

Tenancy Application Form

Please phone our office to book a 10-15 minute appointment to supply us with your completed application and copies of your identification totaling 100 points.

Thank you for choosing Ray White Waterford. Important things you need to know about renting through our office:

1. Prior to moving in you will be required to pay a Bond which is equivalent to four (4) weeks rent + three (3) weeks rent.
2. Once approved the three (3) weeks rent is required within 24 hours to secure the property.
3. All applicants must attend a 1 hour tenant sign up appointment at the same time prior to being given the keys to the property.
4. Rent must be paid weekly, fortnightly or monthly.
5. Accepted Forms of Payment for Rent: Eftpos in the office (incurs a 2% surcharge) Payment Gateway is a third party company used to make payments via telephone, internet, direct debit (all incur a fee of \$1.65 per payment), credit card (incurs a 2.2% surcharge), BPay (\$3.00 per payment) or Post Billpay (\$4.00 per payment). Alternatively you can pay by Australia Post Money Order or Bank Cheque. **We do not accept cash.**

Accepted Forms of ID: (Total of 100 points required per application)

FORM OF ID	EXAMPLE	POINTS
**Nationally recognized Photo ID (Compulsory)	Drivers Licence 18 + Card Passport	40 Points each
**Proof Of Income (Compulsory)	Most Recent Four weeks of pay slips Recent Centrelink Statements (must incl. name & address) ATO Statement (If Self Employed)	30 Points
**Proof of Current address (Compulsory)	Phone/Electricity/Gas Accounts Car Registration	10 Points
**Proof of Government Housing (If Applicable)	Please provide letter of reference if your current or previous address was through Government Housing.	10 Points
Other Photo ID	Employment / Club Membership / School ID cards	30 Points
Birth Certificate		30 Points
Mortgage Statement		20 Points
Past Lease Agreement		20 Points
Rental Ledger		10 Points
Bank Statement (must incl. name & address)		10 Points
Pension Card		10 Points
Medicare Card		5 Points
Debit Card		5 Points

****PLEASE NOTE:**

- **The date properties are listed as available may be subject to change without notice and Ray White Waterford will not be liable for any inconvenience or costs incurred by incoming tenants.**
- **A scanned digital version of documents collected for successful applications only will remain on file.**
- **Final application approval is at landlords discretion - no reason shall be given for unsuccessful applications, all unsuccessful applications will be shredded to maintain your privacy**
- **We charge \$1.00 per black and white copy or \$2.00 for colour per page for photocopying.**

APPLICATION CHECKLIST

Before I submit this application, I have

- Attached photocopies of documents to meet 100 points of identification
- Inspected the property both internally & externally
- Completed all details, in full, on the application form
- Provided all contact details and documentation for confirmation of income
- Read & signed the Privacy Disclosure Statement and Privacy Consent

Ray White Waterford

SHOP 20a, Corner Tygum Road & Kingston Road Waterford Plaza, WATERFORD QLD 4133

Phone 3200 3200 | Fax 3805 8355 | Email: waterford.qld@raywhite.com

OFFICE USE ONLY

Date Received: _____ Time Received _____ Received By (Staff) _____
 Address of Property: _____
 Applicant's Name: _____
 Associated Applications: _____

100 POINT IDENTIFICATION CHECK - The following identification has been photocopied and is attached to this application

Item		<input type="checkbox"/>	Initial			<input type="checkbox"/>	Initial
Drivers Licence/18 + Card	(40 Points)	<input type="checkbox"/>		Mortgage Statement	(20 Points)	<input type="checkbox"/>	
Passport	(40 Points)	<input type="checkbox"/>		Bank Statement	(10 Points)	<input type="checkbox"/>	
Other Photo ID	(30 Points)	<input type="checkbox"/>		Utility Account	(10 Points)	<input type="checkbox"/>	
Birth Certificate	(30 Points)	<input type="checkbox"/>		Motor Vehicle Registration	(10 Points)	<input type="checkbox"/>	
Proof Of Income	(30 Points)	<input type="checkbox"/>		Pension Card	(10 Points)	<input type="checkbox"/>	
Previous Tenancy Agreement	(20 Points)	<input type="checkbox"/>		Other...		<input type="checkbox"/>	
Other...		<input type="checkbox"/>		Other...		<input type="checkbox"/>	

PROGRESS CHECKSHEET

Item		<input type="checkbox"/>	Initial			<input type="checkbox"/>	Initial
TICA Checked and attached		<input type="checkbox"/>		Applicant Notified		<input type="checkbox"/>	
Current Agent Lessor Checked		<input type="checkbox"/>		Current Agent Lessor Received		<input type="checkbox"/>	
Previous Agent Lessor Checked		<input type="checkbox"/>		Previous Agent Lessor Received		<input type="checkbox"/>	
Employment Confirmation Checked		<input type="checkbox"/>		Employment Confirmation Received		<input type="checkbox"/>	
SMS Applicant Update #1		<input type="checkbox"/>		SMS Applicant Update #2		<input type="checkbox"/>	
App rec'd: Lessor Notified SMS or Email		<input type="checkbox"/>		App finalised: Lessor Notified <u>SMS & Email</u>		<input type="checkbox"/>	
SMS Applicant App Gone to Lessor for review		<input type="checkbox"/>					

APPROVAL CHECKSHEET

Item	Date	Time		Date	Time
Sign-up Appointment			Entered Into Console		
Full Bond Received			Three Weeks Rent Received		
Payment Gateway Set-up Smoke Alarm Serviced			Ray White Connect Set-up		

INVOICING CHECKSHEET

Item	JNL	Amount		JNL	Amount
Internet Listing Fee			Database Checking Fee		
Other Fees:					

COMPLETED BY

Property Manager Name	Signature	Date

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BEFORE COMPLETING YOUR APPLICATION:

1. One application is to be completed, per person over 18, wishing to reside at premises
2. Applicants to supply own photocopies of documentation totalling 100 points, otherwise fee will be charged.
3. **We cannot accept applications until complete with copies of your supporting documentation attached.**
4. Ray White Waterford staff will contact you within 48 business hours. If your application is approved, a bond equivalent to four (4) weeks rent must be paid via bank cheque or money order within 12 hours of acceptance. A balance of three (3) weeks rent will be required prior to the commencement of tenancy.
5. Should you decide you no longer wish to rent the property, this first deposit is **NON-REFUNDABLE**.

1. Property Details

Address _____

Suburb _____ Postcode _____

Lease Term _____ Years _____ Months _____

Date Property is to be occupied _____ / _____ / _____

Number of Adults _____ Dependants _____

Names & Date of Birth of ALL other occupants _____

2. Personal Details

Title _____ First Name _____ Initial _____

Last Name _____ Maiden Name _____

Date of Birth _____ / _____ / _____ Age (Years / Months) _____

Drivers Licence Number _____ State of Issue _____

Alternate ID (eg passport) _____ No _____

Home Ph _____ Mobile Ph _____

Email _____

Occupation _____ Work No _____

Current Residential Address _____

Suburb _____ Postcode _____

3. Emergency Contact

Please provide an emergency contact **not residing with you**

First Name _____ Surname _____

Relationship _____ Phone No _____

Address _____

Suburb _____ Postcode _____

4. Payment Details – For Property You Are Applying For

Property Rental \$ _____ Per Week _____

First Payment of Rental Bond (4 Weeks Rent) \$ _____

Rent in Advance (3 Weeks Rent) \$ _____

Transaction Fees Eftpos 2% of total: \$ _____

Total \$ _____

5. Applicant History

How long have you lived at your current address? _____ Years _____ Months _____

Name of Landlord/Agent (If applicable) _____

Phone No _____ Fax No _____

Rent Paid per week \$ _____

Reason for leaving _____

Was bond repaid in full? Yes No If No, please specify why: _____

What was your previous residential address? _____

Suburb _____ Postcode _____

How long did you live at your previous address? _____ Years _____ Months _____

Name of Landlord/Agent (If applicable) _____

Phone No _____ Fax No _____

Rent Paid per week \$ _____

Reason for leaving _____

Was bond repaid in full? Yes No If No, please specify why: _____

6. Employment Details

Occupation _____

Business Name _____

Employment Address _____

Suburb _____ Postcode _____

Employer Phone No _____ Fax No _____

Contact Name _____

Length at current employment _____ Years _____ Months _____

Net Income \$ _____ Per Week _____

7. Previous Employment Details

Occupation _____

Business Name _____

Employment Address _____

Suburb _____ Postcode _____

Employer Phone No _____ Fax No: _____

Contact Name _____

Length at previous employment _____ Years _____ Months _____

Net Income \$ _____ Per Week _____

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8. Centrelink Payments

Type: _____
 \$ _____ Per Fortnight

9. If Student, please complete the following

Place of Study _____
 Course being undertaken _____
 Course Length _____
 Enrolment Number _____
 Campus Contact _____ Ph _____
 Course Co-ordinator _____ Ph _____
 Income _____

10. Personal Referees

1. Reference name _____
 Relationship _____ Phone No _____
 2. Reference name _____
 Relationship _____ Phone No _____

11. Other information

Car Registration _____
 Do you have pets? Yes No If Yes, please specify type, breed etc: _____

12. Privacy Disclosure Statement of Ray White Waterford

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current employer and your referees. Your consent to us collecting 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 landlord'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. 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.

13. Privacy Consent

I, the Applicant, acknowledge that I have read the Privacy Notice of Ray White Waterford. I authorise Ray White Waterford to collect information about me from:

1. My previous letting agents and/or landlords
2. My current and/or previous employer and/or tax accountant
3. My personal referees
4. Any Tenancy Default Database which may contain personal information about me.

I also authorise Ray White Waterford to disclose details about any defaults by me under the tenancy to which this application relates, to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD), Barclays MIS, Australian Business Register (ABR) and/or Trading Reference Australia (TRA). I also authorise Ray White Waterford to disclose my current contact details to the above databases should I have any outstanding debts or listings.

I authorise Ray White Waterford to disclose the personal information it collects about me to the owner of the property, even if the owner is a resident outside Australia, and to any third parties – valuers, contractors, sales people, insurance companies, body corporate, other agents and tenancy default databases.

Applicant Name _____ Signature _____ Date _____

14. Declaration

During my inspection of the Property on _____ / _____ / _____ I found it to be in a satisfactory condition. Yes No. If No, I request the following items be attended to prior to my tenancy, subject to the Owner's approval:

I declare that the information contained in this application is true and correct and that all of the information was given of my own free will. I further authorise the letting agent to contact and/or conduct enquiries and/or searches with regard to the references supplied in this application. I consent to this application being verified and to the access of Tenancy Information Centre of Australia and National Tenancy Database records for information about my tenancy history if applicable. I apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the Owner of the property for consideration. I understand that should this application not be accepted, Ray White Waterford is not required to disclose any reason for the rejection of this application. I understand that if this application is approved by the Owner:-

1. Upon approval, a bond equivalent to four (4) weeks rent MUST be paid within 12 hours of approval. This is NON-REFUNDABLE should I decide not to proceed.
2. I understand that rent must be paid via the Ray White Payment Gateway System. I understand that this does incur a transaction fee between \$1.65 and \$3.00 per transaction, possibly more if a credit card is used. I understand that these fees are added to the payment at the time of the transaction.
3. I understand and agree that all copies of relevant documents provided with this application will remain on file.

Applicant Name _____ Signature _____ Date _____

MOVING HOME HAS NEVER BEEN EASIER

Connectnow is dedicated to helping you move home more easily. We can connect your utilities including electricity, gas, phone, internet and pay TV to a broad choice of leading providers. We can also organise your disconnections and offer a range of additional services, such as cleaning and food services, removalists and vehicle hire.

What's more, you pay no extra charges as a result of using the Connectnow service. We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you within this period please call 1300 556 325 to ensure your services can be addressed by the required date.

DECLARATION AND EXECUTION/PRIVACY NOTICE: By signing this application and ticking the 'YES' box below, I: consent to the collection of my personal information by Connectnow Pty Ltd (ABN 79 097 398 662) ("connectnow") for the purposes of contacting me to talk about arranging the connection and disconnection of moving and utility services and related services and to inform me about other products and services that may complement my home/lifestyle needs; consent to the disclosure by connectnow of my personal information contained in this application to other parties, including the relevant third party service providers, connectnow's related companies and third parties who provide connectnow with services in connection with the ordinary operation and administration of connectnow's business or where otherwise required or authorised by law; understand that protecting my privacy is important to connectnow and that I can obtain further details about how connectnow manages my personal information, including how I may access and seek correction of my personal information, how I may complain about a breach of my privacy and how connectnow will deal with that complaint, by viewing connectnow's Privacy Policy at www.connectnow.com.au or contacting their Privacy Officer at info@connectnow.com.au; understand that whilst connectnow is unlikely to disclose my personal information to recipients located overseas, connectnow is not responsible for the privacy practices of any third party service providers, and accordingly, I accept that it is my responsibility to check the privacy policies of the relevant service providers if I wish to obtain further information about how they manage personal information (including whether or not they are likely to disclose such information to overseas recipients); understand that my consent to receive such marketing materials will continue until I opt-out by contacting info@connectnow.com.au; understand that the connection and disconnection of moving and utility services and related services (collectively referred to as "the nominated services") will only be initiated once a connectnow representative has discussed the details with me and obtained my consent to the terms and conditions of supply of the relevant service providers; acknowledge that, to the extent permitted by law, neither connectnow nor my real estate agent accepts liability for loss caused by delay in, or failure to, connect and disconnect or provide the nominated services; acknowledge that the nominated services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated service providers bind me and that after hours connections may incur additional service fees from utility providers; authorise the obtaining of a National Metering Identifier or a Metering Installation Registration Number for my residential address to obtain supply details; understand that it is the responsibility of the customer/homeowner to ensure that the electricity main switch is in the 'Off Position' for the required timeframe on the day of connection of the nominated utility services and that there is easy access to the meters; understand that connectnow may be paid a fee by the service provider and may pay a fee to a real estate agent in respect of the provision of the services provided to me by connectnow. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements and other undertakings set out in this application form on behalf of all applicants listed on this application form. Where I have nominated an alternative contact person on this application, I authorise connectnow to speak to them about my move and connection and disconnection needs if connectnow is unable to contact me directly.

Yes, I consent to connectnow contacting me to organise my move home services and other products and services to suit my home or lifestyle needs

Signed: _____ Date: _____

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Tenancy database search declaration

To comply with section 458A of the Residential Tenancies and Rooming Accommodation Act 2008

As the managing agency for the property you are applying on, we hereby advise that we are required by law to disclose to you the databases that are used by our agency to check your rental and tenancy history.

At Ray White Waterford, we formally advise that we utilise the following tenancy databases:

- TICA

If it is found that you are listed, we are required by law;

- To advise that you are listed on a tenancy database
- Provide you with the contact details of the database operator so you can find out information about your listing

You can obtain further information from:

- Residential Tenancies Authority website at rta.qld.gov.au or call 1300 366 311.
- Queensland Civil and Administrative Tribunal qcat.qld.gov.au/matter-types/residential-tenancy-disputes/tica-orders

Tenant declaration

I, _____ do hereby declare that I have read the above information and understand my rights in relation to these database laws. I further acknowledge that if I am listed on one or more of these databases that I must seek independent advice from the previous listing agent or database provider to ascertain the validity of the listing.

Tenant signature

Date

Tenancy database fact sheet

The information below is courtesy of Queensland Government website

Tenancy database

A tenancy database is a list where landlords/agents record personal information about tenants who previously have had problems with their tenancies.

- Your name may have been placed on a tenancy database at the end of a tenancy if:
 - the amount of money owed by the tenant is more than the bond, including
 - rent arrears if a Notice to remedy breach (Form 11) was given for this rent
 - abandonment of a property
 - money owed after an agreement has been reached through Residential Tenancies Authority (RTA) conciliation, or a Queensland Civil and Administrative Tribunal (QCAT) order that has not been paid
- if the tenancy has been terminated by QCAT because of:
 - repeated breaches of a conciliation agreement by the tenant
 - objectionable behaviour by the tenant

A tenant cannot be listed on a tenancy database for any reasons apart from those listed above. The database helps landlords and agents decide if prospective tenants are likely to fall behind on rent or damage the property.

Am I listed on a tenancy database?

In each of the tenancy database websites, there is a 'Tenants' section that tells you how to find if you are listed.

To find out if you or someone else is listed, contact:

- Tenancy Information Centre Australasia
- National Tenancy Database
- Trading Reference Australia

You can write or call database companies to request information about whether and/or why you were listed. Beware that calls to database phone lines may be charged by the minute.

Removing your name

Only tenants named on the tenancy agreement can be listed on a tenancy database. Current or proposed listings can be challenged by:

- contacting the landlord/agent who listed you to talk to them and try to reach an agreement about what you need to do to have your name removed from the database. Keep a copy of all correspondence in case of future disputes
- lodging a Dispute resolution request (Form 16) with the Residential Tenancies Authority Dispute Resolution Service to get help with negotiating an agreement about your proposed listing
- applying directly to the Queensland Civil and Administrative Tribunal to make the person or agency remove your listing on the database, or alter the listing as appropriate (make sure you get any changes in writing).

A dispute about a listing on the grounds it does not meet the approved criteria must be initiated within 6 months of the tenant becoming aware of the listing.

More information

For more information about tenancy databases, contact the Residential Tenancies Authority on 1300 366 311.

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