

The logo for RayWhite, featuring the brand name in a bold, italicized, sans-serif font. The text is dark grey and is positioned in the bottom right corner of a large, solid yellow rectangular background.

***RayWhite.***

# 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

### SELECTING A PROPERTY

- Search and select Property via the 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.

The RayWhite logo is displayed in a bold, black, sans-serif font against a bright yellow rectangular background.

### 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.
- Bank Statement showing available funds of at least 6 weeks rent to show you are able to cover upfront moving costs.

### AGENCY PROCESS

#### If your 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 your 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 (2) weeks rent to make up the your first two 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.

### RENT PAYMENT METHOD OPTIONS

BPay via our NAB Issued Rent Card using your unique reference number is the quickest and easiest way to pay rent. Dishonor fees are estimated to be \$40.00. Payment of rent cannot be paid via cash or bank deposit.

### WE DO NOT ACCEPT BOND LOANS

### WE DO NOT ACCEPT CASH PAYMENTS OF ANY KIND AT RAY WHITE CALOUNDRA

### 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 [viacaloundra.rentals@raywhite.com](mailto:viacaloundra.rentals@raywhite.com)

## PROPERTY DETAILS

Address of Property:		
Suburb	Rent Per Week:	
Lease Commencement Date:	Lease Term:                      Years	Months
Names of all other occupants for the property:		
Number of Occupants:	Adults:            Children:	Ages of Children:
Pets:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Type
Breed:	Council Registration:	

## PERSONAL DETAILS

Given Name(s):		
Surname:		
Mobile:	Home Phone	
Work Phone:	Fax:	
Email:		
Date of Birth:	Smoker:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Drivers Licence No:	Drivers Licence State:	
Passport No:	Passport Country:	

## EMERGENCY CONTACT DETAILS – Not Residing at the Property

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

### CURRENT TENANCY DETAILS

Street Address:			
Suburb:			
Length of time at current address:	Years	Months	Rent Paid:
Reason for leaving:			
Name of Landlord/Agent:			Phone:
Landlord/Agent Email:			

### PREVIOUS RENTAL HISTORY

Previous Address:			
Length of time at above address:	From	to	Rent Paid:
Name of Landlord / Agent:			
Phone:	Email:		
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):	Contact Number:
Length of Employment:	

### PREVIOUS EMPLOYMENT

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

## INCOME

Net Income From Employment: \$	<input type="checkbox"/> Weekly	<input type="checkbox"/> Fortnightly
Centrelink: Payment Type \$	<input type="checkbox"/> Weekly	<input type="checkbox"/> Fortnightly
Other income Source(s): \$	<input type="checkbox"/> Weekly	<input type="checkbox"/> Fortnightly

## SELF EMPLOYMENT DETAILS

Company Name:	
Business Type:	
Business Address:	
Suburb:	Postcode:
Position Held:	ABN:
Accountant Name:	Phone:
Accountant Address:	
Suburb:	Postcode:
Accountant Email Address:	

## PROFESSIONAL REFERENCE - Not Residing At The Property

Name:	
Relationship:	
Email	Phone:

## PERSONAL REFERENCE - Not Residing At The Property

Name:	
Relationship:	
Email:	Phone:

## PERSONAL REFERENCE - Not Residing At The Property

Name:	
Relationship:	
Email:	Phone:

## Supporting Documents

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

Essential	Bank Statement - showing available funds readily available to pay bond + 2 week rent
Essential	2 x Current Payslips/Centrelink Statement
30pts	Drivers Licence / 18+ Card
20pts	Previous 2 rent receipts
20pts	Previous Tenancy Ledger
20pts	Medicare Card
20pts	Debit/Credit Card
20pts	Other Photo Id or Birth Certificate
20pts	Utility Bill (with your current address)

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 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 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 this service; normal service provider fees.

### 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 amount;

Rent Amount:	\$
Two weeks rent	\$
Bond	\$
Total	\$

## 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:

1. My previous letting agents, landlords, current and previous employers
2. My personal referees
3. 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

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

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

5. 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 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.



**COMPARE, CONNECT & SAVE**  
Select Services you want connected



Save time and money when moving in. Let Ray White Home Now arrange your utility connections. It's a FREE service and there's NO obligation. In one brief call we will help you compare your options and select the right plans for you. No more running around – we'll take care of contacting all the providers for you.

Ray White Home Now will contact you to arrange your utility services. You will be advised of any associated terms and conditions, including connection fees that may apply. Once you have chosen your preferred providers, Ray White Home Now may need to disclose your personal information to the selected utility company. Ray White Home Now is unable to accept responsibility for any delay or failure to connect your utility service. Ray White Home Now is committed to protecting the confidentiality of your personal information and will handle your personal details in accordance with Ray White Home Now's privacy policy available at [raywhitehomenow.com/privacy-policy](http://raywhitehomenow.com/privacy-policy)

Split It Pty Ltd ABN 83151244558 T/A Ray White Home Now

Print Name:

Sign:

Date: