



Thank you for choosing Ray White Nundah. Please fill in **all** details and attach **all** supporting documents. If the application is not complete, the application will not be processed. Please ensure that **each tenant** has completed a tenancy application form. Applications can be handed into the office or emailed through to nundah.qld@raywhite.com

APPLICANT ONE

Date of Submission:

Property Address:

Tenancy Requirements

Length of tenancy: (months)

Rent per week:

Commencement date:

Occupancy Details

Number & Names of Occupants:

Number, Names & Ages of Children:

Number & Type of Pets:

Applicant's Details

Name:

Address:

Email Address:

Home Phone:

Work Phone:

Mobile:

Personal Details

DOB:

Driver's License Number:

Expiry Date:

Passport Number:

Expiry Date:

Car Make/Model/Registration/Colour 1:

Car Make/Model/Registration/Colour 2:

Current Address Details

Address:

Agent/Landlord/Owner Occupier:

Phone:

Fax:

Email:

Length of Occupancy:

Current Rent per week:

Reason for leaving:

Previous Address Details

Address:

Agent/Landlord/Owner Occupier:

Phone:

Fax:

Email:

Length of Occupancy:

Current Rent per week:

Reason for leaving:



APPLICANT ONE

Current Employment

Current Employer:

Your position:

Manager's Name:

Manager's Email:

Contact Number:

Length of employment:

Weekly Income after tax: \$

Type: Full-Time

Part-Time

Casual

Previous Employment - (Please complete if current employment length is less than 3 months)

Previous Employer:

Your position:

Manager's Name:

Email:

Contact Number:

Length of employment:

Weekly Income after tax: \$

Type: Full-Time

Part-Time

Casual

Self Employed

ABN:

Name of Business:

Name of Accountant:

Email:

Length of Self Employment:

Income after tax: \$

Please attach proof of earnings

Emergency Contact Details

Name:

Relationship:

Contact Number:

Work Number:

Address:

References (no relatives – two must be supplied)

Name:

Occupation:

Phone:

Name:

Occupation:

Phone:

How did you find out about this property?

Internet

Referral

Newspaper

Rental List

Local Agent

Other



APPLICANT TWO

Date of Submission:

Property Address:

Tenancy Requirements

Length of tenancy: (months)

Rent per week:

Commencement date:

Occupancy Details

Number & Names of Occupants:

Number, Names & Ages of Children:

Number & Type of Pets:

Applicant's Details

Name:

Address:

Email Address:

Home Phone:

Work Phone:

Mobile:

Personal Details

DOB:

Driver's License Number:

Expiry Date:

Passport Number:

Expiry Date:

Car Make/Model/Registration/Colour 1:

Car Make/Model/Registration/Colour 2:

Current Address Details

Address:

Agent/Landlord/Owner Occupier:

Phone:

Fax:

Email:

Length of Occupancy:

Current Rent per week:

Reason for leaving:

Previous Address Details

Address:

Agent/Landlord/Owner Occupier:

Phone:

Fax:

Email:

Length of Occupancy:



APPLICANT TWO

Current Employment

Current Employer:

Your position:

Manager's Name:

Manager's Email:

Contact Number:

Length of employment:

Weekly Income after tax: \$

Type: Full-Time

Part-Time

Casual

Previous Employment - (Please complete if current employment length is less than 3 months)

Previous Employer:

Your position:

Manager's Name:

Email:

Contact Number:

Length of employment:

Weekly Income after tax: \$

Type: Full-Time

Part-Time

Casual

Self Employed

ABN:

Name of Business:

Name of Accountant:

Email:

Length of Self Employment:

Income after tax: \$

Please attach proof of earnings

Emergency Contact Details

Name:

Relationship:

Contact Number:

Work Number:

Address:

References (no relatives – two must be supplied)

Name:

Occupation:

Phone:

Name:

Occupation:

Phone:

How did you find out about this property?

Internet

Referral

Newspaper

Rental List

Local Agent

Other



I confirm the following:

1. I/We have inspected the property and agree that if I/we are approved we accept the property in the condition we have inspected it.
2. I/We, the Applicant(s) declare that the above information is true and correct and that I/We have supplied it of our own free will AND I/we hereby authorise you as letting agent, to conduct any enquiries, and/or searched, including any tenancy information databases in order to verify the above information.
3. I/We acknowledge that any false information I/we provide in this application could jeopardise this application and any subsequent tenancy agreement I/we enter into on approval of the lessor or agent.
4. I/We the applicant(s) declare that I/we am/are not bankrupt and that the rental is within my/our means.
5. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval. I/We acknowledge and accept that if this application is rejected, the agent is not legally obligated to give reasons for the rejection.

Applications will take a minimum of 24/48 hours to process. We will telephone you with an answer.

Within 24 hours of approval of the application, it is a requirement to make a payment by money order or bank cheque **totaling 6 weeks rent (4 weeks in bond and your first 2 weeks rent)**. This will confirm that the property will be available for your tenancy. We do not accept bond transfers or personal cheques under any circumstances.

Statement of Costs:

Rental Bond (4 week's rent)	\$ _____
Rent (2 weeks)	\$ _____
TOTAL	\$ _____

TICA Annexure

PART A

To process your application you are requested to answer all questions to the best of your ability. Any false information provided could jeopardise your application. The completion of this annexure does not constitute an offer or acceptance. Any information provided in your application and this annexure may be passed onto Tenancy Information Centre Australia in the event of a default occurring. Upon approval and acceptance of your application all monies must be paid in full by cash, bank or building society cheque or Australia Post money order.

PART B (PLEASE CIRCLE YES OR NO)

- | | | |
|---|--------|--------|
| a) Have you ever been evicted by any landlord or agent?
If yes give details _____ | Yes/No | Yes/No |
| Have you been refused another property by any landlord or agent? | Yes/No | Yes/No |
| b) If yes give details _____ | | |
| c) Are you in debt to another landlord or agent?
If yes give details _____ | Yes/No | Yes/No |
| d) Is there any reason known to you that would affect your rental payment?
If yes give details _____ | Yes/No | Yes/No |
| e) Were any deductions made from your rental bond at your last address? | Yes/No | Yes/No |
| f) If yes give details _____ | | |

I/we the applicant/s hereby authorise you, as the agent to conduct an inquiry with Tenancy Information Centre Australia Pty Ltd, and any other searches which may verify the information provided by me/us. I/We do solemnly and sincerely declare that the above information is true and correct and has been willingly supplied to assist in the assessment of my/our application.

Applicant **one** sign: _____

Date: _____

Applicant **two** sign: _____

Date: _____



The following Information and Documentation is required by **each** applicant.

YOU MUST PROVIDE 3 FORMS OF IDENTIFICATION. ONE MUST BE PHOTO IDENTIFICATION.

PLEASE TICK WHICH YOU HAVE SUPPLIED.

APPLICANT ONE	
You must provide 3 forms of identification . One must be photo identification.	
<input type="checkbox"/> Driver's Licence	<input type="checkbox"/> 18+ Card
<input type="checkbox"/> Passport	<input type="checkbox"/> Birth Certificate
<input type="checkbox"/> Gas / Electricity Account Notice	<input type="checkbox"/> Car Registration Form
<input type="checkbox"/> Bank Statement	<input type="checkbox"/> Telephone Account Statement
<input type="checkbox"/> Council Rate Notice	

Proof of current address	
<input type="checkbox"/> Car Registration Form	<input type="checkbox"/> Phone Accounts
<input type="checkbox"/> Electricity Account	<input type="checkbox"/> Gas Account
<input type="checkbox"/> Council Rate Notice	<input type="checkbox"/> Bank Statements
<input type="checkbox"/> Last four rental receipts	<input type="checkbox"/> Tenant ledger

Proof of Income	
<input type="checkbox"/> 2X Pay Slips (Most Recent)	<input type="checkbox"/> Centrelink Statements (Most Recent)
<input type="checkbox"/> Bank Statements (Most Recent)	<input type="checkbox"/> Letter From Accountant
<input type="checkbox"/> Letter From Employer	

APPLICANT TWO	
You must provide 3 forms of identification . One must be photo identification.	
<input type="checkbox"/> Driver's Licence	<input type="checkbox"/> 18+ Card
<input type="checkbox"/> Passport	<input type="checkbox"/> Birth Certificate
<input type="checkbox"/> Gas / Electricity Account Notice	<input type="checkbox"/> Car Registration Form
<input type="checkbox"/> Bank Statement	<input type="checkbox"/> Telephone Account Statement
<input type="checkbox"/> Council Rate Notice	

Proof of current address	
<input type="checkbox"/> Car Registration Form	<input type="checkbox"/> Phone Accounts
<input type="checkbox"/> Electricity Account	<input type="checkbox"/> Gas Account
<input type="checkbox"/> Council Rate Notice	<input type="checkbox"/> Bank Statements
<input type="checkbox"/> Last four rental receipts	<input type="checkbox"/> Tenant ledger

Proof of Income	
<input type="checkbox"/> 2X Pay Slips (Most Recent)	<input type="checkbox"/> Centrelink Statements (Most Recent)
<input type="checkbox"/> Bank Statements (Most Recent)	<input type="checkbox"/> Letter From Accountant / Employer



Tenancy Application Form

Pro-forma Disclosure Statement & Consent to be attached to your "Application for Residential Tenancy"

Applicable for use by all Ray White Offices throughout Australia

**PRIVACY DISCLOSURE STATEMENT OF
CLARK & CLARK REAL ESTATE PTY LTD TRADING AS RAY WHITE NUNDAH
OF 1217 SANDGATE ROAD, NUNDAH
PHONE: 3266 2055**

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. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use the database operated by TICA Default Tenancy Control Pty. Ltd. You can find out more information about this database its website at www.tica.com.au. 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 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 (see contact details above). 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.

PRIVACY CONSENT

I, the Applicant acknowledge that I have read the Privacy Notice of Clark & Clark Real Estate Pty Ltd trading as Ray White Nundah. I authorise Ray White Nundah to collect information about me from:

- (a) My previous letting agents and/or landlords;
- (b) My personal referees;
- (c) My current/previous employer and/or tax accountant; and
- (d) Any Tenancy Default Database (including TICA) which may contain personal information about me. I also authorise Ray White Nundah 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 TICA.

I authorise Ray White Nundah to disclose the personal information it collects about me to the owner of the property, even if the owner is resident outside Australia. I also authorise Ray White Nundah to refer my details to an arranger of: (optional – tick to indicate consent)

- financial service products (to assist with a home loan application)
- insurance services (for contents insurance and other insurance products)

Applicant **one** sign: _____

Date: _____

Applicant **two** sign: _____

Date: _____