

# Ray White™

Shop 5, Building 2B Reef Plaza  
16 Paluma Road Cannonvale QLD 4802  
T 07 4948 8500 F 07 4848 8588

## Tenant Information for when 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 any application that does not provide **ALL** the following:

	Tick
Every person over the age of 18 years is to complete an application form	
The application form must be completed in full	
100 points of ID is provided	
Proof of income ie payslips are attached	
The Privacy act statement has been signed	
You have viewed the property or signed a "Sight Unseen" if available	
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 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 business hours contact details for all references and to notify these references that we will be contacting them – 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 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 and we will hold the application on file for a period of 2 weeks and then the application will be destroyed.

## If your application has been successful

**WITHIN 48 HOURS OF ACCEPTANCE 2 WEEKS RENT AND A SECURITY BOND EQUAL TO 4 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.

## 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

**PLEASE KEEP THIS PAGE FOR YOUR OWN REFERENCE**



# Tenancy Application Form

# Ray White™

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.

<b>PROPERTY DETAILS (that you are applying for)</b>		
Address:		
Lease start date:	Lease Term (circle): 6/12 months	Rent Amount:
Number and Type of pets (you will need to complete a pet application):		
Names of all other adult occupants for the property:		
Names and ages of any children to occupy the property:		
<b>YOUR PERSONAL DETAILS (YOU NEED TO ATTACH 100 POINTS OF ID - SEE BOTTOM OF BACK PAGE)</b>		
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:	
<b>NEXT OF KIN (must not be residing at same property and must be in Australia)</b>		
Full Name:		
Relationship:	Mobile:	Home:
Email:		
Address:		
<b>PREVIOUS RENTAL HISTORY (we require a minimum of at least 3 years of rental history including your current address)</b>		
Previous address:		
Dates of time at address:	Rent Paid:	
Name of Landlord/Agency:	Phone:	
Previous address:		
Dates of time at address:	Rent Paid:	
Name of Landlord/Agency:	Phone:	
<b>EMPLOYMENT DETAILS - please attach 2 current payslips (THESE DETAILS ARE FOR YOUR EMPLOYMENT DURING THIS TENANCY)</b>		
Occupation:	Current Employer:	
Contact Name (payroll/manager):	Contact Number:	
Length of Employment:	Net Weekly Amount:	
<b>SELF EMPLOYMENT DETAILS - please attach proof of income</b>		
Company Name:	Business Type:	
Position Held:	ABN:	
Accountant Name and Phone Number:		
<b>OTHER INCOME</b>		
Source of other income:	Net weekly amount:	
<b>REFEREES - must not be related to you and must reside in Australia</b>		
Business Referee - not your employer		
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

\*\* 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.com](mailto:connect@raywhite.com)Web: [www.raywhiteconnect.com.au](http://www.raywhiteconnect.com.au)

Ray White Insurance: Phone: 1800 221 773

Email: [insurance@raywhite.com](mailto:insurance@raywhite.com)Web: [www.raywhiteinsurance.com.au](http://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**

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 Buyer, Seller, Landlord, Tenant or their Agent  
where electronic communication will be required)

Date Sent: \_\_\_ / \_\_\_ / \_\_\_

I/we \_\_\_\_\_

Consent to all documentation relevant to the proposed sale, purchase, management or letting (as applicable) of:

\_\_\_\_\_ (Property Address)

being provided by electronic communication methods as specified below.

(tick appropriate box)

Email \_\_\_\_\_

No Electronic Communication

Signatures of the Consenting Parties:

1: \_\_\_\_\_

2: \_\_\_\_\_

3: \_\_\_\_\_

4: \_\_\_\_\_

Date Signed: \_\_\_ / \_\_\_ / \_\_\_

Once signed, return this entire page as specified below:

To: Belmar Investments (Qld) Pty Ltd as Trustee T/as Ray White Whitsunday \_\_\_\_\_ (the Agent)

By:  Fax ( 07 ) 4948 8588 \_\_\_\_\_

Normal Post Shop 5, Building 2B Reef Place, 16 Paluma Road, Cannonvale QLD 4802 \_\_\_\_\_

Email whitsunday.qld@raywhite.com \_\_\_\_\_

Personal Delivery

**Note:** Upon the provision of written notice to the Agent above, the Consenting Parties 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](http://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](http://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