

APPLICATION FOR TENANCY

I'm Applying For....		Rent Offered	Bond	Preferred Term	Preferred Start Date
Property 1st Preference:		\$	\$		
Property 2nd Preference:		\$	\$		
Are you applying for a Bond Loan through Dept. of Housing? Yes / No		<input type="checkbox"/> I have pre approval already in place			
Applicant Name:					
Other Applicants:					
Every applicant 18 years of age or over must complete an Application form					
Please ensure all photocopies of documentation to support this application are attached prior to submitting with our office.					

100 POINTS OF IDENTIFICATION REQUIRED		RECEIVED
Photo I.D. (Current License or Passport)	40 POINTS	
Any account or bill with current address	20 POINTS	
Rates notice's or car registration	20 POINTS	
Medicare or signed healthcare card	20 POINTS	
Concession card	20 POINTS	
Signed photo I.D (Eg. 18+ card)	20 POINTS	
Previous tenant history ledger or agreement	20 POINTS	
Last 4 rent receipts OR rental bond receipt	20 POINTS	
Document/s (Ergon/Phone etc.) depicting current address	15 POINTS	
Birth Certificate	10 POINTS	

PROOF OF INCOME - REQUIREMENTS

Last 3 pay slips OR	
Centrelink Statement OR	
Account and Statement advising income and projections (If self employed)	

OFFICE USE ONLY	Application taken by:	Date:	Time:
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Applicant Signature:

New Tenant Fact Sheet

Thank you for your Application for Tenancy...

We will endeavour to process this application immediately because we know that you will be waiting on an answer. It is imperative that you do not make an application on a second property anywhere until you have an answer on this application. With that in mind, it is our goal to obtain a definite answer for you between 24 and 48 hours of receipt of your application. If the process is slower, it is generally because we have not received all the information requested, or we are waiting on answers from referees or owners. Please ensure that all information is completed on the application form. In any event we will keep you up to date.

Notification of the results

You will be notified of the result of your application immediately a decision is made, and we have confirmed the lessors instructions. Please ensure that we have a daytime telephone contact number for you. You will be contacted whether you are successful or not. All unsuccessful applications will be shredded within 1 month to maintain your privacy. All documentation collected for successful applicants will remain on file.

Securing your Tenancy

Once your application has been approved, an appointment will be made with you (all leaseholders present) for your induction and signing of the lease. Please allow 45 minutes minimum for this process. At this time you will be required to pay the FULL BOND which is equal to four (4) weeks rent to secure the property.

Ray White Toowoomba Range and Highfields are CASHLESS offices. Payments must be made by bank cheque or money order for initial payments for Bond and 2 Week's rent. This rent will commence in line with the Tenancy Agreement start date.

Keys & Condition Report

You receive the Keys, Remotes and Condition Report for the property on commencement date of the Tenancy Agreement.

The Condition report is to be completed and fully signed (initial the bottom of every page) and returned to our Office within 3 days.

Insurance

A reminder that insurance of all your personal belongings is your responsibility. Contents cover not only is to cover the goods you own, but also for the damage your belongings might make eg. Chip fryer burning a bench or washing machine flooding the unit. You should make sure you are covered during your removal process as well.

Paying for water

When applying for your property, make sure you are aware if the property is either 3 Star Water Efficient or Excess Only as you may be responsible for the reimbursement of all water consumption or excess water consumption. Please read the **Special Items for Tenancy** to indicate which water category the property falls under. Water meters will be read periodically at inspections and water invoices will be sent for payment of water.

Rent Payments

At your induction we will discuss your rent payment options. Many of our customers prefer the Ray White Payment Gateway system which offers many advantages for you in utilising this 3rd party secure banking system which include transparent and very affordable processing.

Internet/Phone Banking which includes the Recurring Scheduled Payments (Set and Forget) and the Tenant Initiated Payment (\$1.65 per transaction); BPay (\$3.00 per transaction) at Australia Post (Post Pay \$4.00 per transaction)

We recommend the 'set and forget' option which means your rent will automatically be credited to Trust for receipting to your Rent Ledger in line with your preferred pay day.

Other payment options include Credit Card (Rental Rewards); Bank Cheque; Money Order; Employer Contribution (with prior approval of Manager).

We hope this information is of value to you and we can make the 'moving in' process easy for you.

Applicant Signature:

Applicant Details			
Name:		Mobile:	
Previous Name: (if applicable)		Home Phone:	
Email Address:		Work Phone:	
Driver's Licence No:		Date Of Birth:	
Current Residential Details			
Current Address:		How Long:	
Situation:	Renting / Owned / Other:		
Agent /Owner Name:		Rent Per Week:	\$
Agent / Owner Contact Information:		Was Bond Refunded in Full:	Yes / No
Reason For Leaving:		Rent Ledger At- tached:	Yes / No
Historical Residential Details			
Previous Address:		How Long:	
Situation:	Rented / Owned / Other:		
Agent /Owner Name:		Rent Per Week:	\$
Agent / Owner Contact Information:		Was Bond Refunded in Full:	Yes / No
Reason For Leaving:		Rent Ledger At- tached:	Yes / No
Employment Details			
Current Occupation:		Duration:	
Employer:		Casual / Full Time / Part Time	
Employer Address:		Weekly Income:	\$ Net
Employer Email:		Phone:	
Previous Occupation:		Duration:	
Employer:		Casual / Full Time / Part Time	
Employer Address:		Weekly Income:	\$ Net
Employer Email:		Phone:	
NOTE: If either employment is Self Employed, please provide a statement of Income from your Tax Accountant			

Applicant Signature: _____

Student Details			
College/University:		External / Campus / Online	
Course Name:		Course Number:	
Length Of Course:		Student Number:	
Referees			
Business Referee 1:		Phone:	
How Known By You:		Time Known:	
Business Referee 2:		Phone:	
How Known By You:		Time Known:	
Character Referee 1:		Phone:	
How Known By You:		Time Known:	
Character Referee 2:		Phone:	
How Known By You:		Time Known:	
Next of Kin (Must not be living with you at the property you are applying for)			
Main Next of Kin:		Home Phone:	
Relationship To You:		Work Phone:	
Address:		Mobile:	
2nd Next of Kin:		Home Phone:	
Relationship To You:		Work Phone:	
Address:		Mobile:	
Vehicles			
Type of Vehicle 1:		Rego Number:	
Type of Vehicle 2:		Rego Number:	
Occupants			
All Adults:		Applications Attached: Yes / No	
Dependants Names and Ages:			

Applicant Signature: _____

Permitted Use and Disclosure			
Are you a Smoker: Yes / No		<input type="checkbox"/> I am aware smoking inside is prohibited	
Do you intend on installing a Water Bed at the Premises: Yes / No		<input type="checkbox"/> I do have adequate insurance for this item	
Will the Premises be used for Business Purposes: Yes / No		<input type="checkbox"/> I do have adequate approvals and insurance	
Business Name:		Type of Business:	
Do you own a Pet: Yes / No (Pet application to be completed)		<input type="checkbox"/> I am aware pets are strictly outside	
Have you ever been evicted from a premises? Yes / No		Reason:	
Are you currently in debt to any Landlord or Agency? Yes / No		Reason:	
Are you currently on a Notice to Leave? Yes / No		Reason:	
Have you ever been refused another Property? Yes / No		Reason:	

Declaration

- I, the Applicant, declare that the information provided on all pages of this application, is **true and correct** and that I have supplied it of my own free will AND I hereby authorise you as the letting agent, to conduct any enquiries, and/or searches, including any tenancy information databases in order to verify the above information.
- I acknowledge that any false information I provide in this application will jeopardise this application and any subsequent tenancy agreement I/we enter into on approval by the owner or agent.
- I acknowledge and accept that if this application is rejected, the agent is not legally obliged to give reasons for a rejection.
- I the Applicant declare that I/we am/are not bankrupt and that this rental is within my/our means.
- I/we, by way of accepting this property agree that it is my responsibility to take out Contents Insurance not only to protect my/our belongings, but also to indemnify the owner against any damage my/our contents may cause to the premises.
- I acknowledge that any damage arising from cigarette & other burns/animals/tenant neglect in general, will not be tolerated and has to be corrected during the tenancy if noted or upon vacate replaced/repaired at the tenant's expense.
- By way of accepting a Tenancy with Ray White Toowoomba Range & Highfields, I understand that there is a NO tolerance approach to monies outstanding above and beyond the bond and therefore my details may/will be added to tenancy information databases at that time. Should a debt accrue, I will make concerted efforts to rectify the matter and pay any and all obligations to these outstanding monies.

Signed by:		Date:	
Signature:		Witness:	

Applicant Signature:

Applicant Name:

PRIVACY STATEMENT

This information is being collected by Boo Amy Pty Ltd trading as Ray White Toowoomba Range and Ray White Highfields. 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/Manager. 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. Our complete privacy policy can be found at www.raywhite.com/franchisee-privacy-policy. By providing your details to our representative, you consent to the terms contained in this notice and acknowledge that this notice has been brought to your attention.

PRIVACY CONSENT

I, the Applicant, acknowledge that I have read this Privacy Notice.

I authorise Ray White Real Estate to collect information about me from my previous letting agents and/or landlords, my business, character & personal referees, any tenancy default database which may contain personal information about me. I also authorise Ray White Real Estate to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and or Barclay MIS Debt Collection.

I authorise Ray White Real Estate to disclose the personal information it collects about me to the owner of the property even if the owner is resident outside Australia and to any third parties - Valuers, contractors, salespeople, insurance companies, body corporate, other agents and tenancy default databases.

DEBTS & INVOICES

It is an acknowledgement that Ray White Toowoomba Range will be required to forward invoices to **me/us** from time to time during our tenancy for items including but not limited to: Water Usage; expenses incurred; lease break fees; advertising etc. **I/we** intend to honour the payment of such invoice within the 30 day nominated time frame and are aware that the lapse of same could result in a bad credit history with the office or even subsequent eviction process being undertaken.

CENTRELINK PRIVACY STATEMENT

The social security (Administration) Act 1999 allows Customer Service Officers (CSOs) to request information/documents from a third party in relation to people making a claim for, or receiving, social security payments or concession cards, currently or in the past. Information notices (request for information) must be in writing and contain the relevant details as described in the appropriate section of the Social Security (Administration) Act 1999. Third parties have the legal obligation to comply with these legal notices. For more information see <http://centrenet/corp/privconf/10402030.htm>

I acknowledge that this form will be used in conjunction with reference collection materials for obtaining suitability for renting through this Agency.

Applicant Signature: