

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 + two (2) weeks rent.
2. Once approved the two (2) weeks rent and four (4) weeks bond is required within 48 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, SimpleRent is a third party company used to make payments via direct debit (incurs a fee of \$1.10 to set up plus \$1.25 per payment), credit card (Visa/MasterCard incurs a 1.98% surcharge, AMEX 4.4%, International card adds 1.1%). 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

Ray White Waterford

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, two (2) weeks rent and a bond equivalent to four (4) weeks rent must be paid within 48 hours of acceptance.
5. Should you decide you no longer wish to rent the property, this first money received 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 (2 Weeks Rent) \$ _____

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, two (2) weeks rent and a bond equivalent to four (4) weeks rent MUST be paid within 48 hours of approval. This is NON-REFUNDABLE should I decide not to proceed.
2. I acknowledge that I will be notified by SMS and Email to set up Entry, Bond and Rent payments online
3. I acknowledge that Lessors look more favourably on tenants that agree to direct debit for rent payments. I will elect to pay via direct debit:
 YES NO
4. I acknowledge that the below fees and charges may apply to certain transactions. Direct Debit set up \$1.10, Bank Account Transactions \$1.25, Visa/MasterCard Debit/Credit 1.98%, Amex 4.4% (international card adds 1.1%). Failed payments \$7.50; all fees are charged by the payment provider IntegraPay user ID 382220 via the SimpleRent.com.au payment system, not the agency and all information regarding payments will arrive to me via email from the property management team. Money orders and bank Cheque charges may vary.
5. I acknowledge that Bond Finance will be offered by easyBondpay during the online payment process.
6. I understand and agree that all copies of relevant documents provided with this application will remain on file.

Applicant Name _____ Signature _____ Date _____

15. Utilities Connection

myconnect

myconnect is a FREE & EASY to use utility connection service available for tenants

Phone : 1300 854 478 enquiry@myconnect.com.au
 Fax : 1300 854 479 www.myconnect.com.au

Yes, Please Contact Me Interpreter service (tick if required)

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

Tick here to opt out



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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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