

# Tenancy Application Form

**RayWhite**

**Please complete this application form in full and attach a photocopy of all supporting documentation prior to submission and return to Ray White Lutwyche.**

I, \_\_\_\_\_  
<NAME/S>

confirm that I have seen the property

\_\_\_\_\_ <PROPERTY ADDRESS>

on \_\_\_\_\_ and wish to apply for the

<DATE>

property in its current condition.

**Ray White Lutwyche**

497 Lutwyche Road

Lutwyche QLD 4030

07 3357 4888

[raywhitelutwyche.com.au](http://raywhitelutwyche.com.au)

[lutwyche.rentals2@raywhite.com](mailto:lutwyche.rentals2@raywhite.com)

## Ray White Policy & Procedures

- **Each applicant 18 years and over must submit an individual application form.**
- 100 points of photocopied identification must be submitted for each applicant.
- Applications can only be submitted after you or your representative have viewed and accepted the property in its current condition.
- Applications are processed Monday to Friday only, allow 2 business days.
- Please complete all details accurately, as incorrect details could void your application.
- All applicants will be checked through the Tenancy Information Centre of Australia (TICA). Applications are referred to the owner of the property and the owners' decision is considered final.

COMPULSORY			
Proof of Income / Pay Slips	Drivers Licence 40 Points	Proof of Address 25 Points	
Centrelink Statement (if applicable)	Birth Certificate 70 Points	Council Rates Notice 25 Points	
Photo of All Pets (if applicable)	Bank Card /Medicare Card 25 Points	Current Passport 70 Points	

## Should Your Application Be Successful

- You will be required to pay the first two weeks rent within 24 hours to secure the property. The property will not be removed from our availability list until the Tenancy Agreement has been signed. A tenancy induction link will be sent to all tenants to view as soon as possible after approval. Once the Tenancy Agreement has been signed, you will be required pay the bond. We require cleared funds to our account before the keys are collected.
- Once the commencement date of the tenancy has been agreed upon, this cannot be changed.
- We are a CASHLESS office. Methods of payments options are, Direct Deposit & Automatic Recurring Direct Debit through Ezidebit or by Cheque. A small fee of \$1.50 will be charged to your nominated account per transaction if you choose the direct debit option. By completing this application you have agreed to these payment methods.
- We do not accept bond transfers, however Qld Housing Bond Loans will be accepted once approved.

I have read, understand and agree to all of the terms above

Signed \_\_\_\_\_

If you are unable to sign the application electronically -  
typing your name here will acknowledge your consent to the terms of application.

### Property Details

<b>Proposed Property</b>		
Rent per week \$	Preferred lease term YEARS MONTHS	Preferred start date

### Personal Details

Full Name			
Date of Birth		Marital Status	
Mobile		Email	
Total Number of Occupants to reside at the premises		Name	Age
Name	Age	Name	Age
Name	Age	Name	Age
Have you been known by another name/s?	Yes No	If yes, previous name	
Smoker	Yes No		
Passport No.	Country		

### Pets

Type of Pets	<input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large	<input type="checkbox"/> Inside <input type="checkbox"/> Outside	Number of Pets	
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### Vehicles

Make		Model	
Year		Registration	Drivers Lic No.
Do you own a boat/caravan/trailer that will be kept at the property?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Type

### Residency Details (if you currently own your property, please provide a copy of your latest rates notice)

<b>Current Address</b>			
Occupancy Period	Rent Paid	\$	
Reason for Leaving			
Agency/Landlord		(Ph)	
		(Email)	
<b>Previous Address</b>			
Occupancy Period	Rent Paid	\$	
Reason for Leaving			
Agency/Landlord		(Ph)	
		(Email)	
Bond Refunded?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If not, why not?	

Investment Property Owner?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If you currently own an investment property, please provide a copy of your latest rates notice
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**Current Occupation** (Proof of income must be provided)

Current Occupation	Full Time / Part Time / Casual				
Current Employer					
Employer Address					
Payroll Contact	Ph	Email			
Employment Period		Gross Weekly Salary	\$	Net	\$
If Employed For Less Than 6 Months – Provide Previous Employer					

**If Self Employed**

Name of Business					
Type of Business					
Address of Business					
Accountant Details		Ph			
Average Weekly Net Income		Period of Self Employment			
If Employed For Less Than 6 Months – Provide Previous Employer					
Other Income Details	e.g. Centrelink				

**Education** (if currently studying)

Name of Tafe   Uni			
Faculty / Course		Student ID Number	

**Personal References**

Name			
Address		Ph	
Relationship		How long known?	
Name			
Address		Ph	
Relationship		How long known?	

**Business / Work References (Must be different to your payroll contact)**

Name			
Business Name		Ph	
Address			
Name			
Business Name		Ph	
Address			

**Emergency Contact**

Name		Ph	
Address			

## Pet Application and Agreement

Property Address \_\_\_\_\_

Tenant Name \_\_\_\_\_



### Pet Details

Item	Pet 1	Pet 2
Type of Pet		
Breed		
Name/s		
Age		
De-sexed		
Council Registration Number		
Description		
Photo Provided?		

### Emergency Pet Carer

Name		
Address		
Phone Number	Work Number	Mobile Number

### Veterinarian

Name		
Address		
Phone Number	Work Number	Mobile Number

### TERMS AND CONDITIONS

The Tenant/s acknowledges and agrees to the following terms:

1. The Lessor has agreed to permit pet/s at the premises as specified in the General Tenancy Agreement and this Pet Agreement.
2. Any pet other than the approved pet/s specified in the General Tenancy Agreement and this Pet Agreement must first be requested by Tenant/s in writing and then be approved in writing by the Lessor PRIOR to the pet/s being allowed onto the premises. Approval is not guaranteed.
3. The Tenant shall be liable for any damage or injury whatsoever caused by the pets on the Property, whether they are the pet of a Tenant or guest, Tenant's pets or their guests pets and regardless of their approval status.
4. The Tenant accepts full responsibility and indemnifies the Lessor for any claims by or injuries to third parties or their Property caused by, or as a result of actions by their pet/s or their guests pet/s, and regardless of their approval status.
5. The Tenant agrees to arrange for Flea Fumigation at the end of the tenancy or at a time during the tenancy as required or requested by the Lessor / Lessor's Agent to be carried out by a Company complying with Australian Standards.
6. The pet/s are to be outside at all times, unless specified otherwise in the General Tenancy Agreement or this Pet Agreement.
7. By signing below you are only asking for approval for the above-mentioned pet/s to be accepted at the property for which you are applying.
8. That the pet/s will not be fed on carpeted areas inside the property.
9. During the tenancy, when a Routine Inspection is to be conducted, please ensure your pet/s are tied up and restrained at all times.
10. The Tenant/s are required to ensure that the Approved Pet/s are registered with the relevant council at all times, and all relevant laws relating to the keeping of animals are complied with at all times.
11. The tenant/s agrees that there should be evidence of pet urine or smells in the property, it will be professionally cleaned and deodorized, or if necessary the affected carpet and underlay is to be replaced at the tenant/s own expense.
12. That the pet/s shall not be allowed outside of the premises unsupervised .
13. That the pet/s will not become an annoyance or source of discomfort to other tenant/s or neighbours.
14. To ensure grounds and surrounding outdoor areas are kept clean and free from animal faeces and other mess.
15. To repair any damage caused by the pet immediately, including re-turfing of lawns if there are track marks, holes or worn out areas, and any significant damage to ground level, walls, doors, carpet, fly screens, fences or furniture.

### Acknowledgement by Applicant

Applicant Name	Signature	Date
Applicant Name	Signature	Date

### After Processing Application

Application Result

**DECLINED**

**APPROVED**

The above mentioned pet/s have been approved by the Lessor of the property stated in this Agreement. This Agreement now forms part of the General Tenancy Agreement and the Tenant/s are now bound by the acknowledgement set out in the Application above.

### Authorisation by Agent / Landlord

Agent Name	Signature	Date
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## Privacy Statement

### Privacy Disclosure Statement

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 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 including maintenance contractors and owners 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 Business Manager. If you do not complete this form or do not sign the consent below, your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

### Consent

I, the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise Ray White Lutwyche to collect information about me from:

1. My previous letting agents and/or landlords;
2. My personal, business/work/employment & emergency referees
3. Any Tenancy Default Database which may contain personal information about me. I also authorise the Agent to disclose details about any future 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 Trading Reference Australia (TRA).

I authorise Ray White Real Estate to disclose the personal information collected about me to the owner of the property and to any third parties such as valuers, contractors, sales people, insurance companies, bodies corporate, utilities companies, other agents and tenancy default databases.

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 Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

If you are unable to sign the application electronically - Typing your name here will acknowledge your consent to the terms of the application.

Ray White  
Lutwyche



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Photos, Offers and Emergency Warnings  
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**View our rental properties online: [raywhitelutwyche.com.au](https://raywhitelutwyche.com.au)**



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**TENANCY REFERENCE REQUEST - URGENT**

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The below listed applicant has applied to our office for rental accommodation. In order to assist us to process the application for tenancy and with the applicants consent could you kindly complete the relevant sections and return to me at your earliest convenience. Please attach a tenant ledger also.

**Applicant Name:** .....

**Address:** .....

Is the above applicant the actual lessee at the provided address? Y [ ] N [ ]

Did your office terminate the tenancy? Y [ ] N [ ]

During the tenancy was the applicant ever in arrears? Y [ ] N [ ]

During the tenancy did you issue any Remedy Breach Notices ? Y [ ] N [ ]

Were there any Breaches Notice for Rent Arrears? Y [ ] N [ ]

If so - how many? .....

If other reason for Breach Notice please give details:

.....  
.....

During the tenancy was the applicant issued a Notice to Leave? Y [ ] N [ ]

Were periodic inspections carried out? Y [ ] N [ ]

Were there causes to complain over periodic inspections? Y [ ] N [ ]

Was there cause to report any defaults to a tenancy database? Y [ ] N [ ]

Were pets kept on the premises? Y [ ] N [ ]

Were there any deductions from the bond? Y [ ] N [ ]

Would you rent to this tenant again? Y [ ] N [ ]

Comments:.....  
.....

**Completed by:**

.....

**Position:** .....

*thank you!*