

# Tenancy Application Form

PROPERTY DETAILS

Street Address:

Suburb:

Lease term:  years  months

Lease commencement date:

Rent: \$  weekly  monthly

Names of all other applicants:

Number of Occupants: Adults:  Children:

Ages of Children:

PERSONAL DETAILS

Given name(s):

Surname:

Mobile:

Home Phone:

Work Phone:

Fax:

Email:

Date of Birth:

IDENTIFICATION

Drivers Licence No:  State:

Passport Number:

Passport Issuing Country:

EMERGENCY CONTACT DETAILS

Name:

Relationship:

Address:

Mobile:

Home Phone:

Work Phone:

CURRENT TENANCY DETAILS

Street Address:

Suburb:

Time at Address:  years  months

Rent paid: \$  weekly  monthly

Reason for Leaving:

Name of Landlord/Agent:

Landlord/Agent Phone:

Landlord/Agent Email:



**COMPARE, CONNECT & SAVE**  
Select services you want connected

ELECTRICITY  GAS  INTERNET  PHONE  PAYTV  WATER

Save time and money when you're moving. Let Ray White Home Now arrange your utility connections. It's a FREE service and there's NO obligation. In one brief call we will help you compare your options and select the right plans for you. No more running around – we'll take care of contacting all the providers for you.

Ray White Home Now will contact you to arrange your utility services. 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](http://raywhitehomenow.com/privacy-policy)

PREVIOUS TENANCY DETAILS

Street Address:

Suburb:

Time at Address: From: To:

Rent paid: \$  weekly  monthly

Name of Landlord/Agent:

Landlord/Agent Phone:

Was the bond refunded in full?:  Yes  No

If No, please specify reasons why:

INCOME

Employment Income:  weekly  annually

Other Income:  weekly  annually

Other Income source(s):

CURRENT EMPLOYMENT DETAILS

Position Held:

Business Name:

Street Address:

Suburb: Postcode:

Contact Name:

Contact Phone:

Length of Employment: years months

PREVIOUS EMPLOYMENT DETAILS

Position Held:

Business Name:

Street Address:

Suburb: Postcode:

Contact Name:

Contact Phone:

Length of Employment To: From:

IF SELF EMPLOYED PLEASE COMPLETE

Company Name:

Business Type:

Business Address:

Suburb: Postcode:

ABN:

Accountant Name:

Accountant Phone:

Accountant Email:

Accountant Street Address:

Suburb: State:

PROFESSIONAL REFERENCE

Reference Name:

Relationship:

Phone:

Email:

PERSONAL REFERENCE 1

Reference Name:

Relationship:

Phone:

Email:

PERSONAL REFERENCE 2

Reference Name:

Relationship:

Phone:

Email:

## SUPPORTING DOCUMENTS

Provide 100 points of identification photocopied and attached to this application.

|                          |        |  |
|--------------------------|--------|--|
| <input type="checkbox"/> | 40 pts | Drivers License or Passport Photo Page |
| <input type="checkbox"/> | 20 pts | Other Photo ID                         |
| <input type="checkbox"/> | 20 pts | Current Payslip                        |
| <input type="checkbox"/> | 20 pts | Previous 2 Rent Receipts               |
| <input type="checkbox"/> | 20 pts | Previous Tenancy Ledger                |
| <input type="checkbox"/> | 20 pts | Medicare Card                          |
| <input type="checkbox"/> | 20 pts | Debit/Credit Card                      |
| <input type="checkbox"/> | 20 pts | Bank Statement                         |
| <input type="checkbox"/> | 20 pts | Utility Bill                           |

## HOLDING DEPOSIT

Complete for properties in QLD if you wish to reserve the property for a period of time.

In accordance with Section 161 (5) (a) of The Residential Tenancies and Rooming Accommodation Act 2008 QLD, if a tenancy agreement is entered into by the Applicant, the Holding Deposit will be applied in full to the rental bond.

- The Holding Deposit is equivalent to one week's rent, and holds the premises in favour of the Applicant for a period of 7 days, starting from the date the Holding Deposit is paid to the Agent. The Applicant must exercise the option to enter into a tenancy agreement by no later than the end of the 48 hour option period.
- The Applicant agrees that, should they withdraw their application during the 48 hour option period, then the deposit will be refunded in full. After the option period expires the Applicant agrees that the Holding Deposit will be forfeited.

## HOLDING FEE

Complete for properties in NSW if you wish to reserve the property for a period of time.

The Holding Fee is equivalent to one week's rent to hold the property for a period of 7 days only, starting from the funds are received. The Agent undertakes that:

- A Holding Fee may only be requested following approval of the application by the landlord;
- A receipt for the amount, property, landlord and tenant names and holding period must be provided to the tenant,
- Where a Holding Fee has been paid, a landlord must not enter into another tenancy agreement for that period with another tenant.
- Should the tenant withdraw from the tenancy application, the landlord may retain the whole Holding Fee,
- A Holding Fee should be attributed to rent upon the tenancy commencing.
- The Applicant understands that, should they decide not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Holding Period, the landlord may retain the whole Holding Fee representing the rent that would have been paid during the Holding Period.

The Applicant agrees to pay a Holding deposit/fee of (equivalent to 1 week's rent):

\$

## PAYMENT DECLARATION

I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be approved, I acknowledge that I will be required to pay the following amounts:

|  |    |                                 |                                  |
|--|----|---------------------------------|----------------------------------|
| Rent amount:                                   | \$ | <input type="checkbox"/> weekly | <input type="checkbox"/> monthly |
| First payment of rent in advance:              | \$ |                                 |                                  |
| Rental Bond:                                   | \$ |                                 |                                  |
| Subtotal:                                      | \$ |                                 |                                  |
| Less Holding Fee:                              | \$ |                                 |                                  |
| Amount payable upon signing Tenancy Agreement: | \$ |                                 |                                  |

## PRIVACY POLICY

We are an independently owned and operated business (Ray White Office). Our complete privacy policy can be found on our website. If you believe that your privacy has been breached, please contact us using the contact details on our website and provide details of the incident so that we can investigate it. Our procedure for investigating and dealing with privacy breaches is set out in our current complaints handling procedures.

We collect personal information in this form to assess your application for a residential tenancy. You also consent to us using your information for the purposes of direct marketing, business research and customer satisfaction enquiries. 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 the 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 or the contact details on our website.

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 ejected.

Our complete privacy policy is can be found at [www.raywhite.com/franchisee-privacy-policy/](http://www.raywhite.com/franchisee-privacy-policy/)

## CONSENT

I, the Applicant, acknowledge that I have read the Privacy Statement above and the privacy policy of the Ray White Office. I authorise the Ray White Office and the Agent to collect information about me from:

- My previous letting agents, landlords, current and previous employers;
- My personal referees;
- Ray White may use one or more of the following residential tenancy databases (RTDs) to check my tenancy history for the purpose of deciding whether the landlord should enter into a tenancy agreement with me:

(a) the landlord may use:

NTD ph - 1300 563 826 ntd.net.au  
 TICA ph - 1902 220 346 tica.com.au  
 RPDATA ph 1300 734 318 rpdata.com  
 BARCLAY MIS ph - 1300 883 916 barclaysmis.com.au  
 TYRA ph - 02 9363 9244 tradingreference.com

(b) You may contact an RTD about personal information held about you by using the contact details provided above.

4. personal information collected about me to the owner of the property even if the owner is resident outside Australia

5. personal information collected about me to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases to which it is reasonably necessary to disclose in relation to the tenancy arrangement.

As your information may be emailed or stored in the cloud, we cannot ensure that overseas recipients to whom your information is disclosed will not breach the Australian Privacy Principles in relation to your information. Acknowledging that this is so, you consent to your information being emailed and stored in the cloud.

I consent to the Ray White Office disclosing confirmation details (including NMI, MIRN and telephone number) to the utility service provider and the Agent. I acknowledge that Ray White Home Now, the Ray White Office and the Agent do not accept any responsibility for any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I acknowledge that Ray White Home Now, the Ray White Office and the Agent and its employees may receive a fee and/or benefit from a utility service provider in relation to the connection of a utility service. I also acknowledge, while there is no charge to me for the Ray White Home Now service; normal service provider fees or bonds may apply for which I am responsible.

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.

X

Signature

Date

# PET APPLICATION AND AGREEMENT

|  |  |                          |                    |
|--|--|--------------------------|--------------------|
| <b>AGENCY DETAILS</b>  | Ray White Townsville Riverside   |                          |                    |
| <b>PROPERTY ADDRESS</b>  |  |                          |                    |
| <b>TENANT NAME</b>   |  |                          |                    |
| <b>GENERAL</b>   | 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.   |                          |                    |
| <b>PET DETAILS</b><br><br>If more than 2 pets, print and complete separate Pet Agreement.                            | <b>ITEM</b>  | <b>PET 1</b>             | <b>PET 2</b>       |
|  | TYPE OF PET/S  |                          |                    |
|  | NAME/S   |                          |                    |
|  | AGE  |                          |                    |
|  | DESEXED  | YES / NO                 | YES / NO           |
|  | COUNCIL REG #  |                          |                    |
|  | DESCRIPTION  |                          |                    |
| PHOTO PROVIDED   | YES (copy for file) / NO   | YES (copy for file) / NO |                    |
| <b>EMERGENCY PET CARER</b><br><br>The Tenant provides the following information for use in the case of an emergency. | Name   |                          |                    |
|  | Address  |                          |                    |
|  | Phone Number   | Work Number              | Mobile Number      |
| <b>VETERINARIAN</b><br><br>The Tenant provides the following information for use in the case of an emergency.        | Name   |                          |                    |
|  | Address  |                          |                    |
|  | Phone Number   | Fax Number               | After Hours Number |
| <b>TERMS AND CONDITIONS</b>  | The Tenant/s acknowledges and agrees to the following terms: <ol style="list-style-type: none"> <li>1. The Lessor has agreed to permit pet/s at the premises as specified in the General Tenancy Agreement and this Pet Agreement.</li> <li>2. Any pet other than the approved pet/s specified in the General Tenancy Agreement and this Pet 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.</li> <li>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, Tenant's pets or their guests pets and regardless of their approval status.</li> <li>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 result of actions by their pet/s or their guests pet/s, and regardless of their approval status.</li> <li>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</li> </ol> |                          |                    |

|   |   |                  |             |
|---|---|------------------|-------------|
|   | <p>carried out by a Company complying 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> |                  |             |
| <b>ACKNOWLEDGEMENT BY APPLICANT</b>                                 | <b>Applicant Name</b>   | <b>Signature</b> | <b>Date</b> |
|   |   |                  |             |
|   |   |                  |             |
| <b>AFTER PROCESSING APPLICATION</b>                                 |   |                  |             |
| <b>APPLICATION RESULT</b>   | <p><input type="checkbox"/> Application for Pet/s – <b>DECLINED</b></p> <p><input type="checkbox"/> Application for Pet/s – <b>APPROVED</b></p> <p>The abovementioned 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.</p>   |                  |             |
| <b>AUTHORISATION ON BEHALF OF LESSOR / AGENT</b>                    | <b>Agent</b>  | <b>Signature</b> | <b>Date</b> |
|   |   |                  |             |
| <b>TENANT AGREEMENT</b><br>To be signed only if pet/s are approved. | <b>Tenant Name</b>  | <b>Signature</b> | <b>Date</b> |
|   |   |                  |             |
|   |   |                  |             |