

**RECEIVED**

DATE: TIME: BY:

# Tenancy Application Form

**PROPERTY SCHEDULE**

APPLICANT NAME(S):

ADDRESS:

RENT: \$ PER WEEK

BOND: \$

LEASE COMMENCEMENT DATE:

LEASE TERM:

MONTHS

**HAVE YOU OR YOUR REPRESENTATIVE PHYSICALLY INSPECTED THE PROPERTY?** YES  NO DATE OF INSPECTION:**IMPORTANT INFORMATION REGARDING YOUR APPLICATION**HAVE YOU PROVIDED ONE DOCUMENT FROM EACH OF THE FOLLOWING COLUMNS PER APPLICANT?

A	B	C	D
<input type="checkbox"/> Driver's License (In Colour) <input type="checkbox"/> Passport (In Colour) <input type="checkbox"/> 18 + Card (In Colour) <b>PHOTO ID REQUIRED FOR ANY OF THE ABOVE</b>	<input type="checkbox"/> Mobile or Phone Account <input type="checkbox"/> Car Registration Notice <input type="checkbox"/> Rates Notice <input type="checkbox"/> Bank Statement  <b>CURRENT OR MOST RECENT DOCUMENTS ARE REQUIRED</b>	<input type="checkbox"/> Recent Pay Slips (2) <input type="checkbox"/> Letter of Offer from Employer (inc Salary) <input type="checkbox"/> Current Centrelink Statement <input type="checkbox"/> BAS Statement  <b>CURRENT OR MOST RECENT DOCUMENTS ARE REQUIRED</b>	<input type="checkbox"/> Medicare Card <input type="checkbox"/> Private Health Care Card <input type="checkbox"/> Centrelink/ Concession Card <input type="checkbox"/> Pension Card <input type="checkbox"/> Birth Certificate

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

- Attached Photo ID and documents as listed in the table above?
- Provided at least two years of immediate residential history?
- Signed the Tenancy Database Search Declaration on page 5?
- 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 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 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**

# Tenancy Application Form

## **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 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:**

1. To verify your Application information, we contact various Tenancy Default Databases.
2. If you have had a problem with a previous Tenancy, please discuss the circumstances with us.
3. We will also contact your Employer/HR Manager, current & previous Agent and/or Lessor and personal Referees.

### **IF YOUR 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 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, unless any of the Applicants are listed on a Tenancy Default Database.
2. In such instances, your 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**

# Tenancy Application Form

TENANCY APPLICANT 1	
<b>FULL NAME:</b>	<b>BIRTH DATE:</b> / /
<b>CURRENT ADDRESS:</b>	<b>PHONE:</b>
EMAIL:	REASON FOR LEAVING:
RENT PAID: \$	PERIOD OF OCCUPANCY:
NAME OF AGENT/LESSOR:	PHONE:
<b>PREVIOUS ADDRESS 1:</b>	<b>REASON FOR LEAVING:</b>
RENT PAID: \$	PERIOD OF OCCUPANCY:
NAME OF AGENT/LESSOR:	PHONE:
<b>PREVIOUS ADDRESS 2:</b>	<b>REASON FOR LEAVING:</b>
RENT PAID: \$	PERIOD OF OCCUPANCY:
NAME OF AGENT/LESSOR:	PHONE:
<b>NON PERSONAL REFERENCE:</b>	<b>PHONE:</b>
<b>EMERGENCY CONTACT PERSON:</b>	<b>PHONE:</b>

TENANCY APPLICANT 2	
<b>FULL NAME:</b>	<b>BIRTH DATE:</b> / /
<b>CURRENT ADDRESS:</b>	<b>PHONE:</b>
EMAIL:	REASON FOR LEAVING:
RENT PAID: \$	PERIOD OF OCCUPANCY:
NAME OF AGENT/LESSOR:	PHONE:
<b>PREVIOUS ADDRESS 1:</b>	<b>REASON FOR LEAVING:</b>
RENT PAID: \$	PERIOD OF OCCUPANCY:
NAME OF AGENT/LESSOR:	PHONE:
<b>PREVIOUS ADDRESS 2:</b>	<b>REASON FOR LEAVING:</b>
RENT PAID: \$	PERIOD OF OCCUPANCY:
NAME OF AGENT/LESSOR:	PHONE:
<b>NON PERSONAL REFERENCE:</b>	<b>PHONE:</b>
<b>EMERGENCY CONTACT PERSON:</b>	<b>PHONE:</b>

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

# Tenancy Application Form

## APPLICANT 1 INCOME DETAILS

CURRENT OCCUPATION:

EMPLOYER: CENTRELINK?

ADDRESS: PHONE:

WEEKLY INCOME (NETT): \$ PERIOD EMPLOYMENT:

## APPLICANT 2 INCOME DETAILS

CURRENT OCCUPATION:

EMPLOYER: CENTRELINK?

ADDRESS: PHONE:

WEEKLY INCOME (NETT): \$ PERIOD EMPLOYMENT:

## 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?		

## TENANCY APPLICANTS DECLARATION

PLEASE ANSWER THE FOLLOWING QUESTIONS

	APPLICANT 1	APPLICANT 2
Have you ever been evicted by any landlord or agent?	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you in debt to another landlord or agent?	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

Have you ever been evicted by any landlord or agent?

Are you in debt to another landlord or agent?

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

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

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



**Please ensure that you have completed all details fully.  
Incomplete applications cannot be processed.  
Consequential delays will result.**

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

# Tenancy Application Form

## DEPENDANTS PROPOSED TO RESIDE AT THE PROPERTY

WILL YOU HAVE ANY DEPENDANTS AT THE PREMISES: YES  NO

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

## OTHER PROPOSED 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**

## 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.**

TENANCY APPLICANT 1: NAME \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TENANCY APPLICANT 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**

# Tenancy Application Form

## 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.

### 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.

TENANCY APPLICANT 1: NAME \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TENANCY APPLICANT 2: NAME \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### 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 3 of this New Tenancy Application are acceptable to me/us.

TENANCY APPLICANT 1: NAME \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TENANCY APPLICANT 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)***

# Tenancy Application Form

## OPTIONAL DECLARATION: REQUEST TO SIGN GENERAL TENANCY AGREEMENT FOR UNSEEN PROPERTY

APPLICANT NAME(S):

ADDRESS:

RENT: \$ PER WEEK

BOND: \$

LEASE COMMENCEMENT DATE:

LEASE TERM:

MONTHS

### UNSEEN PROPERTY DECLARATION

I/ We have submitted Application/s for Tenancy at the above Property.

If approved as Tenant/s, I/we request to sign a General Tenancy Agreement prior to inspecting the subject Property personally and confirm the following:

- I/We have not personally inspected the Property my / our Application for Tenancy relates to.
- I/We understand the Agent's recommendation is to inspect the Property prior to submitting an Application for Tenancy.
- I/We request the Agent to process the Application/s for Tenancy and if approved, to forward the General Tenancy Agreement for my/our completion with signature/s and date. I / We acknowledge and understand that by signing the General Tenancy Agreement I/we are entering into a binding Tenancy Agreement.
- I/We have viewed details and photos of the Property advertised by the Agent and hereby understand it cannot equal representation of the property as an inspection on site by my/ourselves would.
- I/We have conducted research about the property, comparable rentals and location and are satisfied with results sourced via resources eg Google maps, street directory, rental property comparisons via other Real Estate Agents and [www.realestate.com.au](http://www.realestate.com.au)
- I/We understand that after signing the General Tenancy Agreement, if I/we change my/our mind to proceed with the Tenancy and if I/we elect to break the Tenancy Agreement, I/we am/are obligated to all terms of the General Tenancy Agreement including rent until another approved Tenant commences a Tenancy for the same terms of the Tenancy Agreement broken. (NB: Refer to copy of the General Tenancy Agreement Standard Terms - Item 7)

TENANCY APPLICANT 1: NAME \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TENANCY APPLICANT 2: NAME \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



Inspect 24/7 from virtually anywhere.