

TENANCY APPLICATION

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Please complete this application form in full. Incomplete applications will not be accepted.

I, _____ confirm that I have seen the property at _____ on ___ / ___ / ___ and wish to apply for the property in its current condition. We would like lease to commence on ___ / ___ / ___ for a _____ month period at the rent amount of \$_____ per week.

Ray White Policy & Procedure

- Applications can only be submitted after you or your representative have viewed and accepted the property in its current condition.
- Applications are processed Monday to Friday only, Allow a minimum of **three working days**.
- All applications will be checked through TICA, a National Tenancy Database.
- Applications are referred to the owner of the property and the owner's decision is considered final.
- Applications that are not approved are destroyed after 4 weeks of being received.
- Should this application not be accepted, the agent is NOT obligated to disclose why or supply any reason for the rejection of this application.
- Our agency DOES NOT ACCEPT BOND TRANSFERS

Should Your Application Be Successful

- You will not be committed to the property until you view and agree to the relevant Tenancy Agreement and its terms. Once you agree to the relevant terms, you will be committed sign a General Tenancy Agreement within 48 hours of being approved. The property will not be removed from our availability list until your rent is paid and agreement fully signed.
- Before moving into your new home, it will be necessary for you to pay the bond (equivalent to 4 weeks rent) and 2 weeks rent, by either cash, bank cheque, direct deposit or EFTPOS (savings / cheque account only).
- We do not accept bond transfers, however Qld Housing Bond Loans will be accepted once approved.
- A tenancy induction will be conducted prior to the handing out of keys. Please allow at least 45 minutes for this process.

100 POINT IDENTIFICATION REQUIRED

Must be PHOTOCOPIED prior to submitting your application

Proof of Income / Payslips/ BAS Statement (if self employed)	Compulsory	Bank Statement	20 points
Centrelink Statement (if Applicable)	Compulsory	Birth Certificate	10 points
Photo ID	40 points	Bank Card/Medicare Card	10 points
Proof of Address (Telstra / Ergon account)	40 points	Copy of Residential Rates Notice	10 points

I have read, understand and agree to all of the terms above – signed _____

OFFICE USE ONLY:

Date Received: ___ / ___ / ___ Received By: _____

PROPERTY DETAILS

Address of Property you are applying for:

Rent per week:

Lease term: 6 months 12 months

Are you or any other occupants for the property smokers?

Yes No

Number of pets to be kept at the property:

Type/Breed:

Names of all other occupants for the property:

Names and ages of anyone else who will occupy the property:

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:

No. of cars to be kept at the property:

Car/s make/model:

NEXT OF KIN (EMERGENCY CONTACT – SOMEONE NOT LIVING WITH YOU)

Given Name(s):

Surname:

Relationship:

Address:

Phone:

Mobile:

Email:

WHAT IS YOUR CURRENT ADDRESS - PLEASE NOTE WE DO NOT ACCEPT BOND TRANSFERS

Address:

Rent Paid per week: \$

Length of time at current address:

Months

Years

Reason for leaving:

Name of Landlord / Agent:

Phone:

Do you expect the bond to be refunded in full?

Yes No

If No, please specify reasons why:

WHERE WERE YOU LIVING PREVIOUS TO THIS?

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

PREVIOUS RENTAL HISTORY (IF NOT INCLUDED ABOVE)

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

CURRENT EMPLOYMENT DETAILS

(Verification of income source must be provided)

Occupation:	Current Employer:
Employer's Address:	
On what basis are you employed?	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual
Contact Name (payroll / manager):	Length of Employment:
Contact Number:	Fax Number:

PREVIOUS EMPLOYMENT (IF CURRENT EMPLOYMENT IS LESS THAN 12 MONTHS)

Occupation:	Previous Employer:	
Employer's Address:		
Contact Name (payroll / manager):	Contact Number:	
Length of Employment: From	to	Net weekly income:

SELF EMPLOYMENT DETAILS

Company Name:	Business Type:
Business Address:	
Position Held:	ABN:
Accountant Name:	Phone:
Accountant Address:	

INCOME

Net weekly employment income:

Net weekly income from other sources:

Source(s) of other income:

REFEREES

(PLEASE DO NOT INCLUDE RELATIVES, ANOTHER APPLICANT OR PARTNERS)

Referee:

Relationship:

Phone:

Mobile:

Referee:

Relationship:

Phone:

Mobile:

HOW DID YOU FIND OUT ABOUT THIS PROPERTY?

- Newspaper
- Website
- Rental List/Window Cards
- Referral
- Social Media
- Other: _____

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:

My Previous letting agents and/or landlords;

My personal referees;

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 located at _____ from the owner under a lease commencing ___ / ___ / ___ for the period of _____ 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

First payment of rent in advance (two weeks rent):	\$
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Rental Bond (four weeks rent):	\$
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Total amount payable upon signing Tenancy Agreement:	\$
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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.

I have been informed, understand and agree that should this application not be accepted, the agent is NOT required or obligated to disclose why or supply any reason for rejection of this application.

Applicant Name

Signature

Date