

## IMPORTANT INFORMATION BEFORE YOU APPLY

### 1. INSPECTING THE PROPERTY

- Your application will not be finalized until you inspect the property.
- Property inspections are strictly by appointment only.
- You are welcome to “drive by” the property, but cannot enter past the front gate unless accompanied by a Staff Member of Ray White Rural Beaudesert.

### 2. LODGING YOUR APPLICATION

- Applicants with TICA history will not be considered
- Applications will not be processed until all information is provided and signed.
- All applicants must complete an Application if over the age of 18 years old.
- 2 most recent pay slips or income statement must be provided by each applicant
- **Please ensure all details have been completed**

#### 100 POINTS OF IDENTIFICATION IS REQUIRED BY EACH APPLICANT

ID	POINTS	✓	
Current Driver’s Licence	40		
Current Passport	40		
Photo ID (18 + Card)	30		
Previous Tenancy Reference	20		
Previous 2 Rent Receipts	20		
Motor Vehicle Registration	20		
Bank Statement	20		
Telephone/Electricity/Gas Account	20		
Medicare Card	20		
Birth Certificate	20		
Credit/Debit/ATM Card	20		

PLEASE NOTE – Photocopying of ID is charged at 50c per single page

### 3. HOLDING DEPOSIT

- Once approved, you will be required to pay a HOLDING DEPOSIT. This is the equivalent of one week’s rent for every week the property will be left vacant between you receiving approval and when you choose to move in.

### 4. SIGNING THE LEASE

- The property manager will make an appointment for you and all tenants to sign the lease documents. These appointments are conducted during office hours between Monday and Friday.
- You will be advised of the amount you need to pay at sign up (4 weeks rent as bond + 2 weeks rent less the holding deposit). This can be paid by providing proof of internet transfer.
- You will not be able to transfer a bond from a previous property. Department of Housing bonds will be accepted once approved and Lodgement Form 2C signed. This must be completed prior to signing the lease.

# Tenancy Application Form

Please be advised that this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form.

## PROPERTY DETAILS

Address of Property/Properties:

Has the applicant/s Inspected this Property?

Move in date:

Bond to be in the name/s of:

Pets (name, type, rego number & council): *A Pet Agreement will be signed at Sign up*

Names of all other occupants to be listed on tenancy agreement for the property (Name & DOB):

Names and ages of any children to occupy the property (Name & DOB):

## PERSONAL DETAILS

Given Name(s):

Surname:

Current Address:

Home Phone:

Work Phone:

Mobile:

Fax:

Email:

Date of Birth:

Drivers Licence No:

Drivers Licence State:

Passport No:

Passport Country:

## NEXT OF KIN (Name of Relative or Other Person to Contact in Emergency NOT TO BE LIVING AT PROPERTY)

Given Name(s):

Relationship:

Address:

Phone:

Mobile:

Email:

**CURRENT ACCOMMODATION/RENTAL DETAILS** PRIVATE  REAL ESTATE  FAMILY HOME

Length of time at current address:

Current lease term:

to

Reason for leaving:

Rent per week:

Landlord / Agent Phone:

Name of Landlord / Agent:

**PREVIOUS ACCOMMODATION/RENTAL HISTORY** PRIVATE  REAL ESTATE  FAMILY HOME

Previous Address:	
Length of time at above address:	to Rent per week:
Name of Landlord / Agent:	Phone:
Was Bond refunded in full?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If No, please specify reasons why:	

**EMPLOYMENT DETAILS** FULL TIME  PART TIME  CASUAL  CENTRELINK  SELF EMPLOYED - see below

2 MOST RECENT PAYSLEIPS OR INCOME STATEMENT MUST BE PROVIDED

Current Employer:	Length of Employment:
Occupation:	Weekly Income (after tax):
Employment Address:	
Contact Name (payroll / manager):	Contact Number:
Other Source of Income:	Other Source of Weekly Income (after tax):

**SELF EMPLOYMENT DETAILS** LAST FINANCIAL YEAR TAX RETURN MUST BE PROVIDED

Company Name:	Business Type:
ABN:	Net Yearly Income:
Accountant Name:	Accountant Phone:

**REFEREES** (must have visited a property that you have lived in and cannot be an Employer, Family or Relative)

Personal referee:	Personal referee:
Phone:	Phone:
Mobile:	Relationship:
Relationship:	Mobile:

**IF WE CANNOT CONTACT THESE REFEREES  
YOUR APPLICATION WILL NOT BE COMPLETED.**

## FREE UTILITY CONNECTION SERVICE



**MyConnect will contact you to connect your utilities for FREE**



**Yes, Please Contact Me**

Interpreter required

OR Tick here to opt out

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

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 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.



☎ 1300 854 478 ✉ enquiry@myconnect.com.au 🌐 myconnect.com.au

## PRIVACY STATEMENT

### PRIVACY DISCLOSURE STATEMENT

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 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 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. 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.

### CONSENT

I the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise the Agent to collect information about me from:

1. My Previous letting agents and/or landlords;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorize the Agent 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) and/or Trading Reference Australia (TRA).

I authorize the Agent to disclose the personal information collected about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, Centrelink & other agents and tenancy default databases.

I have read, agreed to and understood all of the above terms and conditions that are relevant to me.

I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

\_\_\_\_\_  
**Applicant Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**