

**RECEIVED**

DATE: TIME: BY:



# Company Tenancy Application

**PROPERTY SCHEDULE**

COMPANY NAME:

ADDRESS:

RENT: \$ PER WEEK

BOND: \$

LEASE COMMENCEMENT DATE:

LEASE TERM:

MONTHS

**HAS A COMPANY REPRESENTATIVE PHYSICALLY INSPECTED THE PROPERTY?** YES  NO DATE OF INSPECTION:**100 POINT COMPANY REFERENCE CHECK**

The following schedule is required to satisfy our 100 Point Check requirement, these documents must be current.  
We require a minimum of two (2) forms of colour photo identification plus proof of current address.

DOCUMENT TYPE	VALUE	DOCUMENT TYPE	VALUE
<input type="checkbox"/> DRIVERS LICENCE (WITH COLOUR PHOTO) OF DIRECTOR(S)	-	TOTAL OF COLUMN 1 C/FWD >>>	
<input type="checkbox"/> PASSPORT (WITH COLOUR PHOTO) OF DIRECTOR(S)	-	<input type="checkbox"/> UTILITIES INVOICE	10
<input type="checkbox"/> COMPANY BANK STATEMENT	40	<input type="checkbox"/> REFERENCE FROM PREVIOUS LANDLORD	10
<input type="checkbox"/> LAST 4 RENT RECEIPTS / TENANT PAYMENT LEDGER	30	<input type="checkbox"/> PAY SLIPS	10
<input type="checkbox"/> TRADE REFERENCE	20	<input type="checkbox"/> MOTOR VEHICLE REGISTRATION	10
TOTAL OF COLUMN 1 >>>		TOTAL OUT OF 100 >>>	

**BEFORE SUBMITTING YOUR APPLICATION, HAVE YOU (PLEASE TICK THE BOXES):**

- Provided documents that total up to 100 Points in the above table?
- Provided at least two years of immediate rental history?
- Provided two (2) documents that contain colour photo ID?
- Signed the Privacy Statement on page 6?
- Signed the Privacy Declaration on page 6?
- Supplied the correct identification?



## Welcome to Ray White Gladstone ...

*Our Concierge Team are here to help you find your perfect new home.*

*As your Company Application is a high priority, we will endeavour to have a response to you within 48 hours, but this may take longer due to delays in reaching your Reference contacts.*

*Please assist us by completing your Company Application in full.*

*A Ray White Gladstone Property Manager will respond very soon.*

**35 Tank Street, Gladstone Q. 4680 | P 07 4972 3288 | E concierge.gladstone@raywhite.com**

# Company Tenancy Application

**IMPORTANT: WE WISH TO DRAW YOUR ATTENTION TO THE FOLLOWING**

**IMPORTANT – WE WISH TO DRAW YOUR ATTENTION TO THE FOLLOWING:**

1. Ray White Gladstone acts for the Property Owner and we are bound by the Property Owner's final decision.
2. Bond Transfers are **NOT** an option and cannot be considered.
3. Incomplete Company Applications **CANNOT** be processed, and we accept no responsibility for any consequential time delays.
4. Ray White Gladstone is a cash free office and no EFTPOS or Credit Card facilities are available.

**RENT PAYMENT METHOD OPTIONS:**

- Direct Deposit to Agent's Bank Account
- Bank Cheque
- Australia Post Money Order

**INFORMATION VERIFICATION BY OUR AGENCY:**

If you have had a problem with a previous Tenancy, please discuss the circumstances with us.

**IF YOUR COMPANY APPLICATION IS ACCEPTED BY THE PROPERTY OWNER**

You are required to pay an amount equivalent to two (2) weeks rent and/or the full Bond amount and sign the General Tenancy Agreement within **One (1) Business Day** of notification of acceptance.

**IF YOUR COMPANY APPLICATION IS NOT ACCEPTED BY THE PROPERTY OWNER**

1. You will be advised by telephone however the Lessor has no obligation to provide any reason why any Application is not accepted.
2. In such instances, your Company Application will be securely disposed of to comply with Privacy Legislation.



**We advise that our agency acts for the Property Owner,  
Ray White Gladstone does not make the decision.**

**PLEASE ENSURE THAT YOU HAVE READ AND COMPLETED THE APPLICATION FORM CAREFULLY**

# Company Tenancy Application

## COMPANY DETAILS

COMPANY NAME:

COMPANY ABN/ACN:

REGISTERED FOR GST?:  YES  NO

COMPANY REGISTERED ADDRESS:

BUSINESS EMAIL:

BUSINESS PHONE:

BUSINESS WEBSITE:

BUSINESS MOBILE:

CURRENT ADDRESS:

PHONE:

EMAIL:

REASON FOR LEAVING:

RENT PAID: \$

PERIOD OF OCCUPANCY:

NAME OF AGENT/LESSOR:

PHONE:

PREVIOUS ADDRESS 1:

REASON FOR LEAVING:

RENT PAID: \$

PERIOD OF OCCUPANCY:

NAME OF AGENT/LESSOR:

PHONE:

PREVIOUS ADDRESS 2:

REASON FOR LEAVING:

RENT PAID: \$

PERIOD OF OCCUPANCY:

NAME OF AGENT/LESSOR:

PHONE:

## COMPANY DIRECTORS DETAILS

DIRECTORS FULL NAME:

DIRECTORS DATE OF BIRTH:

RESIDENTIAL ADDRESS:

DIRECTORS FULL NAME:

DIRECTORS DATE OF BIRTH:

RESIDENTIAL ADDRESS:

## COMPANY ASSETS & LIABILITIES

ASSETS:	VALUE:	LIABILITIES:	VALUE:
PROPERTY:			
INVESTMENTS:			
VEHICLES:			
FURNITURE:			
NOMINATE:			
TOTAL GROSS ASSETS:		TOTAL GROSS LIABILITIES:	

**WARNING: MISLEADING OR INCOMPLETE DETAILS COULD JEOPARDISE YOUR APPLICATION**

# Company Tenancy Application

## COMPANY SOLICITOR

NAME OF FIRM:

CONTACT PERSON:

CONTACT NUMBER:

## TRADE REFERENCES

BUSINESS NAME 1:

CONTACT PERSON:

CONTACT NUMBER:

BUSINESS NAME 2:

CONTACT PERSON:

CONTACT NUMBER:

BUSINESS NAME 3:

CONTACT PERSON:

CONTACT NUMBER:

## ANIMALS TO BE KEPT UPON THE PROPERTY

WILL ANIMALS WILL BE KEPT IN OR ON THE PREMISES?  YES  NO

ITEM	PET 1	PET 2
BREED:		
AGE:		
DESEXED?	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
COUNCIL REG #		
PHOTO PROVIDED?		

## COMPANY APPLICANT DECLARATION

PLEASE ANSWER THE FOLLOWING QUESTIONS

APPLICANT 1

APPLICANT 2

Has the Company ever been evicted by any agent?

YES  NO

YES  NO

Is Company in debt to another landlord or agent?

YES  NO

YES  NO

Please list what vehicles will be kept at the property ...

1. Make \_\_\_\_\_ Model \_\_\_\_\_ Registration Number \_\_\_\_\_

2. Make \_\_\_\_\_ Model \_\_\_\_\_ Registration Number \_\_\_\_\_



**Please ensure that all details have been completed fully.  
Incomplete Company Applications cannot be processed.  
Consequential delays will result.**

**WARNING: MISLEADING OR INCOMPLETE DETAILS COULD JEOPARDISE YOUR APPLICATION**

# Company Tenancy Application

## PROPOSED COMPANY OCCUPANTS INTENDING TO RESIDE AT THE PROPERTY

OCCUPANTS FULL NAME/S	DATE OF BIRTH	CONTACT NUMBER	PHOTO ID?
1.			YES <input type="checkbox"/>
2.			YES <input type="checkbox"/>
3.			YES <input type="checkbox"/>

**EACH PROPOSED OCCUPANT MUST SUPPLY ONE ID DOCUMENT FROM COLUMN A**

## DEPENDANTS OF COMPANY OCCUPANTS PROPOSED TO RESIDE AT THE PROPERTY

**WILL OCCUPANTS HAVE ANY DEPENDANTS AT THE PREMISES: YES  NO**

DEPENDANT FULL NAME/S	DATE OF BIRTH	RELATIONSHIP TO APPLICANT/S
1.		
2.		
3.		
4.		

## TENANCY DATABASE SEARCH FORMAL NOTIFICATION

*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.

**Ray White Gladstone formally advise that we utilise the TICA (Tenancy Information Centre Australia) database.**

If it is found that you are listed we are required by Law:

1. To advise that you are listed on a tenancy database
2. 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.**

## TENANCY DATABASE SEARCH FORMAL DECLARATION

**I/We do hereby declare that I/We have read the above information and understand my rights in relation to these database laws. I/We further acknowledge that if I/We am/are listed on one or more of these databases that I/We must seek independent advice from the previous listing agent or database provider to ascertain the validity of the listing.**

COMPANY DIRECTOR 1: NAME \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

COMPANY DIRECTOR 2: NAME \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPOSED OCCUPANT 1: NAME \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPOSED OCCUPANT 2: NAME \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPOSED OCCUPANT 3: NAME \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**WARNING: MISLEADING OR INCOMPLETE DETAILS MAY JEOPARDISE YOUR APPLICATION**

# Company Tenancy Application

## PRIVACY DISCLOSURES & DECLARATIONS

### PRIVACY STATEMENT

#### PRIVACY STATEMENT OF REAL ESTATE TRADING CO. PTY LTD ABN 46 521 080 705 TRADING AS RAY WHITE GLADSTONE:

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 employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. 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 the landlord'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 (see contact details above). 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.

### COMPANY TENANCY APPLICANTS PRIVACY CONSENT

I/We the Applicant acknowledge that I have read the Privacy Notice of Real Estate Trading Co. Pty Ltd trading as Ray White Gladstone.

I/We authorise Ray White Gladstone to collect information about me/us from:

- (a) My/Our Previous letting agents and/or landlords;
- (b) My/Our personal referees;
- (c) Any Tenancy Default Database which may contain personal information about me.

I/We also authorise Ray White Gladstone to disclose details about any defaults by me/us under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia.

I/We authorise Ray White Gladstone to disclose the personal information it collects about me/us to the owner/lessor of the property even if the owner/lessor is resident outside Australia and to any third parties – valuers, contractors, salespeople, insurance companies, body corporates, other agents and tenancy default databases.

COMPANY DIRECTOR 1:      NAME \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

COMPANY DIRECTOR 2:      NAME \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### COMPANY TENANCY APPLICANTS DECLARATION

I/We the applicant/s hereby offer to rent the property from the owner/lessor under a General Tenancy Agreement (Lease) to be prepared by the Agent.

I/We acknowledge that I will be required to pay rental in advance and a rental bond, and that this New Tenancy Application is subject to the approval of the owner/lessor.

I/We declare that all information contained in this New Tenancy Application (inclusive of Pages 1 to 4 contained herein) is true and correct.

I/We acknowledge that Ray White Gladstone is a cash free office and that payment method options and choices outlined on Page 2 of this Company Tenancy Application are acceptable to me/us.

COMPANY DIRECTOR 1:      NAME \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

COMPANY DIRECTOR 2:      NAME \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



**Ray White Gladstone is a Cash Free Office.**  
**Payments in cash cannot be accepted at anytime.**

*You are welcome to email your Application to [concierge.gladstone@raywhite.com](mailto:concierge.gladstone@raywhite.com)*