

TENANCY APPLICATION FORM



AGENCY NAME	Ray White Redland Bay
ADDRESS	Shop 34/35 Cnr Stradbroke & Broadwater Tce Redland Bay 4165
PHONE	07 3829 4000
FAX	07 3829 1777
EMAIL	rbpm@raywhite.com - Scan & Email Applications Welcome

Our Agency welcomes your Application and any queries you may have about the Property, Tenancy or process. The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly.

PLEASE READ PRIOR TO COMPLETING YOUR APPLICATION

- One Application is to be completed per person over 18 years.
- This Application cannot be processed until it is completed and the attached Annexure A is signed and all supporting documents are attached as required for 100 points Identification Check. Refer to the following list of accepted documents that are required
- One document from each row is Mandatory. Submit copies of the documents with your Application.

DOCUMENTS REQUIRED FOR IDENTIFICATION CHECK	POINTS
<input type="checkbox"/> Drivers Licence OR <input type="checkbox"/> Passport	30
<input type="checkbox"/> Medicare Card OR <input type="checkbox"/> Health Care Card	20
<input type="checkbox"/> 3 Recent Pay Slips	20
<input type="checkbox"/> Bank Statement from last 2 Months	20
Documents with your name and current address (1 document): <input type="checkbox"/> Car registration certificate <input type="checkbox"/> Rates Notice <input type="checkbox"/> Electricity Account <input type="checkbox"/> Gas Account <input type="checkbox"/> Bank/Credit Card Statement <input type="checkbox"/> Telephone Account	10
TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:	

- Our Agency staff will contact you within 24-48 business hours. If the Application is approved, within 24 hours of acceptance, a **non-refundable holding deposit** of 2 weeks rent must be paid to secure the property. Within 72 hours of acceptance, the General Tenancy Agreement is to be signed by all approved lease holders and 4 weeks bond must be paid prior to taking possession of the keys.

APPLICATION CHECKLIST – BEFORE I SUBMIT THIS APPLICATION, I HAVE:

- Attached photocopies of documents to meet 100 or more points of ID which include mandatory documents
- Inspected the Property both internally and externally
- Read and signed the attached Annexure A
- Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent
- Completed the Pet Application & Agreement form if pets are to reside at the Property

PROPERTY ADDRESS YOU ARE APPLYING FOR:

APPLICANTS DETAILS

Name:

Date of Birth:

Place of Birth:

Drivers Licence No:

Expiry:

Passport No:

Expiry

☎ Home:

☎ Mobile:

☎ Business:

Email:

Australian Citizen:

Yes

No: Refer to copies of Passport and Visa attached

Visa Expiry Date:

CURRENT ADDRESS

Current Address:

Rent per week \$

Period of occupancy:

Years

Months

Agent/Landlord:

☎ Business:

Fax:

Reason for leaving:

Do you expect the Bond to be refunded in full

Yes

No

Why:

PREVIOUS ADDRESS

Address:

Rent per week \$

Period of occupancy:

Years

Months

Agent/Landlord:

☎ Business:

Fax

Reason for leaving:

EMPLOYMENT

Current Employer:

Your Position:

Full Time

Part Time

Casual

Contract

Length of Employment:

Years

Months

Pay day is

of each: week / fortnight / month

Payroll / Manager's Name:

Fax:

☎ Business:

IF SELF EMPLOYED

Company Name:

Trading As:

Address:

ABN

Period self-employed:

Years

Months

Industry/ Nature of Business:

Accountant Details:

☎ Business:

Creditor Referee:

☎ Business:

INCOME

Source – List below

TAKE HOME Income per WEEK or FORTNIGHT (please circle)

• Employment

\$

• Self-Employment

\$

• Centrelink or Other:

\$

• Child Support or Other:

\$

TOTAL

\$

STUDENT OR UNEMPLOYMENT DETAILS

Student ID #: _____ Institution: _____ Course: _____ Duration: _____

Refer to the following selected documents attached to Application to verify my source of income:

 Parent/Guardian Letter Centerlink Document Bank Statements Austudy Document Other**DETAILS OF ALL VEHICLES TO BE KEPT AT PROPERTY**

Registration No: _____ Model: _____ Owned / Hire Purchase _____

Registration No: _____ Model: _____ Owned / Hire Purchase _____

OCCUPANCY DETAILS OF PERSONS TO RESIDE AT PROPERTY INCLUDING CHILDREN

Name	Relationship	Age

PETS No Yes: **Refer to attached Pet Application and Agreement completed****EMERGENCY CONTACT DETAILS OF CLOSEST RELATIVES**

1. Name: _____	2. Name: _____
Address: _____	Address: _____
Relationship: _____ ☎ H: _____	Relationship: _____ ☎ H: _____
☎ W: _____ ☎ M: _____	☎ W: _____ ☎ M: _____

PERSONAL REFEREES WHO ARE NOT RELATIVES

Name	Occupation	☎ Business Hours Contact
1. _____	_____	☎ Mob _____ ☎ Work _____
2. _____	_____	☎ Mob _____ ☎ Work _____

DECLARATIONS– APPLICANT TO COMPLETE AND PROVIDE DETAILS AS REQUIRED

- Have you ever been evicted by any Lessor or Agent? No Yes:
- Are you in debt to another Lessor or Agent? No Yes:
- Is there any reason known to you that would affect your ability to pay rent when due? No Yes:
- Was your Bond at your last address refunded in full? Yes No:
- Was the Property in a satisfactory condition when you inspected it? If not, list requests. Yes No:
- Are you looking to purchase a property within the next 12 months? Yes No:

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records. I declare I am not bankrupt or an undischarged bankrupt. I have been seen a copy of the General Tenancy Agreement, Terms and any Special Terms to read before submitting this Application.

I apply for Tenancy for a period of 6 or 12 months (Please circle preferred) at a rental of \$ _____ per week
Commencing on _____ / _____ / _____

I understand that if the nominated Applicant is advised this Application is approved, a confirmation email will be set to the nominated email address (as per the application from) then within 24 hours, a non-refundable holding deposit of 1 weeks rent is to be paid. All Approved Applicants are to sign the General Tenancy Agreement within 72 hours of confirmation. The Tenant is then bound to the Terms of the Agreement and the Property will cease to be available for rent. If the Tenancy does not proceed, steps to apply for a refund of the Bond will be taken by the Agent for monies owed for rent until a replacement Tenant is secured.

APPLICANT'S SIGNATURE:**DATE:**

Ray White Redland Bay

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the National Privacy principles. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section.

COLLECTION NOTICE

The personal information you provide in this Application or our Agency collects from other sources is necessary for **our Agency** to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application and during the course of your Tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor, Referees, other Agents and third party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the Lessor, third party operators of Tenancy Databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one month only. If you decide not to collect your Application we will destroy your documents to comply with Privacy Legislation.

If you do not complete this form or do not sign the consent below then your Application for Tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the Application.

PRIVACY CONSENT

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of Ray White Redland Bay. I authorise Ray White Redland Bay to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which Ray White Redland Bay subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au and www.ntd.com.au

I authorise **Ray White Redland Bay** to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, Body Corporate, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

UTILITY CONSENT

Ray White Home Now will contact you to arrange your utility services once you have been successful. 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 Split It Pty Ltd ABN 83151244558 T/A Ray White Home Now

MARKETING CONSENT

I understand that the Agency may need to contact me about Property related information eg properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree **Ray White Redland Bay** to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

Period of Contact: Indefinite until advised in writing otherwise Other -

ELECTRONIC TRANSMISSION

It is agreed by ticking this box, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

APPLICANT NAME	
APPLICANT SIGNATURE	
DATE	

PET APPLICATION AND AGREEMENT

AGENCY DETAILS	Ray White Redland Bay		
PROPERTY ADDRESS			
TENANT NAME			
GENERAL	Use this form only for Properties where the Lessor has indicated that pets may be accepted. If unsure please contact our Agency prior to completing this application form		
PET DETAILS If more than 2 pets, print and complete separate Pet Agreements	ITEM	PET 1	PET 2
	TYPE OF PET/S		
	NAME		
	AGE		
	DESEXED	YES / NO	YES / NO
	COUNCIL REG #		
	DESCRIPTION		
	PHOTO PROVIDED	YES (copy for file)/ NO	YES (copy for file)/NO
EMERGENCY PET CARER The tenant provides the following information for the use in the case of an emergency	Name		
	Address		
	Phone Number	Work Number	Mobile Number
VETERINARIAN The Tenant provides the following information for use in the case of an emergency	Name		
	Address		
	Phone Number	Fax Number	After Hours Number
TERMS AND CONDITIONS	The tenant/s acknowledges and agrees to the following terms: <ol style="list-style-type: none"> 1. The Lessor has agreed to permit pet/s at the premises as specified in the General Tenancy Agreement and this Pet Agreement. 2. Any pet other than the approved pet/s specified in the General Tenancy Agreement and this Agreement must first be requested by Tenant/s in writing giving full details and then be approved in writing by the Lessor PRIOR to the pet/s being allowed onto the premises. Pet approval may be subject to specific criteria and must be complied with. Approval is NOT guaranteed. 3. The Tenant shall be liable for any damage or injury whatsoever caused by the pets on the Property, whether they are the pet of a Tenant or Guest, and regardless of their approval status. 4. The tenant accepts full responsibility and indemnifies the Lessor for any claims by or injuries to third parties or their Property caused by, or as results of actions by their pet/s or their guest pet/s, and regardless of their approval status. 		

	<p>5. The tenant agrees to arrange for Flea Fumigation at the end of the tenancy or at a time during the tenancy as required or requested by the Lessor / Lessor's Agent to be carried out by a Company with Australian Standards.</p> <p>6. The pet/s are to be outside at all times, unless specified otherwise in the General Tenancy Agreement or this Pet Agreement.</p> <p>7. By signing below, you are only asking for approval of the above-mentioned pet/s to be accepted at the property for which you are applying.</p> <p>8. If approved, you are required to, at the time of signing the Tenancy Agreement and associated paperwork, sign the Tenant Agreement Section</p>		
ACKNOWLEDGEMENT BY APPLICANT	APPLICANT NAME	SIGNATURE	DATE
AFTER PROCESSING APPLICATION			
APPLICATION RESULTS	<input type="checkbox"/> Application for Pet/s – DECLINED <input type="checkbox"/> Application for Pet/s – APPROVED The above-mentioned pet/s have been approved by the Lessor of the property stated in this agreement. This Agreement now forms part of the General Tenancy Agreement and the Tenant/s are now bound by the acknowledgement set out in the Application above		
AUTHORISATION ON BEHALF OF LESSOR/AGENT	AGENT	SIGNATURE	DATED
TENANT AGREEMENT To be signed only if pet/s are approved	TENANT NAME	SIGNATURE	DATE

ANNEXURE "A"

The following clauses form part of the special terms referred to in Part 3 of the Residential Tenancy Agreement

1. It is a condition of this tenancy agreement that the rent be kept in advance at all times.

2. No unregistered cars, derelict cars, car bodies or like parts to be kept at the premises. No cars are to be parked on the grass.

3. Tenant/s are responsible for full water consumption unless otherwise stated. Invoices are to be paid within 30days from the issuing date.

4. Two (2) weeks written notice to the Agent is required if tenant/s are vacating at the end of the lease. The lease will not be deemed over until all keys have been handed in and the notice period has passed. Email notification will not be accepted.

5. The permitted occupants are as per the lease agreement only. If any other persons are proposed to become permanent occupants of the property, a Tenancy Application will be required to be submitted to and approved by the agents and the property owner **prior** to entry into permanent occupancy, otherwise it is a breach of the Residential Tenancies Agreement.

6. Carpets are to be professionally cleaned upon vacating the premises and the receipt presented to the Agent. If property is furnished mattresses, doonas etc. are to be steam cleaned at end of tenancy and receipt presented to Agent.

7. Structural changes internally or externally, including picture hooks in walls, must be requested in writing to the Agent and approval of the Agent obtained in writing prior to installation being undertaken.

8. If your agreement states no pets – no pets of any kind are to be kept on the premises at any time unless requested in writing to the Agent prior to any pet being brought onto the premises.

If pets are approved to be kept on the premises by the Agent they must be kept strictly outside only, and spraying for fleas and ticks by a professional pest control agent will be required when vacating the premises and the receipt presented to the Agent.

9. The lawns and gardens are the responsibility of the tenants unless otherwise stated. All lawns must be kept in the condition they were in at the commencement of the tenancy, and all gardens kept reasonably free of weeds at all times.

10. A smoke alarm clean and check will be carried out at the owner's expense at the lease commencement and any lease renewal. Other than this initial check, the tenant is responsible for the testing and cleaning of smoke alarms and for the replacement of batteries at all times during the tenancy. The tenant must report immediately in the event that there is a problem with the detectors and will not remove, dispose of, or otherwise tamper with smoke alarms to cease its effectiveness.

11. The tenant/s are responsible for the replacement of all non- working light bulbs and globes applicable to the property at all times during the tenancy.

12. There is to be no smoking inside the property by tenants, occupants &/or visitors.

13. Air conditioner filters must be cleaned on a regular basis, i.e. at least once per month.

14. Ovens, Shower Screens and Exhaust fans must be cleaned on a regular basis. These items will be checked during your routine inspections.

15. Rent is to be paid as a direct credit to the Agents Trust Account – details as provided.

16. The tenant/s are responsible for the cleaning of the grease trap if the property has a septic system. A receipt will also need to be presented at the conclusion of the tenancy for this service. Grey water hoses must be moved on a regular basis to prevent water pooling.

17. Where there is a pool on the premises the gate is to be left shut at all times and only opened for entry/exit from the pool area. The tenant/s are responsible for the cleaning of the pool and any chemicals necessary in keeping the pool clean and in working order. Tenant/s are to have water professionally tested at the end of the tenancy and receipt/report to be supplied to the Agent.

18. Where there is a timber floor on the premises, tenant/s must place felt pads on the bottom of all furniture.

19. The tenant/s are responsible to insure their own property by way of personal contents insurance.

20. In the circumstances that the tenant/s may require to break the lease, the tenant/s will be responsible for the upkeep of the property & the rent up until the day prior to a new tenant taking possession of the property or the lease expires, whichever comes sooner. To allow for a transition period, a minimum of 3 working days will be required for an exit and entry to be completed by Ray White Redland Bay once all keys have been handed back into the office. A break lease fee equivalent to 1 x weeks rent + GST and \$77 for advertisement costs on realestate.com. will also be required.

21. The tenant/s acknowledge that if the original Entry Condition Report is not returned to the Agent within 3 days, the copy prepared by the Agent will be used for the Final Inspection.

22. A Routine Inspection will be held one month after the lease start date then 3 monthly thereafter. An entry notice will be email to you, unfortunately we will be unable to make changes to the inspection date or time.

I/We, hereby acknowledge that I/We have read and understand the above clauses, pertaining to my/our Tenancy Agreement.

Tenants Signature: _____
Date: _____

Tenants Signature: _____
Date: _____

Tenants Signature: _____
Date: _____

Agent Signature: _____