

# TENANCY APPLICATION – GUIDE TO COMPLETION

**RAY WHITE REAL ESTATE WELCOMES YOUR APPLICATION AND ANY QUERIES YOU MAY HAVE. THE FOLLOWING INFORMATION AND CHECKLIST WILL ASSIST YOU TO COMPLETE THE TENANCY APPLICATION SO THAT IT CAN BE PROCESSED AS QUICKLY AS POSSIBLE.**

Please read prior to completing your application

1. One application is to be completed per tenant or approved occupant.
2. Third parties responsible for rental payments must also complete an application.
3. Daytime contact details must be included.
4. All questions must be answered unless **not applicable** and noted as such.
5. This application can not be processed until it is fully completed, signed where requested and provided along with copies of ALL supporting documentation being attached.
6. Failure to complete this application in full and provide the necessary copies of all documentation will put your application at risk.

## **The items listed in the section below must be supplied where applicable**

DRIVER'S LICENCE / PHOTO ID / PASSPORT <i>(Original of photo ID must be <b>sighted</b> and copied by representative of Ray White Centenary - keys will not be handed out until photo ID is sighted)</i>	20 points each	<input type="checkbox"/>
MOST RECENT TAX ASSESSMENT (self employed) Or 3 MOST RECENT CONSECUTIVE PAYSLEIPS (employee)	20 points	<input type="checkbox"/>
RATES NOTICE (if own home)	20 points	<input type="checkbox"/>

## **The following items can be used to make up a total of 70 points**

CURRENT VEHICLE REGISTRATION PAPERS	10 points	<input type="checkbox"/>
COPY OF TELEPHONE / ELECTRICITY / GAS ACCOUNT <i>(TO REFLECT CURRENT ADDRESS)</i>	10 points each	<input type="checkbox"/>
COPY OF BANK STATEMENT	10 points	<input type="checkbox"/>
COPY OF BIRTH CERTIFICATE	10 points	<input type="checkbox"/>
PROOF OF BOND REFUND	10 points	<input type="checkbox"/>
MEDICARE CARD	10 points	<input type="checkbox"/>
CURRENT TENANT LEDGER	10 points	<input type="checkbox"/>

### **APPLICATION CHECKLIST TO BE COMPLETED BY APPLICANT**

*Before I submit this application, have I.....*

- Attached photocopies of documents to meet 70 or more points of ID (see above)
- Inspected the property both internally and externally
- Provided all contact details and documentation for confirmation of income source
- Read and signed the Privacy Disclosure Statement & Privacy Consent
- Completed all details in full on the application form
- Sighted blank copy of Tenancy Agreement

# TENANCY APPLICATION – COVER PAGE

TO BE COMPLETED AND RETURNED TO OFFICE WITH TENANCY APPLICATION

**Otherwise your application WILL NOT be accepted for consideration**

In accordance with the Residential Tenancies and Rooming Accommodation Bill 2008, prior to Ray White Centenary receiving an Application to Rent or receiving any payment in relation to a rental property, the applicant/s must be given a copy of the Standard Tenancy Agreement and sign below in confirmation of this.

I (name) \_\_\_\_\_

Hereby confirm that I was handed a copy of a Standard Tenancy Agreement and Special Conditions applying to this tenancy prior to making an application to Rent or making any payment in relation to the property below listed for rent with Ray White Centenary.

Property (applying for): \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Ray White™

**Ray White Centenary**

171 Dandenong Road, MT OMMANEY QLD 4074

Tel: 07 3373 4200 Fax: 07 3373 4260

Email: [rentals@raywhitecentenary.com.au](mailto:rentals@raywhitecentenary.com.au)

**PLEASE ENSURE THAT ALL I.D. IS PHOTOCOPIED  
BEFORE HANDING IN YOUR APPLICATION**

**ORIGINAL PHOTO ID MUST BE SIGHTED IN OUR OFFICE**

**ONE WEEK'S RENT MUST BE PAID IN ADVANCE WHICH IS REFUNDABLE IN FULL IF  
THE APPLICATION IS REFUSED BY THE LESSOR**

**NO CASH OR PERSONAL CHEQUES WILL BE ACCEPTED**

### **PLEASE NOTE:**

Prepaid rent is non-refundable unless the application is declined by the Lessor. All declined applications are refunded by Electronic Funds Transfer (EFT).

\*\*\*Please have your account details with you as account details are **required** to be completed at time of submitting the application and paying the first week's rent\*\*\*

# TENANCY APPLICATION *Ray White*<sup>TM</sup>

<b>Rental Property Address (applying for)</b>		SUBURB:	
Period: months	Commencement Date: / /	Rent p.w.: \$	
Applicant's Full Name:			
Have you ever been known by another name? Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, please specify:	
<b>Personal Details</b>	Date of Birth: / / Age:	Driver's License No.:	
	Driver's License State:	Expiry: <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/>	
	Passport No.:	Expiry: <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/>	
<b>Australian Citizen?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	If no to either – <b>must</b> supply <u>current</u> copy of Passport <b>and</b> Visa Visa expires: <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/>	
<b>Permanent Resident?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Applicant's Contact Details</b>	📞 Mobile:	📞 Business:	
	✉ Email : <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
<b>Occupancy Details</b>	Total Number of Occupants who will live at this property: <input type="checkbox"/>	Number of children (if any): <input type="checkbox"/>	Age of Children:
	Name of <b>all</b> persons to occupy premises (including yourself): _____ _____ _____	<b>Pets:</b> Dog <input type="checkbox"/> Cat <input type="checkbox"/> Other <input type="checkbox"/>	
	<b>ALL PETS MUST BE SUBMITTED FOR APPROVAL ON ATTACHED "PET APPLICATION &amp; AGREEMENT"</b> <b>PHOTOS OF ALL PETS MUST BE ATTACHED</b>		
<b>Emergency Contact Details</b>	Name: (Person who will not be residing at same address)	Relationship:	
	Address:		
	✉ Mobile:	✉ Business:	
<b>Student –</b> To be completed if attending University/TAFE/ or other tertiary institution	Institution:		
	Name of Course:		
	Duration of Course Remaining:		

## ACCOMODATION DETAILS FOR LAST 5 YEARS

<b>Current Address</b>	Current Address:		How long have you lived there?
	Why are you moving?		
	Agent/Lessor Name:		Weekly Rent \$      p.w.
	Fax/Email: <b>(MUST BE SUPPLIED)</b>		Business:
	Do you expect a full bond refund? Yes <input type="checkbox"/> No <input type="checkbox"/> If NO, give reason:		Tenancy Expiry Date:
	OR <input type="checkbox"/> Living with parents OR <input type="checkbox"/> Home Owner	Contact Name: (MUST BE SUPPLIED)	Contact #: (MUST BE SUPPLIED)
<b>Previous Address</b>  or if not applicable please indicate N/A	Previous Address:		How long did you live there?
	Why did you move?		
	Agent/Lessor Name:		Weekly rent \$      p.w.
	Fax/Email: <b>(MUST BE SUPPLIED)</b>		Business:
	Was your bond refunded in full? Yes <input type="checkbox"/> No <input type="checkbox"/> If NO, give reason:		
	OR <input type="checkbox"/> Living with parents OR <input type="checkbox"/> Home Owner	Contact Name: (MUST BE SUPPLIED)	Contact #: (MUST BE SUPPLIED)
<b>Previous Address</b>  or if not applicable please indicate N/A	Previous Address:		How long did you live there?
	Why did you move?		
	Agent/Lessor Name:		Weekly rent \$      p.w.
	Fax/Email: <b>(MUST BE SUPPLIED)</b>		Business:
	Was your bond refunded in full? Yes <input type="checkbox"/> No <input type="checkbox"/> If NO, give reason:		
	OR <input type="checkbox"/> Living with parents OR <input type="checkbox"/> Home Owner	Contact Name: (MUST BE SUPPLIED)	Contact #: (MUST BE SUPPLIED)
<b>Previous Address</b>  or if not applicable please indicate N/A	Previous Address:		How long did you live there?
	Why did you move?		
	Agent/Lessor Name:		Weekly rent \$      p.w.
	Fax/Email: <b>(MUST BE SUPPLIED)</b>		Business:
	Was your bond refunded in full? Yes <input type="checkbox"/> No <input type="checkbox"/> If NO, give reason:		
	OR <input type="checkbox"/> Living with parents OR <input type="checkbox"/> Home Owner	Contact Name: (MUST BE SUPPLIED)	Contact #: (MUST BE SUPPLIED)

## EMPLOYMENT DETAILS FOR LAST 5 YEARS

*Applicant receiving income other than from an employer or Centrelink, must provide evidence by means of documents, or confirmation in writing.*

<b>Current Employment or Other Income; e.g. Pension, Centrelink, or other</b>	Current Employer:		
	Length of Employment:		Day your wages are deposited: ie. Tuesday fortnights
	Net Weekly: \$      pw	Applicant's Position:	
	Type of Employment: i.e. Full time		Contact Name:
	☎ Contact:		✉ Contact: Email/Fax No.
<b>If Self-Employed, please provide Accountant's Details</b>	Name of Your Business:		
	Accountant's Firm:		
	Contact Name:		☎ Contact:
	How long self-employed:		Start month & year:
	<u>Your</u> Business Address:		
<b>Previous Employment for last 5 years</b>  or if not applicable please indicate N/A	Employer:		
	Start month & year:		End month & year:
	Net Weekly: \$      pw	Applicant's Position:	
	Type of Employment: i.e. Full time		Contact Name:
	☎ Contact:		✉ Contact: Email/Fax No.
<b>Previous Employment for last 5 years</b>  or if not applicable please indicate N/A	Employer:		
	Start month & year:		End month & year:
	Net Weekly: \$      pw	Applicant's Position:	
	Type of Employment: i.e. Full time		Contact Name:
	☎ Contact:		✉ Contact: Email/Fax No.
<b>Previous Employment for last 5 years</b>  or if not applicable please indicate N/A	Employer:		
	Start month & year:		End month & year:
	Net Weekly: \$      pw	Applicant's Position:	
	Type of Employment: i.e. Full time		Contact Name:
	✉ Contact:		✉ Contact: Email/Fax No.

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tel 07 3373 4200      fax 07 3373 4260      email [rentals@raywhitecentenary.com.au](mailto:rentals@raywhitecentenary.com.au)

# TENANCY APPLICATION DECLARATION & PRIVACY STATEMENT

National Privacy Principles require a tenancy applicant must be aware that the information supplied on the said application, will be collected and used to verify a tenancy applicant's suitability as a tenant for the property in question. National Privacy Principles also require the tenancy applicant must be aware the information supplied in relation to their application is accessible to the applicant on request.

In accordance with the National Privacy Principles the Agent discloses that information being supplied may be forwarded to database companies and other organisations, which may include debt collection agencies, insurance companies, government departments, other Lessors, tradespeople, valuers, agents, and salespeople.

**In accordance with National Privacy Principle 1.3 of the Privacy Act we require you to read & sign the below acknowledgement.**

- I hereby offer to rent the property from the owner under a Tenancy Agreement to be prepared by the Agent. I acknowledge that I will be required to pay rent in advance and a rental bond, and that this application is subject to the approval of the Owner/Lessor. I agree, on approval of this application, all monies will be paid in full by bank cheque, money order or EFTPOS (savings or cheque a/c only), and this tenancy shall be binding on both the lessor and the tenant. I further agree that I will sign and be bound by the terms and conditions of the Tenancy Agreement I have applied for.
- I declare that all information contained in this application is true and correct, and given of my own free will. I agree if this application is not completed in full, or false information is supplied, Ray White Centenary reserves the right to decline the application
- I acknowledge and accept that if this application is rejected, the agent is not legally obliged to give reasons for the rejection. I agree, if my application is declined for any reason, my refund will be in the form of Electronic Funds Transfer (EFT) into the account nominated on the first page of the application.
- I agree that should I withdraw the application the first week's rent will be forfeited.
- I acknowledge that any changes I make to this declaration will not be effective unless agreed to by the Agent.
- I agree that no keys to the property will be provided to me prior to the date of commencement of tenancy, and once my original photo ID has been sighted and copied by the agent as agreed by me forming my commitment to meet a 70 point Identification Check with the Agent.
- I agree that I have inspected the premises and accept the property in the condition in which I inspected it, unless a written request for change is attached to this application and it is included in the tenancy agreement.
- I am aware that if information is not provided or I do not consent to the use of which personal information is used, the Agent cannot provide me with the tenancy of the premises.
- **I authorise the Agent to obtain personal information from:**
  - (a) the owner or the Agent of my current and/or previous residence;**
  - (b) my personal referees and/or current or previous employer/s;**
  - (c) any record, listing or database of defaults by tenants;**
- If I have defaulted under a rental agreement, the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of property I may apply for in the future.
- I agree and understand that once a tenancy application has been lodged with the agent, an inquiry will be made by the agent with the tenancy database and my information may be recorded as making an inquiry.
- I am aware that the Agent will use and disclose my personal information in order to:
  - (a) communicate with the owner and select a tenant
  - (b) prepare tenancy documents
  - (c) allow organisations/tradespeople to contact me
  - (d) lodge/claim/transfer to/from the Residential Tenancies Authority
  - (e) refer to Tribunals/Courts and Statutory Authorities (where applicable)
  - (f) refer to collection agents/lawyers (where applicable)
- I agree that in the event of a default occurring under my tenancy I give my permission to the agent to register any details of such breach/default with a tenancy database at the end of my Tenancy Agreement. I further agree and understand that the removal of such information from a database company is subject to the conditions of the database company.
- I agree to receive any documentation relevant to the tenancy for receiving advice/notice by electronic communication such as email, facsimile and SMS.
- I declare that I am not bankrupt.
- I acknowledge receipt of the Tenancy Defaults & Database statement attached.

Applicant's Name

Applicant's Signature

Date

## TENANCY DEFAULTS AND DATABASE

*In accordance with the National Privacy Principles we hereby advise you of your privacy rights and the circumstances under which any of your personal details may be reported to third parties. This notice serves no purpose other than to advise you of what can be reported, consequences involved in a listing held on a Tenancy Default Database, and who receives your information. This Company operates as a National Register of tenants who have been reported as defaulting under their tenancy agreements.*

- We advise our membership with the Tenancy Database Company (listed below).
- We access the database to check on applications for tenancy and in accordance with changes to the Residential Tenancies Act 2008, at the expiry of your tenancy agreement; any default that occurred during the tenancy will be listed on the database.
- You will be notified of the listing details (either via phone or in the form of a letter to your last known address) of the impending listing.
- If your details are reported to a tenancy database, you, the applicant, may obtain information in accordance with the Australian Privacy Principles (Privacy Act 1988) by contacting the Database Operators listed below by using the relevant contact details.
  - The contact details of the database we currently use is listed below.
  - We will provide you formal notice via "Notice to Applicant – Listing on a Residential Tenancy Database" within seven (7) days.

**TICA Insurances Pty Ltd** – is a company registered in New South Wales and operates throughout Australia, New Zealand and the United Kingdom.

You can contact TICA on: (02) 9743 1800

## Examples of what tenants can be listed for

**Amount Owing** – A tenancy may be listed where the amount exceeds the rental bond, is still owed and:

- » The money is owed under a conciliation or Tribunal order; or
- » They have been served with a Notice to Remedy Breach (Form 11); or
- » After abandonment of the dwelling, unless the dispute is currently subject to a Tribunal determination.

**Objectionable Behaviour** – A tenant can be listed for objectionable behaviour where the Tribunal has terminated the tenancy agreement for that reason.

**Repeated breaches** – A tenant can be listed for repeated breaches where the Tribunal has terminated the tenancy agreement for that reason.

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