

The RayWhite logo is positioned in the top right corner of the page. It consists of the brand name "RayWhite" in a bold, italicized, sans-serif font, with a registered trademark symbol (®) at the end. The text is black and is set against a solid yellow rectangular background.

***RayWhite***<sup>®</sup>

# Tenancy Application Form

Ray White  
Caloundra  
99 Bulcock Street  
Caloundra, QLD 4551  
P: 61 (7) 5438 2431  
F: 61 (7) 5491 6156  
E: [caloundra.rentals@raywhite.com](mailto:caloundra.rentals@raywhite.com)

## PRE-APPLICATION INFORMATION

Agency: Ray White Caloundra  
Contact: 07 5438 2431  
99 Bulcock Street, Caloundra

Email: caloundra.rentals@raywhite.com



### SELECTING A PROPERTY

- Search and select Property via internet ([www.raywhite.com](http://www.raywhite.com)) or other advertised source.
- Drive-by the Property for location suitability.
- Contact us to arrange an appointment to inspect the Property.
- We'll meet you on-site, at the Property, at the appointed time.
- If you are not able to keep the appointment, please contact our office in advance.

### APPLICATION PROCESS

- Before signing the lease, ensure you have been given the General Tenancy Agreement, Terms and any Special Terms to peruse. A copy will be available at the inspection or as advised by staff.
- Please note that our Agency doesn't accept any Bond Loans or Bond Transfers
- Incomplete Applications cannot be processed.
- Once you have submitted your application, we will contact your personal and rental references to obtain information in relation to your application. We will also search your details in the National **TICA Database** to ensure that you have not been previously registered on the database by a previous lessor or agency.
- Please note, when signing page four of the application form, you are authorising us to contact third parties to obtain personal information that will assist us in processing your application. If you have any queries about the information obtained through this process please advise our office.

### AGENCY PROCESS

#### If Application is not accepted

If your Application is not accepted by the Lessor, it will be retained for one (1) week and then destroyed securely to comply with Privacy Legislation.

#### If Application is accepted

If your Application is accepted by the Lessor, you are required to pay an amount equivalent of six (6) weeks rent which is broken into (1) weeks rent as a holding deposit, a further one (1) week rent to make up the your first two (2) weeks worth of rent and the bond which is equivalent to four (4) weeks rent and sign the General Tenancy Agreement within 24 hours of notification of acceptance. **We require you to put this money into our account as a direct credit (details below). Or pay by money order or cash at the NAB.**

### RENT PAYMENT METHOD OPTIONS

Direct Debit (through Ray White) or via our NAB Issued Rent Card using a BPAY Internet transfer/phone banking only are the rent payment methods. Dishonour fees are estimated to be \$40.00. Payment of rent can not be done via payment at the Nab nor via online internet transfer nor through a recurring payment from your bank.

### WE DO NOT ACCEPT BOND LOANS

### CASH PAYMENT OF RENT OR BOND AT RAY WHITE CALOUNDRA IS NOT AN OPTION METHOD

### OF PAYMENT - FOR BOND ONLY

METHOD	DETAILS	
Direct Deposit	Bank	NAB
	Account Name	Ray White Caloundra Trust Account
	BSB	084 484
	Account Number	580 364 918
	Reference Code*	To be supplied
	*It is essential to use this Reference Code at the time of the transaction to enable our Agency to identify your payment/s. If not used, a Transaction Trace Fee will apply and is payable by you.	

### ONCE APPROVED

**\*\*\*YOU WILL BE REQUIRED TO MAKE AN APPOINTMENT TO SIGN THE LEASE AND OTHER DOCUMENTS BETWEEN MONDAY AND FRIDAY 9AM-4PM. PLEASE NOTE, THIS APPOINTMENT WILL TAKE APPROX 40 MINUTES, AND ALL TENANTS THAT ARE REGISTERED ON THE LEASE, MUST BE PRESENT AT THE SAME TIME TO SIGN THE LEASE.\*\*\***

We look forward to assisting you with your Tenancy. If you have any queries please contact our office on 07 5438 2431 or via caloundra.rentals@raywhite.com



**PREVIOUS TENANCY DETAILS**

Street Address:

Suburb:

Time at Address: From: To:

Rent paid: \$  weekly  monthly

Name of Landlord/Agent:

Landlord/Agent Phone:

Was the bond refunded in full?  Yes  No

If No, Please specify reasons why:

**IF SELF EMPLOYED, PLEASE COMPLETE**

Company Name:

Business Type:

Business Address:

Suburb: Postcode:

ABN:

Accountant Name:

Accountant Phone:

Accountant Email:

Accountant Street Address:

Suburb: State:

**INCOME**

Employment Income:  Weekly  Annually

Other Income:  Weekly  Annually

Other Income Source/s:

**PROFESSIONAL REFERENCE**

Reference Name:

Relationship:

Phone:

Email:

**CURRENT EMPLOYMENT DETAILS**

Position Held:

Business Name:

Street Address:

Suburb: Postcode:

Contact Name:

Contact Phone:

Length of Employment: years Months

**PERSONAL REFERENCE #1**

Reference Name:

Relationship:

Phone:

Email:

**PERSONAL REFERENCE #2**

Reference Name:

Relationship:

Phone:

Email:

**PREVIOUS EMPLOYMENT DETAILS**

Position Held:

Business Name:

Street Address:

Suburb: Postcode:

Contact Name:

Contact Phone:

Length of Employment To: From:

**ADDITIONAL INFO**

Pets: Yes  No  Smokers:  Yes  No

If yes, please state: Pet type:

Pet breed:

Council registration:

## SUPPORTING DOCUMENTS

Provide 100 points of identification photocopied and attached to this application.

Essential	Bank Statement – showing funds readily available to pay Bond + 2 weeks rental deposit
Essential	2 x Current Payslips
40 pts	Drivers Licence
40pts	Passport
20pts	Previous 2 Rent Receipts
20 pts	Previous Tenancy Ledger
20 pts	Medicare Card
20 pts	Debit/Credit Card
20 pts	Other Photo ID
20 pts	Utility Bill

## HOLDING DEPOSIT

Complete for properties in QLD if you wish to reserve the property for a period of time.

In accordance with Section 161 (5) (a) of The Residential Tenancies and Rooming Accommodation Act 2008 QLD, if a tenancy agreement is entered into by the Applicant, the Holding Deposit will be applied in full to the rental bond.

- The Holding Deposit is equivalent to one week's rent, and holds the premises in favour of the Applicant for a period of 7 days, starting from the date the Holding Deposit is paid to the Agent. The Applicant must exercise the option to enter into a tenancy agreement no later than the end of the 48-hour option period.
- The Applicant agrees that, should they withdraw their application during the 48-hour option period, then the deposit will be refunded in full. After the option period expires the Applicant agrees that the Holding Deposit will be forfeited.

## HOLDING FEE

Complete for properties in NSW if you wish to reserve the property for a period of time.

The Holding Fee is equivalent to one week's rent to hold the property for a period of 7 days only, starting from when the funds are received. The Agent undertakes that:

- A Holding Fee may only be requested following approval of the application by the landlord;
- A receipt for the amount, property, landlord and tenants names and holding periods must be provided to the tenant.
- Where a Holding Fee has been paid, a landlord must not enter into another tenancy agreement for that period with another tenant.
- Should the tenant withdraw from the tenancy application, the landlord may retain the whole Holding Fee.
- A Holding Fee should be attributed to rent upon the tenancy commencing.
- The Applicant understands that, should they decide not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Holding Period, the landlord may retain the whole Holding Fee representing the rent that would have been paid during the holding period.

The Applicant agree to pay a Holding deposit/ fee of (equivalent to 1 week's rent):

\$

## PAYMENT DECLARATION

I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be approved, I acknowledge that I will be required to pay the following amounts:

Rent amount:	\$	<input type="radio"/> weekly <input type="radio"/> monthly
First payment of rent in advance:	\$	
Rental Bond:	\$	
Subtotal:	\$	
Less Holding Fee:	\$	
Amount payable upon signing Tenancy Agreement:	\$	

## PRIVACY POLICY

CHARLIE HOLDINGS PTY LTD & GRACING PTY LTD T/A Ray White Caloundra 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.

## CONSENT

I, the Applicant, acknowledge that I have read the Privacy Statement and the Privacy Policy of Ray White Caloundra and I authorise Ray White Caloundra and the Agent to collect information about me from:

- My previous letting agents, landlords, current and previous employers
- My personal referees
- Ray White may use one or more of the following residential tenancy databases (RTDs) to check my tenancy history for the purpose of deciding whether the landlord should enter into a tenancy agreement with me:

a. The landlord may use:  
 NTD 1300 563 826 ntd.net.au  
 TICA 1902 220 346 tica.com.au  
 RPDATA 1300 734 318 rpdata.com  
 BARCLAY MIS 1300 883 916 barclaysmis.com.au  
 TRA 02 9363 9244 tradingreference.com

- You may contact an RTD about personal information held about you by using the contact details provided above.

- Personal information collected about me to the owner of the property even if the owner is resident outside Australia.

- Personal information collected about me to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases to which it is reasonably necessary to disclose in relation to the tenancy arrangement.

As your information may be emailed or stored in the cloud, we cannot ensure that overseas recipients to whom your information is disclosed will not breach the Australian Privacy Principles in relation to your information. Acknowledging that this is so, you consent to your information being emailed and stored in the cloud.

I consent to Ray White Caloundra disclosing confirmation details (including NMI, MIRN and telephone number) to the utility service provider and the Agent. I acknowledge that Ray White Home Now, Ray White Caloundra and the Agent do not accept any responsibility for any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I acknowledge that Ray White Home Now, Ray White Caloundra and the Agent and its employees may receive a fee and/or benefit from a utility service provider in relation to the connection of a utility service. I also acknowledge, while there is no charge to me for the Ray White Home Now service; normal service provider fees or

I ACKNOWLEDGE THAT THIS APPLICATION IS SUBJECT TO THE APPROVAL OF THE OWNER. I DECLARE THAT ALL INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT AND GIVEN OF MY OWN FREE WILL. I DECLARE THAT I HAVE INSPECTED THE PREMISES AND AM SATISFIED WITH THE CURRENT CONDITION AND CLEANLINESS OF THE PROPERTY.

X

Signature

Date