

RENTAL APPLICATION



Tenant information for completing an Application Form with Ray White Whitsunday

When completing and submitting an application for a rental property, it is important to ensure that the following requirements are met. Please **COMPLETE** the following checklist to ensure your application is processed quickly. We cannot process an application that does not provide **ALL** of the following:

Please Tick	
The application form must be completed in full.	
100 points of ID must be provided (Driver's Licence = 40 points. Passport = 40 points. Bank cards, birth certificates, Medicare cards, etc. = 20 points each).	
Proof of income must be provided (i.e. 2 recent payslips or a tax return)	
Check you have signed the 4 places on this application as detailed below: <ul style="list-style-type: none">- Page 4 – Tenancy Application Form - Consent- Page 4 – Tenancy Application Form - Declaration- Page 5 – Electronic Transmission Consent (to allow us to communicate with you via email, etc.)- Page 6 – Tenancy Database Search Declaration	
You have viewed the property.	
A pet application has been completed (if applicable).	

Employment and Rental Checks

You are required to provide full details of your employment, including the name of your manager and the telephone number (landline and mobile) of the business.

If you are a home owner and have recently sold your house, please provide details of your selling agent as they can be used as your referee.

If you are currently unemployed, or receiving any form of Centrelink Benefits, we require an Income Statement which you can obtain from Centrelink.

If you are currently self-employed we require a copy of your most recent tax return or bank statement, as well as the contact details of your accountant.

Processing Applications

We aim to process applications within **48 – 72 HOURS**. Please keep in mind that the processing of applications involves checking numerous references. It is in your best interest to **provide referees who can be contacted during business hours**, as this will be when we will be contacting them. It is also in your best interest to **notify these referees that we will be contacting them** so that they expect our call – this will speed up the reference checking process.

When we have completed checking references, the application is then presented to the Landlord. The Landlord may then take time to deliberate on the decision. We will contact you to advise whether your application has been successful or not.

If your application has been successful

WITHIN 48 HOURS OF ACCEPTANCE, 2 WEEKS RENT MUST BE PAID INTO THE RAY WHITE WHITSUNDAY TRUST ACCOUNT. PLEASE NOTE - CASH OR EFTPOS CANNOT BE ACCEPTED FOR PAYMENT OF THE BOND OR RENT. You will receive an email confirmation of your approval for your tenancy from the Property Manager outlining these requirements.

If your application has been unsuccessful

Your application is regarded as a confidential document. If your application is declined, please advise our office if you wish to be considered for another property. If so, we will hold the application on file for a period of 2 weeks and then the application will be destroyed.

Please note ONLY the following options for RENT PAYMENT are available with Ray White Whitsunday:

- PAYMENT GATEWAY (direct transfer from your bank account, BPAY and payment at Australia Post)
- PAYROLL DEDUCTION
- MONEY ORDER

TENANT TO KEEP THIS FRONT PAGE FOR THEIR OWN REFERENCE

Shop 5, Building 2B Reef Plaza, 16 Paluma Road Cannonvale QLD
PO Box 2850, Airlie Beach QLD 4802 | T 07 4948 8500 | F 07 4848 8588

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so the tenant can take the front page with them.

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 must be attached.

RayWhite

PROPERTY DETAILS (that you are applying for)			
Address:		Do you have an application through another real estate agency?	Rent Amount (per week):
Lease Term (select one):	6 months 12 months	Applying as (select one):	Lease Holder Approved Occupant
Number and type of pets (you will need to complete a separate pet application form):		Lease start date:	
Names of all OTHER adults that will occupy the property (separate application forms must be submitted):			
Names and ages of any children that will occupy the property:			
YOUR PERSONAL DETAILS (YOU NEED TO ATTACH 100 POINTS OF ID - SEE BOTTOM OF PAGE 4 OF 7)			
Given Names:		Surname:	
Your Mobile Phone:		Date of Birth:	
Your Email:		Drivers Licence number and state:	
Passport Number:		Country:	
Current Address:			
Length of time at this address:		Rent amount you paid:	
Reason for leaving:			
Name of Landlord/Agent:		Landlord/Agent Phone:	
NEXT OF KIN (must NOT be residing at this same property and must be in Australia)			
Full Name:			
Relationship:		Mobile:	Home:
Email:			
Address:			
PREVIOUS RENTAL HISTORY (we require a minimum of at least 3 years of rental history including your current address)			
Previous address:			
Dates of time at address:	Select One:	Renting Owner Occupier	Rent Paid:
Name of Landlord/Agency:			Phone:
Previous address:			
Dates of time at address:	Select One:	Renting Owner Occupier	Rent Paid:
Name of Landlord/Agency:			Phone:
EMPLOYMENT DETAILS - please attach 2 current payslips (THESE DETAILS ARE FOR YOUR EMPLOYMENT DURING THIS TENANCY)			
Occupation:		Current Employer:	
Contact Name (payroll/manager):		Contact Number:	
Length of Employment:		Net Weekly Amount:	
SELF EMPLOYMENT DETAILS - please attach proof of income (tax return or bank statement)			
Company Name:		Business Type:	
Position Held:		ABN:	
Accountant Name and Phone Number:			
OTHER INCOME			
Source of other income:		Net weekly amount:	
REFEREES - must NOT be related to you and must reside in Australia PLEASE WARN YOUR REFEREES THAT WE WILL BE CONTACTING THEM.			
Business Referee - not your employer (e.g. someone you have worked with in the past)			
Mobile:		Relationship:	
Personal Referee			
Mobile:		Relationship:	

IF YOU ARE SUCCESSFUL YOU WILL HAVE THE FOLLOWING OPTIONS TO PAY YOUR RENT (no other options available)

Payroll Deduction - through your employer

Money Order - purchased from Australia Post

Payment Gateway - (direct debit, BPAY, Australia Post) - arranged through Ray White through a separate form.

** Payment Gateway is the preferred method of rent payment and it does attract a small service fee. To pay your rent fee free you may choose Payroll Deduction.

RAY WHITE CONNECT - FREE SERVICE

To save you time when you're moving house, Ray White can assist you by arranging your utility connections, discounts on your insurance and discounts on removal and self storage services. It's a FREE service and there's NO obligation. Please tick the box below if you do not want Ray White Connect, Ray White Insurance, Ray White Concierge to call you and explain how the service works.

☐ No, I would not like to be contacted by Ray White Connect, Ray White Insurance and Ray White Concierge

Ray White Connect: Phone: 1300 556 325

Email: connect@raywhite.comWeb: www.raywhiteconnect.com.au

Ray White Insurance : Phone : 1800 221 773

Email : insurance@raywhite.comWeb : www.raywhiteinsurance.com.au

Ray White Connect, Ray White Insurance will use the information in this application to explain the services offered and to undertake any connection and disconnection services authorized (including the provision of information to utility companies). Personal information collected by Ray White Connect, Ray White Insurance may be accessed by contacting them on the contact details above. While the Ray White Connect service is FREE, normal service provider fees or bonds may apply for utility connections.

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, other agents and tenancy default databases.

Where Ray White Connect is requested by me to arrange for the provision of connection and disconnection services, I consent to Ray White Connect disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I consent to Ray White Connect disclosing confirmation details (including NMI, MIRN and telephone number) to the Agent. I acknowledge that neither Ray White Connect nor the Agent accepts 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. The Agent has a commercial relationship with Ray White Connect. I acknowledge that Ray White Connect, 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. There is no charge to me for the Ray White Connect service; normal service provider fees or bonds may apply.



Applicant Name:

Signature:

Date:

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 per week, or \$ rent per calendar month

First payment of rent prior to collection of keys (two weeks):

\$

Rental Bond (four weeks)

\$

Total Amount payable upon approval and prior to signing the Tenancy Agreement:

\$

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 of the property.



Applicant Name:

Signature:

Date:

100 Points of Identification - must be attached or emailed to whitsundayrentals@raywhite.com

Drivers Licence/Passport 40 points

Other Photo ID/Medicare Card/Bank Card/Bank Statement/Service account (telephone/registration/electricity) - 20 points

ELECTRONIC TRANSMISSION CONSENT

To be completed by a Tenant or their Agent where electronic communication will be required. The *Electronic Transactions Act (Queensland) 2001* (Sections 11 and 12) requires a person/s to provide consent if they agree to receive information via electronic communication.

I, _____
consent to the use of electronic communication as per the email address provided below as a method of communication with the agency listed below: Belmar Investments (QLD) Pty Ltd T/A Ray White Whitsunday.

○ Email _____(your email address)

Signature of the Consenting Applicant:



Date Signed: _____

Note: Upon the provision of written notice to the Agent above, the Consenting Applicant may update details of the communication methods provided herein or terminate such consent.

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 Whitsunday we formally advise that we utilise the following tenancy databases:

- TICA - Tenancy information Centre of Australia

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



easyBondpay™
makes renting easier for you

 **we make
renting easy
for you** 

paying your bond by the month is easy

What is easyBondpay?

Moving home is expensive enough without the added financial stress of paying your rental bond upfront. With easyBondpay you can ease the pain of moving home and pay your rental bond over 6 or 12 monthly instalments.

Applying is easy and no credit rating is required. Simply tell your property manager you would like to pay your bond by easyBondpay and they will do the rest.

Paying your rental bond in smaller, monthly instalments lets you save your money for more important things, like enjoying your new home.

6 month lease example repayments:

\$1,500.00 rental bond =

6 equal monthly payments of \$273.25*

* Total payable \$1639.50 including interest and charges over the 6 month term.

How does it work?



Apply for rental and advise your property manager that you wish to pay your bond monthly with easyBondpay.



Your property manager processes your application and receives instant approval.



We pay your full bond the very same business day directly to your property manager.



That's it! We deduct your monthly instalments until the bond has been repaid in full.

Make bond payments EASY with easyBondpay.



NO SUPPORTING DOCUMENTS REQUIRED



INSTANT APPROVAL



6 OR 12 MONTH EASY PAYMENT OPTIONS



NO MINIMUM OR MAXIMUM BOND VALUE



SAME DAY, FULL BOND PAYMENT

EasyBondpay is a product of Principal Finance, an independent finance provider offering a range of leading edge finance products, which also include premium funding and fee funding.

www.easybondpay.com.au or call us on 1300 022 663 (1300 02 BOND)