

Ray White Wynnum / Manly

Tenancy Application Form

TO ASSIST YOUR APPLICATION

- Write clearly and neatly – an application cannot be processed if it cannot be understood.
- Answer all questions. For an application to be processed you must fill out all relevant sections.
- Be honest in your application as **ALL INFORMATION** will be verified prior to acceptance.
- Each applicant **MUST** sign the Privacy Declaration/Consent Form on page 4.
- To avoid any delay, submit your application as quickly as possible with all supporting documents attached.
- Incomplete applications **WILL NOT** be processed.

PROPERTY DETAILS

Address: _____ Postcode: _____

Rent per week: \$ _____ Rental Bond Amount (equals 4 weeks rent): \$ _____

Length of Tenancy (please circle): 6 months **OR** 12 months Lease commencement date: ____ / ____ / ____

Number of occupants: Adults _____ Children _____ Ages of children: _____

Name(s) of children: _____

Any Pets? YES / NO Any Smokers? YES / NO

If yes, please state: Number of Pets: _____ Pet Type: _____ Pet Breed: _____

Council Registration: _____ Age of Pet(s): _____ Inside / Outside

PERSONAL DETAILS – APPLICANT 1

Given name(s): _____

Surname: _____

Date of Birth: ____ / ____ / _____

Driver's License / Proof of Age No: _____

Expiry Date: ____ / ____ / _____ State: _____

Passport No: _____

Passport Issuing Country: _____

Phone/Mobile: _____

Email: _____

PERSONAL DETAILS – APPLICANT 2

Given name(s): _____

Surname: _____

Date of Birth: ____ / ____ / _____

Driver's License / Proof of Age No: _____

Expiry Date: ____ / ____ / _____ State: _____

Passport No: _____

Passport Issuing Country: _____

Phone/Mobile: _____

Email: _____

CURRENT ADDRESS DETAILS – APPLICANT 1

Current Address: _____

_____ Postcode: _____

Time at Address: _____ years _____ months

Rent paid: \$ _____ weekly/fortnightly/monthly

Reason for leaving: _____

Name of Agent/Landlord/Parent: _____

Agent/Landlord/Parent Phone: _____

Agent/Landlord/Parent Email: _____

CURRENT ADDRESS DETAILS – APPLICANT 2

Current Address: _____

_____ Postcode: _____

Time at Address: _____ years _____ months

Rent paid: \$ _____ weekly/fortnightly/monthly

Reason for leaving: _____

Name of Agent/Landlord/Parent: _____

Agent/Landlord/Parent Phone: _____

Agent/Landlord/Parent Email: _____

PREVIOUS ADDRESS DETAILS – APPLICANT 1	PREVIOUS ADDRESS DETAILS – APPLICANT 2
Previous Address: _____ _____ Postcode: _____	Previous Address: _____ _____ Postcode: _____
Time at Address: _____ years _____ months	Time at Address: _____ years _____ months
Rent paid: \$ _____ weekly/fortnightly/monthly	Rent paid: \$ _____ weekly/fortnightly/monthly
Bond Refunded? Y / N If no, Why? _____	Bond Refunded? Y / N If no, Why? _____
Name of Agent/Landlord/Parent: _____	Name of Agent/Landlord/Parent: _____
Agent/Landlord/Parent Phone: _____	Agent/Landlord/Parent Phone: _____
Agent/Landlord/Parent Email: _____	Agent/Landlord/Parent Email: _____
EMPLOYMENT HISTORY – APPLICANT 1	EMPLOYMENT HISTORY – APPLICANT 2
Current Position: _____	Current Position: _____
Nature of Employment: FULL TIME / PART TIME / CASUAL	Nature of Employment: FULL TIME / PART TIME / CASUAL
Business Name: _____	Business Name: _____
Business Address: _____	Business Address: _____
Contact Name: _____	Contact Name: _____
Contact Phone/Email: _____	Contact Phone/Email: _____
Contact Position: _____	Contact Position: _____
Length of Employment: _____ years _____ months	Length of Employment: _____ years _____ months
Income: \$ _____ Weekly / Fortnightly / Annual	Income: \$ _____ Weekly / Fortnightly / Annual
PREVIOUS EMPLOYMENT HISTORY – APPLICANT 1	PREVIOUS EMPLOYMENT HISTORY – APPLICANT 2
Previous Employer: _____	Previous Employer: _____
Previous Occupation: _____	Previous Occupation: _____
Length of Employment: _____ years _____ months	Length of Employment: _____ years _____ months
Contact Name: _____	Contact Name: _____
Contact Phone: _____	Contact Phone: _____
IF YOU ARE A STUDENT – APPLICANT 1	IF YOU ARE A STUDENT – APPLICANT 2
Institution: _____	Institution: _____
Degree: _____	Degree: _____
Student ID: _____	Student ID: _____
CENTRELINK PAYMENT DETAILS – APPLICANT 1	CENTRELINK PAYMENT DETAILS – APPLICANT 2
Payment/Allowance: _____	Payment/Allowance: _____
Customer No: _____	Customer No: _____
Payment Amount: \$ _____ per fortnight	Payment Amount: \$ _____ per fortnight
IF SELF EMPLOYED – APPLICANT 1	IF SELF EMPLOYED – APPLICANT 2
ABN: _____	ABN: _____
Accountant Name: _____	Accountant Name: _____
Accountant Phone/Email: _____	Accountant Phone/Email: _____
PERSONAL REFEREE – APPLICANT 1	PERSONAL REFEREE – APPLICANT 2
Name: _____	Name: _____
Phone: _____	Phone: _____
Relationship to you: _____	Relationship to you: _____
EMERGENCY CONTACT – APPLICANT 1	EMERGENCY CONTACT – APPLICANT 2
Name: _____	Name: _____
Phone: _____	Phone: _____
Relationship to you: _____	Relationship to you: _____

SUPPORTING DOCUMENTS:

Each applicant must supply documents from each category below (A¹ + B² + C³).

Your application will **NOT** be processed unless copies of the following are provided:

Category A ¹	Category B ²	Category C ³
Driver's Licence	Payslips – 3 most recent ⁴	Utility Bill (phone/electricity/gas) ⁴
Passport	Centrelink Income Statement ⁴	Previous 2 Rent Receipts
Proof of Age	Bank Statement – last 2 months ⁴	Tenancy Ledger
Medicare / Pension Card	Employment Contract ⁴	Tenancy Agreement

¹ Please only supply Medicare/Pension card if applicant has no valid Photo ID.


² If you receive income from multiple sources, please provide Category B documents for each source of income.







³ Category C documents will be accepted for more than one applicant if both names appear on document.

⁴ **Only official documents will be accepted – screenshots from phones will only be accepted if account holder/employee details are clearly visible.**

DO YOU NEED HELP WITH YOUR UTILITY CONNECTIONS?

Simply select the services you want connected below and Ray White Home Now will arrange it all for you.



COMPARE, CONNECT & SAVE
 Select services you want connected

ELECTRICITY

GAS

INTERNET

PHONE

PAY TV

WATER

Save time and money when you're moving. Let Ray White Home Now arrange your utility connections. It's a FREE service and there's NO obligation. In one brief call we will help you compare your options and select the right plans for you. No more running around – we'll take care of contacting all the providers for you.

Ray White Home Now will contact you to arrange your utility services. You will be advised of any associated terms and conditions, including connection fees that may apply. Once you have chosen your preferred providers, Ray White Home Now may then need to disclose your personal information to the selected utility company. Ray White Home Now is unable to accept responsibility for any delay or failure to connect your utility service. Ray White Home Now is committed to protecting the confidentiality of your personal information and will handle your personal details in accordance with Ray White Home Now's privacy policy available at raywhitehomenow.com/privacy-policy

Split It Pty Ltd ABN 83151244558 T/A Ray White Home Now

PRIVACY POLICY

BINESWOOD PTY. LTD T/A Ray White Wynnum/Manly is an independently owned and operated business. Our complete privacy policy can be found on our website. If you believe that your privacy has been breached, please contact us using the contact details on our website and provide details of the incident so that we can investigate it. Our procedure for investigating and dealing with privacy breaches is set out on our current complaints handling process.

We collect personal information in this form to assess your application for a residential tenancy. You also consent to us using your information for the purposes of direct marketing, business research and customer satisfaction enquiries. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees. 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 owner'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 or the contact details on our website.

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.

CONSENT / DECLARATION STATEMENT

I, the Applicant, acknowledge that I have read the Privacy Statement and the Privacy Policy of Ray White Wynnum/Manly and I authorise Ray White Wynnum/Manly and the Agent to collect information about me from:

1. My previous letting agents, landlords, current and previous employers.
2. My personal referees.
3. Ray White may use one or more of the following residential tenancy databases (RTDs) to check my tenancy history for the purposes of deciding whether the landlord should enter into a tenancy agreement with me:
 - TICA 1902 220 346 tica.com.au;
 - NTD 1300 563 826 ntd.com.au;
 - RPDATA 1300 734 318 rpdata.com;
 - BARCLAY MIS 1300 883 916 barclaysmis.com.au;
 - TRA 02 9363 9244 tradingreference.com
4. Personal information collected about me to the owner of the property even if the owner is resident outside Australia.
5. Personal information collected about me to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases to which it is reasonably necessary to disclose in relation to the tenancy arrangement.

As your information may be emailed or stored in the cloud, we cannot ensure that overseas recipients to whom your information is disclosed will not breach the Australian Privacy Principles in relation to your information. Acknowledging that this is so, you consent to your information being emailed and stored in the cloud.

I consent to Ray White Wynnum/Manly disclosing confirmation details (including NMI, MIRN and telephone number) to the utility service provider and the Agent. I acknowledge that Ray White Home Now, Ray White Wynnum/Manly and the Agent do not accept any responsibility for any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I acknowledge that Ray White Home Now, Ray White Wynnum/Manly and the Agent and its employees may receive a fee and/or benefit from a utility service provider in relation to the connection of a utility service. I also acknowledge, while there is no charge to me for the Ray White Home Now service; normal service provider fees or bonds may apply for which I am responsible.

I ACKNOWLEDGE THAT THIS APPLICATION IS SUBJECT TO THE APPROVAL OF THE OWNER. I DECLARE THAT ALL INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT AND GIVEN OF MY OWN FREE WILL. I DECLARE THAT I HAVE INSPECTED THE PREMISES AND AM SATISFIED WITH THE CURRENT CONDITION AND CLEANLINESS OF THE PROPERTY.

Applicant 1

Name: _____ Signature: _____ Date: _____

Applicant 2

Name: _____ Signature: _____ Date: _____

IF YOUR APPLICATION IS SUCCESSFUL

Upon approval of this application by Ray White Wynnum/Manly, a payment of the first two weeks rent will be required to secure the property. This must be paid to the office within 24 hours of acceptance in the form of a Bank Transfer or via the EFTPOS machine in office (please note fees apply when using this option).