

TENANCY APPLICATION



AGENCY NAME Ray White Springwood
ADDRESS Shop 9 / 18 Fitzgerald Avenue, Springwood Qld 4127
PHONE 07 3137 9790
FAX 07 3137 9791
EMAIL remy.zorn@raywhite.com

Our Agency welcomes your Application and any queries you may have about the Property, Tenancy or process. The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly.

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK Points per Document

Submit as much as possible of the following:

Passport Birth Certificate 40

Drivers Licence Proof of Age Card
 Other Photo ID from Government e.g. Pension Card, Student Card 40

2 recent Rent Receipts 2 recent Pay Advices Tenancy Ledger 25

Documents on which your name and current address appear:
 Car registration certificate Rates Notice Electricity Account 25
 Bank/Credit Card Statement Telephone Account Gas Account

TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:

Our Agency staff will contact you within 24-48 business hours. If the Application is approved, within 24 hours of acceptance, the General Tenancy Agreement is to be signed by all approved lease holders and an amount, equal to 2 weeks rent is to be paid by Money Order or Bank Cheque.

Applicant Checklist - Before I submit this Application, I have ...

- Attached photocopies of documents to meet 100 or more points of ID which include mandatory documents
- Inspected the Property both internally and externally
- Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent
- Attached proof of income e.g. 3 recent payslips, Centrelink Statements, Bank Statements
- Completed the Pet Application & Agreement form if pets are to reside at the Property

I understand that if the nominated Applicant is advised this Application is approved then within 24 hours, all approved Applicants are to sign the General Tenancy Agreement and pay 2 weeks rent as Part Bond. The Tenant is then bound to the Terms of the Agreement and the Property will cease to be available for rent. If the Tenancy does not proceed, steps to apply for a refund of the Bond will be taken by the Agent for monies owed for rent until a replacement Tenant is secured.

I understand the Agent uses Advantage Card for rent payments and if used the Tenant will incur fees which will be explained on signup.

Pre-moving in costs as itemised below are to be paid by **BANK CHEQUE OR DIRECT DEPOSIT made payable to RAY WHITE SPRINGWOOD TRUST ACCOUNT.**

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
Rent – first 2 weeks rent	2 x \$	= \$	Must be paid BEFORE lease commences
Bond – 4 times weekly rent NB: If rent is over \$700pw, Bond is as specified on Rent List	4 x \$	= \$	Full Bond or Part Bond equivalent to 2 weeks rent must be paid within 24 hours of Application approval
COST	TOTAL PRE-MOVING IN	\$	Total to be paid BEFORE lease commences

APPLICANT'S SIGNATURE

Date

PROPERTY ADDRESS YOU ARE APPLYING FOR:

Applicant 1 Details

Name	Address		
Date of Birth	Place of Birth		
Drivers Licence No.	Expiry	Passport No	Expiry
<input type="checkbox"/> Home	<input type="checkbox"/> Mobile	<input type="checkbox"/> Business	
Email			

Australian Citizen

<input type="checkbox"/> Yes	<input type="checkbox"/> No: Refer to copies of Passport and Visa attached	Visa Expiry Date
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Current Tenancy Details if applicable

Rent per week	\$	Period of occupancy	Years	Months
Agent/Landlord	<input type="checkbox"/> Business		Fax	
Do you expect the Bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Why:</i>				

Previous Address

Address				
Rent per week	\$	Period of occupancy	Years	Months
Agent/Landlord	<input type="checkbox"/> Business		Fax	

Employment

Current Employer		Your Position		
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Casual	<input type="checkbox"/> Contract	
Length of Employment	Years	Months	Pay day is	of each: week / fortnight / month
Payroll / Manager's Name		Fax	<input type="checkbox"/> Business	

If Self Employed

Company Name		Trading As		
Address		ABN		
Period self employed	Years	Months	Industry/ Nature of Business	
Accountant Details		<input type="checkbox"/> Business		
Creditor Referee		<input type="checkbox"/> Business		

Income

Source – List below	\$Gross per annum (Verification required)		
• Employment	\$		
• Self Employment	\$		
• Other:	\$		
• Other:	\$		
TOTAL	\$		

If a Student or Not Currently Employed

Student ID #	Institution	Course	Duration
<input type="checkbox"/> Currently not employed or a Student. Refer to the following selected documents attached to Application to verify my source of income:			
<input type="checkbox"/> Parent/Guardian Letter	<input type="checkbox"/> Centrelink Document	<input type="checkbox"/> Bank Statements	<input type="checkbox"/> Austudy Document <input type="checkbox"/> Other

Details of all Vehicles to be kept at Property

Registration No	Model	Owned / Hire Purchase
Registration No	Model	Owned / Hire Purchase

Occupancy Details of all Persons to Reside at Property, including Children

Name	Address	Age

Pets No Yes: Refer to attached Pet Application and Agreement completed

Emergency Contact Details of Closest Relatives who will not be Residing with You

1. Name	2. Name
Address	Address
Relationship <input type="checkbox"/> H <input type="checkbox"/> W	Relationship <input type="checkbox"/> H <input type="checkbox"/> W
<input type="checkbox"/> M	<input type="checkbox"/> M

Personal Referees who are not Relatives

Name	Occupation	<input type="checkbox"/> Business Hours Contact
1.		<input type="checkbox"/> Mob <input type="checkbox"/> Work
2.		<input type="checkbox"/> Mob <input type="checkbox"/> Work

Declarations – Applicant to Complete and Provide Details as Required

Have you ever been evicted by any Lessor or Agent? No Yes:

Are you in debt to another Lessor or Agent? No Yes:

Is there any reason known to you that would affect your ability to pay rent when due? No Yes:

Was your Bond at your last address refunded in full? Yes No:

Was the Property in a satisfactory condition when you inspected it? If not, list requests. Yes No:

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records. I declare I am not bankrupt or an undischarged bankrupt.

I apply for Tenancy for a period of _____ months, at a rental of \$_____ per week commencing on ____/____/____.
I have been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read before submitting this Application.

PLEASE TURN OVER

PROPERTY ADDRESS YOU ARE APPLYING FOR:

Applicant 2 Details

Name	Address		
Date of Birth	Place of Birth		
Drivers Licence No.	Expiry	Passport No	Expiry
<input type="checkbox"/> Home	<input type="checkbox"/> Mobile	<input type="checkbox"/> Business	
Email			

Australian Citizen

<input type="checkbox"/> Yes	<input type="checkbox"/> No: Refer to copies of Passport and Visa attached	Visa Expiry Date
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Current Tenancy Details if applicable

Rent per week	\$	Period of occupancy	Years	Months
Agent/Landlord	<input type="checkbox"/> Business		Fax	
Do you expect the Bond to be refunded in full	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Why:	

Previous Address

Address				
Rent per week	\$	Period of occupancy	Years	Months
Agent/Landlord	<input type="checkbox"/> Business		Fax	

Employment

Current Employer	Your Position			
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Casual	<input type="checkbox"/> Contract	
Length of Employment	Years	Months	Pay day is	of each: week / fortnight / month
Payroll / Manager's Name	Fax		<input type="checkbox"/> Business	

If Self Employed

Company Name	Trading As			
Address	ABN			
Period self employed	Years	Months	Industry/ Nature of Business	
Accountant Details	<input type="checkbox"/> Business			
Creditor Referee	<input type="checkbox"/> Business			

Income

Source – List below	\$Gross per annum (Verification required)
• Employment	\$
• Self Employment	\$
• Other:	\$
• Other:	\$
TOTAL	\$

Ray White Springwood
Shop 9/18 Fitzgerald Avenue, Springwood Qld 4127
Ph: 07 3137 9790

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the National Privacy principles. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section.

COLLECTION NOTICE

The personal information you provide in this Application or our Agency collects from other sources is necessary for our Agency to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application and during the course of your Tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor, Referees, other Agents and third party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the Lessor, third party operators of Tenancy Databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one month only. If you decide not to collect your Application we will destroy your documents to comply with Privacy Legislation.

If you do not complete this form or do not sign the consent below then your Application for Tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the Application.

PRIVACY CONSENT

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of Ray White. I authorise Ray White to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which Ray White subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au and www.ntd.com.au

I authorise Ray White to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, Body Corporate, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

MARKETING CONSENT

I understand that the Agency may need to contact me about Property related information eg properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree Ray White to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

Period of Contact: Indefinite until advised in writing otherwise Other -

UTILITY CONNECTIONS

If my Application for Tenancy is accepted I would like assistance at no additional charge, with the connection of telephone, electricity or gas to the Property. Ray white is authorized to contact me direct regarding the CONNECTION of these utility services.

ELECTRONIC TRANSMISSION

It is agreed by ticking this box, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant 1 and 2 Name	/
Applicant 1 and 2 Signature	/
Date	
Time	

PET APPLICATION AND AGREEMENT

PROPERTY ADDRESS

TENANT NAME

RESIDENTIAL

Use this form only for Properties where the Lessor has indicated that pet/s may be accepted. If unsure please contact our Agency prior to completing this application form.

PET DETAILS

If more than 2 pets, print and complete a separate Pet Agreement form.

ITEM

PET 1

PET 2

TYPE OF PET/S

BREED

NAME/S

AGE

DESEXED

YES / NO

YES / NO

COUNCIL REG #

DESCRIPTION

COLOUR

PHOTO PROVIDED

YES (copy for file) / NO

YES (copy for file) / NO

EMERGENCY PET CARER

The Tenant provides the following information for use in the case of an emergency.

Name

Address

Phone Number

Work Number

Mobile Number

VETERINARIAN

The Tenant provides the following information for use in the case of an emergency.

Name

Address

Phone Number

Fax Number

After Hours Number

TERMS AND CONDITIONS

The Tenant 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/s other than the approved pet/s specified in the General Tenancy Agreement and this Pet Agreement must first be

requested by the Tenant in writing via a separate Pet Application giving full details and then be approved in writing by the Lessor PRIOR to the pet/s being allowed onto the Premises. Pet approval may be subject to specific criteria and must be complied with. Approval is NOT guaranteed.

3. The Tenant shall be liable for any damage or injury whatsoever caused by the pet/s on the Property, whether they are the 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 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. Guide dogs are an exception.
7. If the pet is a dog, the Tenant agrees to restrain or remove the dog from the premises for the duration of inspections arranged by the Agent with the required notice given.
8. By signing below you are only asking for approval of the above-mentioned pet/s to be accepted at the Property for which you are applying.
9. If approved, you are required to, at the time of signing the General Tenancy Agreement and associated paperwork, sign the Tenant Agreement section.

ACKNOWLEDGEMENT BY APPLICANT

Applicant Name

Signature

Date

Applicant Name

Signature

Date

APPLICATION RESULT

- Application for Pet/s – **DECLINED**
- Application for Pet/s – **APPROVED**

The above mentioned pet/s is/are approved by the Lessor of the Property stated in this Agreement. This Agreement now forms part of the General Tenancy Agreement which includes additional terms related to the pet/s and the Tenant are now bound by the Agreement set out in the Application above as well as the General Tenancy Agreement.

AUTHORISATION ON BEHALF OF LESSOR / AGENT

Agency Name

Signature

Date

TENANT AGREEMENT

To be signed only if pet/s are approved.

Tenant Name

Signature

Date

Tenant Name

Signature

Date

Application Information Statement

Privacy Statement

Ray White Springwood is required to collect personal information about you in order to process your application. During the process of your application and following the approving of this application, our office may be required to disclose your personal information to one or more of the following: Referee's you have nominated, Tenancy Information Centre Of Australia (TICA), The Landlord, Landlords lawyers, mortgagee or insurer, organisations or tradespeople required to carry out maintenance on the property, Rental Bond Authority, Residential Tenancy Tribunals and Courts and Mercantile Agents.

Anti-Discrimination

This office has in place an anti-discrimination procedure. This procedure is available for viewing by an applicant, please ask a staff member for a copy of this procedure should you require.

Successful Application

Should your application be acceptable to the owner of the property, the minimum amount of four weeks rent (which will be receipted as full bond) must be paid in bank cheque or money order within 24 hours of being notified of acceptance. The property will remain available for letting until this amount is paid.

Your first two weeks rent are payable upon receiving keys to the property, please note, no keys will be handed over without payment of the first two weeks rent.

All parties to the Tenancy Agreement must have fully signed the agreement and all attachments prior to the keys being handed over.

Water

The cost of water at the property you are renting will either be at no cost at all to the tenant, an excess charge to the tenant of a stipulated amount per quarter, or full water consumption charged to the tenant, please check the listing of the property you are applying for in the regard to information on water charging.

Pets

Should you have any type of pet at all, be it a dog, cat, fish, hamster or snake, you must declare this on your application form and complete the attached Pet Application Form..

It is your responsibility to contain any pet you have within your yard/property, this includes maintaining fences etc. yourself. You are also responsible to ensure your animal does not give cause for complaint to your neighbours.

Unless specific approval has been given in writing, no pets are to be allowed inside the property at any time.

Utility Connections

Moving can be very time consuming and stressful for all concerned, however, we are able to assist you in connecting your utilities such as electricity, gas, phone, internet and pay television. This is free no obligation service can be arranged for you without the need for you to be waiting in lengthy telephone queues and making endless telephone calls. All it takes is a simple completion of an application form at the time of paying your deposit and this time consuming job is done for you completely free of charge.

Unaccepted Applications

Should your application not be acceptable to the owner, our office is not required to give any reason for the denial of the application and the applicant will agree no objection will be made to the Agent for not receiving this information.

Declaration

1. I, the applicant, declare the information given is true and correct and that I have supplied this information of my own free will.
2. I authorise Ray White Springwood to disclose all of the information contained on this application to the owner of the property.
3. I authorise Ray White Springwood to access any information that may relate to me/us as well as any approved occupants over 18 years of age from the Tenancy information centre of Australia (TICA)
4. I authorise Ray White Springwood to contact and collect information about me from the referee's agents, owners, employers, next of kin etc. shall be kept on file.
5. I authorise and understand my personal information such as drives licence, previous rent receipts, proof of address, employment details etc. shall be kept on file. Furthermore, my personal information shall remain the property of Ray White Springwood.
6. I declare that I am not bankrupt.
7. I declare that I am an Australian citizen or have Australian Residency Status.
8. I agree to Ray White Springwood contacting me by electronic transfer communication.
9. I declare that I have inspected the interior and exterior of the premises and shall accept the premises as I have inspected.
10. I declare that the stipulated rent is within my means and the rent will remain in advance throughout the tenancy.
11. I declare that I will not be using the property for carrying out a business.
12. I declare that all applicants named in this application form will permanently reside at the property.
13. I understand that should this application be acceptable to the owner, I shall pay the amount of 4 weeks rent, which I understand will be receipted as full bond for the property. Furthermore, this amount shall be paid in a Bank Cheque or Money Order within 24 hours of being notified of acceptance. Furthermore I understand that should I decide not to proceed with this application after paying the said amount of four weeks rent, I acknowledge, this amount will not be immediately refunded and the owner of the property reserves the right to charge me rent until such time as a new applicant has been approved. I also understand the property shall continue to be available for letting until such amount of four weeks rent as bond is paid.
14. I acknowledge having received, understood and accepted the Ray White Springwood Application Information Statement and Application Checklist.

I understand all of the above terms and conditions and in doing so,
I apply to rent the aforementioned property for a period of Months,
From the/...../ 15 at the weekly rent of \$.....
And bond payment of \$.....

Please advise how you found out about this property.....

APPLICANT 1 SIGNATURE.....DATE:.....

APPLICANT 2 SIGNATURE.....DATE:.....

AGENT SIGNATURE.....TIME RECEIVED.....

Further Information:

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