

RAY WHITE (EMERALD)

80 Egerton Street Emerald QLD 4720 PH: 4982 2400 FAX: 4982 3499
reception.emerald@raywhite.com

SUPPORTING DOCUMENTS

Identification. You are required to meet a 100 Point identification criteria upon submission of your application. The agent/lessor may photocopy any item and retain as part of your application. Please tick the identifying documents you have provided with your application:

IMPORTANT: At least one form of Photo Identification MUST be provided.

70 POINTS

- Passport Full Birth Certificate Citizenship Certificate

40 POINTS

- Australian Drivers Licence Student Photo ID Proof Of Age Card
 Dept. of Vet Affairs Centre Link Card State/Federal Gov. Photo ID

25 POINTS

- Medicare Card Council Rates Notice Motor Vehicle Registration
 Telephone Bill Electricity Bill Gas Bill
 Tenancy History Ledger Bank Statement Credit Card Statement
 Last 4 Rent Receipts Rent Bond Receipt Previous Tenancy Agreement

PROOF OF INCOME

You are required to supply the agent/lessor with proof of your income upon submission of your application

EMPLOYED: Last 2 Payslips

SELF EMPLOYED: Bank Statements, Group Certificate, Tax Return or Accountant Letter

NOT EMPLOYED: Centre Link Statement

PROPERTY DETAILS

Property Address you are applying for?		Rental Amount per week	
Length of Lease?	Lease Commence Date	How many people to occupy?	
		Adults	Children

PERSONAL DETAILS

FULL NAME			
Date of Birth	Drivers Licence Number	Passport Number	
MOBILE NUMBER	Work Phone	Home Phone	
EMAIL ADDRESS			
Are you or any dependants living with you a smoker?	YES	NO	Vehicle Registration

Do you have any pets?	How many pets	Type of Pet
Are your pets registered with the council?	If yes please state which council	

APPLICANTS RESIDENTIAL HISTORY

Current Residential Address		
Period of occupancy	Type of Occupancy	
	RENT	OWNER
Landlord / Agent	Phone Number	Rent Paid
Why are you leaving this address?		

PREVIOUS RESIDENTIAL ADDRESS

Current Residential Address		
Period of occupancy	Type of Occupancy	
	RENT	OWNER
Landlord / Agent	Phone Number	Rent Paid
Why did you leave this address?		

EMPLOYMENT DETAILS

Are you employed?	YES	NO	Employment Status				
			Full Time	Part Time	Casual	Contract	Self Employed
Occupation		Length of Employment		Net Income per week			
Company/Business Name		Phone Number		Contact Name			

CENTRELINK PAYMENTS

Are you receiving any regular Centerlink payments?	YES	NO	Total Income per week
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EMERGENCY CONTACT

Name	Relationship to you	Contact Phone Number
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PERSONAL REFERENCES

Please do not list relatives, another applicant or partners and provide business hours contact

Referee Name	Phone Number	Relationship to you
Referee Name	Phone Number	Relationship to you
Referee Name	Phone Number	Relationship to you

DECLARATION

Please declare the following by selecting either TRUE or FALSE

I, the applicant,

Have never been evicted by an agent/lessor

True

False

Have no known reasons that would affect my ability to pay rent

True

False

Was refunded the rental bond for my last address in full (if applicable)

True

False

If false, please advise what deductions were made from your bond?

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Have no outstanding debt to another agent/lessor

True

False

If false, why are you in debt to your past agent/lessor?

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ACKNOWLEDGEMENT Please acknowledge the following by selecting either YES or NO

I, the applicant

1. 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. YES NO
2. 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. YES NO
 - 2.1 For such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonable necessary. YES NO
 - 2.2 In doing so, I understand that information provided by me maybe be disclosed, to and further information obtained from, referees named in this application and other relevant third parties. YES NO
3. Acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons as to why. YES NO
4. Consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the agent/lessor to pass my details onto others which may include (but not limited to) insurance companies, body corporates, contractors, other real estate agent's sales people and tenancy default databases. YES NO
5. Acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18a), the standard terms and any special terms before completing this application YES NO
6. Acknowledge that I have received or have available the information statement (Form 17a), body corporate by-laws (if applicable) before completing this application YES NO
7. Acknowledge that I have signed the agency's Privacy Notice and Consent YES NO
8. 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. YES NO
9. Consent to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the Electronic Transactions (Queensland) Act 2001 (QLD) and the Electronic Transactions Act 1999 (Cth): YES NO
10. Declare that the above information is true & correct and that I have supplied if of my own free will.

Name of Applicant	
Signature of Applicant	Date

Collection Notice for privacy purposes & Consent

Who are we?

This information is being collected by WAMM Pty Ltd, SPJ Pty Ltd, MWMD Pty Ltd, trading as Ray White (Emerald) at 80 Egerton Street Emerald QLD 4720.

Email address – reception.emerald@raywhite.com
Phone contact – 0749 822 400

Our complete privacy policy can be found at <http://raywhiteemerald.com.au>

For what purposes do we collect, hold, use and disclose your personal information?

We collect, hold, use and disclose your personal information for the following purposes:

- to provide products and services to you and to send communications requested by you;
- to answer enquiries and provide information or advice about existing and new products or services;
- to provide you with access to protected areas of our website;
- to assess the performance of the website and to improve the operation of the website;
- to conduct business processing functions including providing personal information to our franchisor, related bodies corporate, contractors, service providers or other third parties;
- for the administrative, marketing (including direct marketing), planning, product or service development, quality control, survey and research purposes of Ray White, its franchisor, related bodies corporate, contractors or service providers;
- to provide your updated personal information to our franchisor, related bodies corporate, contractors or service providers;
- to update our records and keep your contact details up to date;
- to process and respond to any complaint made by you; and
- to comply with any law, rule, regulation, lawful and binding determination, decision or direction of a regulator, or in co-operation with any governmental authority of any country (or political sub-division of a country).

What happens if we can't collect your personal information?

If you do not provide us with the personal information we may not be able to, amongst other things, provide the requested products or services to you, either to the same standard or at all.

To whom may we disclose your information?

We may disclose your personal information to:

- our employees, franchisor, related bodies corporate, contractors or service providers for the purposes of operation of our website or our business, fulfilling requests by you, and to otherwise provide products and services to you including, without limitation, web hosting providers, IT systems administrators, mailing houses, couriers, payment processors, data entry service providers, electronic network administrators, debt collectors, and professional advisors such as accountants, solicitors, business advisors and consultants;
- suppliers and other third parties with whom we have commercial relationships, for business, marketing, and related purposes; and
- any organisation for any authorised purpose with your express consent.

What is the process for complaining about a breach of privacy?

If you believe that your privacy has been breached, please contact us using the contact information below 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.

Do we disclose your personal information to anyone outside Australia?

We may disclose personal information to our franchisor's related bodies corporate, our related bodies corporate and third party suppliers and service providers located overseas for some of the purposes listed above. Your personal information may be stored in the cloud in an overseas country. In the event that a disclosure is made in that overseas country (which we consider unlikely), the information will not be protected by the APPs. In any event, by signing below, you consent to your information being disclosed in this manner.

I have read and understood the above and consent to my personal information being collected, held, used and disclosed as indicated above.

Signed -Print Name:-.....

Date -Phone:-.....

Address -

TENANCY DATABASE DISCLOSURE STATEMENT

Information about your Application and Tenancy Databases

(To be provided by the Agency to prospective Tenants to comply with section 458A of the Residential Tenancies and Rooming Accommodation Act 2008).

Tenancy Databases are used to protect a property owner's investment. However, unfair and old listings can disadvantage some people when they try to secure private rental housing.

What this means for you

As an Agency, we are required by law to let you know which Databases we use to check your rental history.

At Ray White (Emerald) we use the following Tenancy Databases:

- TICA

What if I am listed?

If you are listed on a Tenancy Database that we use, we are required by law to let you know that you are listed, and provide you with the contact details of the database operator so you can find out information about your listing.

Where can I get further information?

If you would like more information about tenancy database laws, you can visit the Residential Tenancies Authority website at rta.qld.gov.au or call 1300 366 311.

NB: ALL APPLICANTS ARE TO COMPLETE THE FOLLOWING SECTION:

APPLICANT NAME

Signature

Date

APPLICANT NAME

Signature

Date

RAY WHITE (EMERALD)

AGENT NAME:

Signature

Date