobile:	Email:
Email:	Date of Birth:
Drivers Licence No & State:	Passport No. & Country:

NEXT OF KIN

Given Name(s):	Surname:	
Relationship:		
Address:		
Phone:	Mobile:	Email:

CURRENT TENANCY DETAILS

Length of time at current address:	Rent Paid:
Reason for leaving:	
Name of Landlord / Agent:	Phone:
Email:	

Ray White Capalaba

68 Old Cleveland Road
Capalaba, QLD, 4157
07 3245 7533
07 3245 7388 fax
rentals.capalaba@raywhite.com



RayWhite.

PREVIOUS RENTAL HISTORY 1

Previous Address:		
Length of time at above address: From	to	Rent Paid:
Name of Landlord / Agent:		Phone:
Was Bond refunded in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, please specify reasons why:		

CURRENT EMPLOYMENT DETAILS

Occupation:	Current Employer:
Employer's Address:	
Contact Name (payroll / manager):	Phone:
Email:	Fax:
Length of Employment:	

SELF EMPLOYMENT DETAILS

Company Name:	Business Type:
Business Address:	
Position Held:	ABN:
Accountant Name/Address:	Phone:

INCOME

Net weekly employment income:
Net weekly income from other sources:
Source(s) of other income:

PREVIOUS EMPLOYMENT (IF CURRENT EMPLOYMENT IS LESS THAN 6 MONTHS)

Occupation:	Previous Employer:	
Employer's Address:		
Contact Name (payroll / manager):	Fax & Phone Number:	
Length of Employment: From	to	Net weekly income:

STUDENT INFORMATION

Ray White Capalaba

68 Old Cleveland Road
Capalaba, QLD, 4157
07 3245 7533
07 3245 7388 fax
rentals.capalaba@raywhite.com



RayWhite.

Place of Study:	Course Name:
Course Length:	Enrolment / Student No:
Campus Contact:	Contact Number:
Course Co-ordinator:	Contact Number:

REFEREES

Business referee:	Relationship:
Phone:	Mobile:
Personal referee:	Relationship:
Phone:	Mobile:

CONNECT NOW- FREE SERVICE

To save you time when you're moving house, Ray White can assist you by arranging your utility connections.

It's a FREE service and there's NO obligation. Please tick the box below if you would like Connect Now, to call you and explain how the service works.

Yes, I would like to be contacted by Connect Now.

Connect Now:

Phone: 1300 554 323 Email: info@connectnow.com.au Fax: 1300 889 598 Web: www.connectnow.com.au

Connect Now will use the information in this application to explain the services offered and to undertake any connection and disconnection services authorized (including the provision of information to utility companies). Personal information collected by Connect Now may be accessed by contacting them on the contact details above. While the Ray White Connect service is FREE, normal service provider fees or bonds may apply for utility connections.

I have read, agreed to and understood all of the above terms and conditions that are relevant to me.

Applicant Name

Signature

Date

