

# Tenancy Application Form

Ray White Clayfield  
723 Sandgate Road  
Clayfield, QLD 4011, Australia  
P: (07) 3262 2434  
F: (07) 3262 7023  
[clayfield.qld@raywhite.com](mailto:clayfield.qld@raywhite.com)

## PERSONAL INFORMATION

### PROPERTY DETAILS

Street Address:

Suburb:

Postcode:

Lease term: ..... Years .....Months

Lease commencement date:

Rent: \$..... Weekly / Monthly

Names of all other applicants, including children:

.....  
.....

Number of occupants: .....Adults .....Children

Ages of Children:

### PERSONAL DETAILS

Given name(s):

Surname:

Mobile:

Home phone:

Work Phone:

Fax:

Email:

Date of Birth:

### CURRENT TENANCY DETAILS

Street Address:

Suburb:

Postcode:

Time at Address: ..... Years .....Months

Rent paid: \$..... Weekly / Monthly

Reason for Leaving:

Break Lease: Yes / No

Lease end date:

Name of Landlord/Agent:

Landlord/Agent Phone:

Landlord/Agent Email:

### PREVIOUS TENANCY DETAILS

Address:

Suburb:

Postcode:

Time at Address: ..... Years .....Months

Rent paid: \$..... Weekly / Monthly

Name of Landlord/Agent:

Landlord/Agent Phone:

Landlord/Agent Email:

### IDENTIFICATION

Drivers Licence No:

State:

Passport No:

Passport issuing Country:

### ADDITIONAL INFORMATION

Pets: Yes / No

If yes, please state:

Pet Type:

Number:

Pet Breed:

Council Registration No: Copy attached

Smoker: Yes / No

Number of Occupants who smoke:

### CAR DETAILS

Registration number:

Owned / Leased / Under Finance

Monthly repayments - \$



# HOME NOW™



## COMPARE, CONNECT & SAVE

Select services you want connected

ELECTRICITY

☐

GAS

☐

INTERNET

☐

PHONE

☐

PAY TV

☐

WATER

☐

Save time and money when you're moving. 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 then 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)

## EMPLOYMENT INFORMATION

### CURRENT EMPLOYMENT DETAILS

- ☐ Employed
- ☐ Self-employed
- ☐ Contractor
- ☐ Other .....

Employment status:

- ☐ Full Time
- ☐ Part Time
- ☐ Casual
- ☐ Contract – contract end date .... / .... / ....

Position Held:

Business Name:

Street Address:

Suburb:                      Postcode:

Contact / Payroll Name:

Contact Phone:

Length of employment: ..... Years ..... Months

\*Please provide 2 x current payslips

### INCOME

Employment Income: \$.....

Weekly / Fortnightly / Monthly / Annually

### IF SELF EMPLOYED PLEASE COMPLETE

Company Name:

Business Type:

Business Address:

Suburb:                      Postcode:

ABN:

Accountant's Name:

Accountant's Phone:

Accountant's Email:

Accountant's Address:

\*Please provide last month's bank statement

\* Please provide Last Tax Return

\* Please provide BAS Statement

### OTHER SOURCE OF INCOME

- ☐ Second Job (proceed to part 2)
- ☐ Centrelink
- ☐ Pension
- ☐ Child Support
- ☐ Disability Support
- ☐ Other .....

Amount received fortnightly: \$.....

Date payments commenced .... / .... / ....

### Part 2.

Employment status:

- ☐ Permanent
- ☐ Casual
- ☐ Contract – contract end date .... / .... / ....

Position Held:

Business Name:

Street Address:

Suburb:                      Postcode:

Contact / Payroll Name:

Contact Phone:

Length of employment: ..... Years ..... Months

\*Please provide 2 x current payslips

### INCOME

Employment Income: \$.....

Weekly / Fortnightly / Monthly / Annually

Are you a Student? Yes / No

If so, are you:

- ☐ Full Time
- ☐ Part Time

Name of Institution:

Are you an Australian Citizen? Yes / No

\*If not, please provide a copy of your current visa.

Do you have require a guarantor to support your application? Yes / No

If so, please provide a complete application including identification and supporting documents.



## PRIVACY POLICY

The trustee for CICCHIELLO FAMILY TRUST T/A Ray White Clayfield 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. Our complete privacy policy can be found at [www.raywhite.com/franchisee-privacy-policy/](http://www.raywhite.com/franchisee-privacy-policy/)

### CONSENT

I, the Applicant, acknowledge that I have read the privacy Statement and the Privacy Policy of Ray White Clayfield. I authorise the Ray White Clayfield 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 | barelaysmiss.com.au   |
| • TRA         | 02 9363 9244 | trading reference.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, body corporate, other agents and tenancy default data bases 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 Clayfield disclosing confirmation details (including NMI, MIRN and telephone number) to the utility service provider and the Agent. I acknowledge that Ray White Home Now. The Ray White Clayfield 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, the Ray White Clayfield 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 bonds may apply for which I am responsible.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Ray White**

723 Sandgate Road  
Clayfield Qld 4011  
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Unit Sales 07 3262 2911  
Rentals 07 3262 2434  
Fax 07 3262 7023  
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