

APPLICATION FOR RESIDENTIAL TENANCY

The 3 pages of this application must be completed in full and signed or your application will not be processed

RENTAL PROPERTY: _____

APPLICANTS DETAILS

Name:		D.O.B:	
Are you known by any other name:			
Contact No. Home:	Work:	Mobile:	
Email Address:	Fax No.:		
Number of dependents to reside at the property:		Total occupants:	
You must list all occupants names:			
Car Registration:	Drivers Licence No.:	Licensed State:	
Passport No.:	18+Card No.:	Other ID:	
No. of cars to be kept at property:		Are all cars registered Yes No	
Will a <input type="checkbox"/> Boat <input type="checkbox"/> Trailer <input type="checkbox"/> Van <input type="checkbox"/> Motorbike be kept at the property <input type="checkbox"/> Yes <input type="checkbox"/> No			
Pets (check with agent) <input type="checkbox"/> Yes <input type="checkbox"/> No		Number: Type and Breed:	
Are all pets registered with the council <input type="checkbox"/> Yes <input type="checkbox"/> No			

CURRENT ADDRESS DETAILS

Address:	<input type="checkbox"/> Rental \$	per week	<input type="checkbox"/> Owned
Name of Real Estate and Agent if rented and who sold home if owned:			
If owned please provide rates notice.	Agent No.	Agent fax No.	
Period of occupancy: / / / to / / Reason for leaving:			

PREVIOUS ADDRESS DETAILS

Address:	<input type="checkbox"/> Rental \$	per week	<input type="checkbox"/> Owned
Name of Real Estate and Agent if rented and who sold home if owned:			
If owned please provide rates notice.	Agent No.	Agent fax No.	
Period of occupancy: / / / to / / Reason for leaving:			

PERSONAL REFERENCES - Not including relatives & other applicants

1. Name:	Contact No.:	Relationship:
Address: How long has this person known you:		
2. Name:	Contact No.:	Relationship:
Address: How long has this person known you:		
3. Name:	Contact No.:	Relationship:
Address: How long has this person known you:		

EMERGENCY CONTACT DETAILS

Next of Kin:	PhoneNo.:	Relationship:
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INCOME DETAILS -

We require 2 current payslips (or Centrelink/Family Assistance statement) or bank statement with application to support income

Occupation:	Employer:	Address:
Contact name:	Phone No.:	Nett weekly income: \$ <small>(After tax)</small>
<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Casual
Hours per week:	Length of employment:	

If other <input type="checkbox"/> student (name of College, Tafe or Uni)	Austudy: \$	per week
<input type="checkbox"/> Pensioner - Type:	Weekly Allowance: \$	
<input type="checkbox"/> Unemployment benefit	Weekly Allowance: \$	

If self employed - Please contact your accountant to inform them we will be calling			
Name of Business:	Address of Business:	Nett weekly income: \$	
How long established:	ABN#	Accountant name:	Phone No.
<input type="checkbox"/> Other type of income (i.e. savings or investments)	Other income: \$		
If you have other income please provide documents to support this income			

QUESTIONS - Please answer truthfully

Have you ever Been evicted or are you in debt to another Lessor or Agent	<input type="checkbox"/>	<input type="checkbox"/> Yes	No
If yes, give details: _____			
Have you ever been issued with a Notice to Remedy Breach	<input type="checkbox"/>	<input type="checkbox"/> Yes	No
If yes what for: _____ How Many: _____			

Utilities Connection

If your application is successful would you like to be contacted by Direct Connect regarding connecting the utilities at the property.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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DOCUMENTS REQUIRED

NOTICE TO ALL TENANCY APPLICATIONS **100 POINT IDENTIFICATION**

Prior to any tenancy application being considered EACH applicant is required to produce sufficient identification which totals 100 POINTS.

Should you have difficulties in providing this identification please advise us prior to completing.

PASSPORT	70 POINTS
BIRTH CERTIFICATE	40 POINTS
DRIVERS LICENCE	40 POINTS
PROOF OF AGE CARD	40 POINTS
PREVIOUS FOUR RENT RECIEPTS	20 POINTS
RENTAL BOND RECIEPT	20 POINTS
PAY ADVISE	15 POINTS
MOTOR VEHICLE REGISTRATION	15 POINTS
TELEPHONE ACCOUNT	15 POINTS
ELECTRICAL ACCOUNT	15 POINTS
GAS ACCOUNT	15 POINTS
PENSION CARDS	15 POINTS
COUNCIL OR WATER RATES	15 POINTS
BANK STATEMENTS	10 POINTS

AUTHORITY

I, the Applicant, do solemnly and sincerely declare that the above information is true & Correct and that I have supplied this information of my own free will. I hereby authorise the letting agent to conduct any and all enquires and or searches as required to verify the information contained in this application.

I, the Applicant, solemnly and sincerely declare that I am not an undischarged bankrupt. I have inspected the above mentioned premises, accept the property in as in condition and wish to take a tenancy of such premises for a period of **___months from ___/___/___ at a rental of \$_____per week** and that the rental to be paid is within my means. I also undertake to pay a **rental bond of _____** upon the signing by me of the tenancy agreement.

It is agreed at the point of my application being approved that I will pay two weeks rent up front and should I change my mind after the payment then I agree to forfeit the two weeks rent. All relevant tenancy documents to be signed at the appointed time. It is also agreed that immediately upon communication of acceptance of this application, by the landlord or agent, that this tenancy shall be binding on both the landlord and tenant. 4 Weeks bond & 2 weeks rent are required by Bank Cheque or Money Order prior to tenancy.

Applicants signature_____ Date:___/___/___

Applicants Name:_____

PRIVACY ACT 1988 COLLECTION NOTICE

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose of which it was collected to other parties including the Lessor/s, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the agent and/or Lessor. If the applicant enters into a Residential tenancy Agreement, and if the applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to the lessor, third party operators of tenancy reference databases and/or other agents.

If the applicant would like access to the personal information that Agent holds, they can do so by contacting Ray White Oxenford, on 5573 5533 or email oxenford.qld@raywhite.com the applicant can also correct this information if it is inaccurate, incomplete or out of date.

If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

Applicants signature:_____ Date:___/___/___

Applicants Name:_____

Witness Signature:_____ Date:___/___/___

Witness Name:_____