

TENANCY APPLICATION



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.
My preferred move in date if approved is ___ / ___ / ___ for a _____ month period at the rent amount of \$_____ per week.

Ray White Policy & Procedure

Should Your Application Be Successful

- 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
- 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).
- Qld Housing Bond Loans and bond loans through easyBondPay 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: _____



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 3, 6 or 12 monthly instalments.

Applying is easy. Simply tell your property manager you would like to pay your bond by easyBondpay.

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

how does it work?



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



You submit the easy and quick online application and receive fast 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



FAST APPROVAL



NO MINIMUM OR MAXIMUM BOND VALUE



3, 6 OR 12 MONTH EASY PAYMENT OPTIONS



SAME DAY, FULL BOND PAYMENT

easyBondpay is a product of easyBondpay Pty Ltd, ACR 502519 (as authorised credit representative of Principal Finance Pty Ltd ACL 391746).

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

PROPERTY SCHEDULE

Address:

Rent Per Week: \$ Preferred move in date: / /

Lease Term: months

TENANCY APPLICANT DETAILS

Full Name: Birth Date: / /

Current Address: Mobile Phone:

Home Phone: Work Phone:

Email: Are you or any other occupant's smokers? Yes / No

Contact person for emergencies: Phone:

OTHER OCCUPANT DETAILS

Occupants Full Name: Birth Date: Relationship to Applicant:

1. / /

2. / /

3. / /

4. / /

PETS TO BE KEPT AT THE PROPERTY

Do you intend to keep Pets at the premises? NO YES (if yes please complete attached Pet Application)

Number of Pets: Type/Breed/Age of Pets:

CURRENT & PREVIOUS ADDRESS HISTORY

Current Address: Reason for Leaving:

Rent Paid: \$ Period of Occupancy:

Name of Agent / Landlord if Renting: Phone:

Previous Address: Reason for Leaving:

Rent Paid: \$ Period of Occupancy:

Name of Agent / Landlord if Renting: Phone:

APPLICANT INCOME DETAILS

Current or New Occupation:

Employer: Centrelink?

Address: Phone:

Weekly Income (NETT): \$ Period of Employment:

Preivious Employer:

Address: Phone:

Weekly Income (NETT): \$ Period of Employment:

SELF EMPLOYMENT DETAILS (IF APPLICABLE)

Company Name: _____ Position Held: _____

Business Address: _____ ABN: _____

Accountant Name: _____ Accountant Phone: _____

Accountant Address: _____

REFEREES (PLEASE DO NOT INCLUDE RELATIVES, OTHER APPLICANTS OR PARTNERS)

1. Name: _____ Company (if applicable): _____

How known to you: _____ Phone: _____

2. Name: _____ Company (if applicable): _____

How known to you: _____ Phone: _____

VEHICLES TO BE KEPT AT THE PREMISES

Make/Model: _____ Registration Number: _____

Make/Model: _____ Registration Number: _____

Make/Model: _____ Registration Number: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS

Are you or any other occupants smokers? YES NO

Are you in debt to another landlord / agent? YES NO

Have you ever been evicted by any landlord / agent? YES NO

APPLICANT 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: \$ _____

Rental Bond (four weeks rent) \$ _____

Total amount payable upon signing the General
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 and cleanliness of the property.

I acknowledge that my personal contents insurance is not covered under any Lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings.

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

Applicant Signature

____/____/____
Date

PRIVACY DISCLOSURES & DECLARATIONS

PRIVACY 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, your referees, in-case of an emergency and any other relevant person named by you on this application. 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.

DECLARATION

I the Applicant acknowledge the below:

1. Acknowledge that my personal contents insurance is not covered under any Lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings.
2. Understand that you as the Agent/Lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property- in particular to check my identification, my ability to care for the property, my character and my creditworthiness.
 - 2.1 for such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary;
 - 2.2 in doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties.
3. Acknowledge and accept that if this application is denied, the Agent is not legally obliged to provide reasons why.
4. Consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the Agent/Lessor to pass my details onto others which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases.
5. I authorize the Agent to disclose the personal information collected about me to the owner of the property even if the owner is a resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.

Applicant Name

Applicant Signature

____/____/____
Date

PET APPLICATION AND AGREEMENT

PROPERTY ADDRESS

TENANT NAME

RESIDENTIAL

Use this form only for Properties where the Lessor has indicated that pet/s may be accepted. Please note: This form is not relevant for Guide, Hearing and Assistance Dogs. If unsure please contact our Agency prior to completing this Pet Application form.

PET DETAILS

If more than 2 pets, print and complete a separate Pet Agreement form.

ITEM

PET 1

PET 2

TYPE OF PET/S

BREED

NAME/S

AGE

DESEXED

YES / NO

YES / NO

COUNCIL REG #

DESCRIPTION

COLOUR

PHOTO PROVIDED

YES (copy for file) / NO

YES (copy for file) / NO

EMERGENCY PET CARER

The Tenant provides the following information for use in the case of an emergency.

Name

Address

Phone Number

Work Number

Mobile Number

VETERINARIAN

The Tenant provides the following information for use in the case of an emergency.

Name

Address

Phone Number

Fax Number

After Hours Number

TERMS AND CONDITIONS

The Tenant acknowledges and agrees to the following terms:

1. The Lessor has agreed to permit pet/s at the Premises as specified in the General Tenancy Agreement and this Pet Agreement.
2. Any pet/s other than the approved pet/s specified in the General Tenancy Agreement and this Pet Agreement must first be

requested by the Tenant in writing via a separate Pet Application 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.

3. The Tenant shall be liable for any damage or injury whatsoever caused by the pet/s on the Property, whether they are the Tenant's pets or their guests pets and regardless of their approval status.
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.
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 carried out by a Company complying with Australian Standards.
6. The pet/s are to be outside at all times, unless specified otherwise in the General Tenancy Agreement or this Pet Agreement. Guide dogs are an exception.
7. If the pet is a dog, the Tenant agrees to restrain or remove the dog from the premises for the duration of inspections arranged by the Agent with the required notice given.
8. 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.
9. If approved, you are required to, at the time of signing the General Tenancy Agreement and associated paperwork, sign the Tenant Agreement section.

ACKNOWLEDGEMENT AND AUTHORISATION BY APPLICANT

Applicant Name

Signature

Date

Applicant Name

Signature

Date

APPLICATION RESULT

- Application for Pet/s – **DECLINED**
- Application for Pet/s – **APPROVED**

The above mentioned pet/s is/are approved by the Lessor of the Property stated in this Agreement. This Agreement now forms part of the General Tenancy Agreement which includes additional terms related to the pet/s and the Tenant are now bound by the Agreement set out in the Application above as well as the General Tenancy Agreement.

AUTHORISATION ON BEHALF OF LESSOR / AGENT

Agency Name

Ray White Biloela

Signature

Date
