

## Tenancy Application

100 points of ID are required for your application to be processed; here are the documents you can provide:

| Documents Accepted  | Points per document    |
|---|------------------------|
| <input type="checkbox"/> Passport                               | 40 points              |
| <input type="checkbox"/> Birth Certificate                      | 40 points              |
| <input type="checkbox"/> Driver's License / proof of age card   | 40 points - COMPULSORY |
| <input type="checkbox"/> Other form of photo identification     | 40 points              |
| <input type="checkbox"/> 2 recent pay advices / proof of income | 25 points - COMPULSORY |
| <input type="checkbox"/> 2 recent rent receipts                 | 25 points              |
| <input type="checkbox"/> Tenant ledger                          | 25 points              |
| <input type="checkbox"/> Car registration certificate           | 25 points              |
| <input type="checkbox"/> Rates notice                           | 25 points              |
| <input type="checkbox"/> Utilities account                      | 25 points              |

It is a requirement that all sections of this application form must be completed truthfully. All sections that require a signature must be completed and any annexures to this document must also be signed and returned as requested.

### OFFICE USE ONLY

**100 POINT IDENTIFICATION CHECK** - The following identification has been photocopied and is attached to this application

| Item                       | <input checked="" type="checkbox"/> | Points | Initial |                        | <input checked="" type="checkbox"/> | Points | Initial |
|----------------------------|-------------------------------------|--------|---------|------------------------|-------------------------------------|--------|---------|
| Drivers License            | <input type="checkbox"/>            | 40     |         | Medicare Card          | <input type="checkbox"/>            | 20     |         |
| Passport                   | <input type="checkbox"/>            | 40     |         | Bank Debit/Credit Card | <input type="checkbox"/>            | 20     |         |
| Other Photo ID             | <input type="checkbox"/>            | 20     |         | Bank Statement         | <input type="checkbox"/>            | 20     |         |
| Current Wage Advice        | <input type="checkbox"/>            | 30     |         | Telephone Account      | <input type="checkbox"/>            | 20     |         |
| Previous Tenancy Reference | <input type="checkbox"/>            | 20     |         | Electricity Account    | <input type="checkbox"/>            | 20     |         |
| Previous 2 Rent Receipts   | <input type="checkbox"/>            | 20     |         | Gas Account            | <input type="checkbox"/>            | 20     |         |

| Item                       | <input checked="" type="checkbox"/> | Initial |                               | <input checked="" type="checkbox"/> | Initial |
|----------------------------|-------------------------------------|---------|-------------------------------|-------------------------------------|---------|
| Personal Reference Checked | <input type="checkbox"/>            |         | Previous Agent Lessor Checked | <input type="checkbox"/>            |         |
| Tenancy Database Checked   | <input type="checkbox"/>            |         | Lessor Notified - Approved    | <input type="checkbox"/>            |         |
| Employment Checked         | <input type="checkbox"/>            |         | Applicant Notified            | <input type="checkbox"/>            |         |

\_\_\_\_\_  
Property Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Tenancy Application Form



Please be advised that this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form. 100 POINTS OF ID (DETAILS ON FIRST PAGE OF THIS APPLICATION) MUST BE INCLUDED WITH YOUR APPLICATION.

**Return our Application to Ray White Wellington Point – 1/379 Main Road, Wellington Point or scan to [wellingtonpoint.rentals@raywhite.com](mailto:wellingtonpoint.rentals@raywhite.com)**

## PROPERTY DETAILS

|  |                          |
|--|--------------------------|
| Address of Property:                                   |                          |
| Lease commencement date:                               | Lease term:              |
| Rent per week:   | Number and type of pets: |
| Names of all other occupants for the property:         |                          |
| Names and ages of any children to occupy the property: |                          |

## PERSONAL DETAILS

|                     |                        |
|---------------------|------------------------|
| Given Name(s):      | Surname:               |
| Home Phone:         | Work Phone:            |
| Mobile:             | Fax:                   |
| Email:              | Date of Birth:         |
| Drivers Licence No: | Drivers Licence State: |
| Passport No:        | Passport Country:      |

## NEXT OF KIN

|                |          |        |
|----------------|----------|--------|
| Given Name(s): | Surname: |        |
| Relationship:  |          |        |
| Address:       |          |        |
| Phone:         | Mobile:  | Email: |

## CURRENT TENANCY DETAILS

|                                    |            |
|------------------------------------|------------|
| Current Address:                   |            |
| Length of time at current address: | Rent Paid: |
| Reason for leaving:                |            |
| Name of Landlord / Agent:          | Phone:     |

## PREVIOUS RENTAL HISTORY 1

|                                       |                              |                             |
|---------------------------------------|------------------------------|-----------------------------|
| Previous Address:                     |                              |                             |
| Length of time at above address: From | to                           | Rent Paid:                  |
| Name of Landlord / Agent:             |                              | Phone:                      |
| Was Bond refunded in full?            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If No, please specify reasons why:    |                              |                             |

## PREVIOUS RENTAL HISTORY 2 (IF CURRENT TENANCY IS LESS THAN 6 MONTHS)

|                                       |                              |                             |
|---------------------------------------|------------------------------|-----------------------------|
| Previous Address:                     |                              |                             |
| Length of time at above address: From | to                           | Rent Paid:                  |
| Name of Landlord / Agent:             |                              | Phone:                      |
| Was Bond refunded in full?            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If No, please specify reasons why:    |                              |                             |

## CURRENT EMPLOYMENT DETAILS

|                                   |                   |
|-----------------------------------|-------------------|
| Occupation:                       | Current Employer: |
| Employer's Address:               |                   |
| Contact Name (payroll / manager): | Contact Number:   |
| Length of Employment:             |                   |

## SELF EMPLOYMENT DETAILS

|                     |                |
|---------------------|----------------|
| Company Name:       | Business Type: |
| Business Address:   |                |
| Position Held:      | ABN:           |
| Accountant Name:    | Phone:         |
| Accountant Address: |                |

## INCOME

|                                       |
|---------------------------------------|
| Net weekly employment income:         |
| Net weekly income from other sources: |
| Source(s) of other income:            |

## PREVIOUS EMPLOYMENT (IF CURRENT EMPLOYMENT IS LESS THAN 6 MONTHS)

|  |                    |
|--|--------------------|
| Occupation:  | Previous Employer: |
| Employer's Address:                                |                    |
| Contact Name (payroll / manager):                  | Contact Number:    |
| Length of Employment: From                      to | Net weekly income: |

## STUDENT INFORMATION

|                      |                         |
|----------------------|-------------------------|
| Place of Study:      | Course Name:            |
| Course Length:       | Enrolment / Student No: |
| Campus Contact:      | Contact Number:         |
| Course Co-ordinator: | Contact Number:         |

## REFEREES

|                   |               |
|-------------------|---------------|
| Business referee: | Relationship: |
| Phone:            | Mobile:       |
| Personal referee: | Relationship: |
| Phone:            | Mobile:       |

### RAY WHITE CONNECT – FREE SERVICE

To save you time when you're moving house, Ray White can assist you by arranging your utility connections, discounts on your insurance.

It's a FREE service and there's NO obligation. Please tick the box below if you would like Ray White Connect, Ray White Insurance to call you and explain how the service works.

**Yes, I would like to be contacted by Ray White Connect, Ray White Insurance.**

Ray White Connect:

Phone: 1300 556 325                      Email: [connect@raywhite.com](mailto:connect@raywhite.com)                      Fax: 1300 889 598                      Web: [www.raywhiteconnect.com.au](http://www.raywhiteconnect.com.au)

Ray White Insurance :

Phone : 1800 221 773                      Email : [insurance@raywhite.com](mailto:insurance@raywhite.com)                      Fax : 07 3257 4386                      Web : [www.raywhiteinsurance.com.au](http://www.raywhiteinsurance.com.au)

Ray White Connect, Ray White Insurance will use the information in this application to explain the services offered and to undertake any connection and disconnection services authorized (including the provision of information to utility companies). Personal information collected by Ray White Connect, Ray White Insurance may be accessed by contacting them on the contact details above. While the Ray White Connect service is FREE, normal service provider fees or bonds may apply for utility connections.

## 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 relationship including maintenance contractors and 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. 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

I the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise the Agent to collect information about me from:

1. My Previous letting agents and/or landlords;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorize the Agent 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 Trading Reference Australia (TRA).

I authorize the Agent to disclose the personal information collected about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.

Where Ray White Connect is requested by me to arrange for the provision of connection and disconnection services, I consent to Ray White Connect disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I consent to Ray White Connect disclosing confirmation details (including NMI, MIRN and telephone number) to the Agent. I acknowledge that neither Ray White Connect nor the Agent accepts 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. The Agent has a commercial relationship with Ray White Connect. I acknowledge that Ray White Connect, 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. There is no charge to me for the Ray White Connect service; normal service provider fees or bonds may apply

\_\_\_\_\_  
**Applicant Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## DECLARATION

I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be approved, I acknowledge that I will be required to pay the following amounts:

\$            rent per week, or \$            rent per calendar month

|   |    |
|---|----|
| First payment of rent in advance:                                     | \$ |
| Rental Bond   | \$ |
| Tenant's share of cost of preparing tenancy agreement (if applicable) | \$ |
| Subtotal  | \$ |
| Less Holding Deposit/Fee (if applicable):                             | \$ |
| Amount payable upon signing Tenancy Agreement:                        | \$ |

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**

## Tenancy database search declaration

*To comply with section 458A of the Residential Tenancies and Rooming Accommodation Act 2008*

As the managing agency for the property you are applying on, we hereby advise that we are required by law to disclose to you the databases that are used by our agency to check your rental and tenancy history.

At Ray White Wellington Point, we formally advise that we utilise the following tenancy databases:

- Tenancy Information Centre of Australia (**TICA**)
- National Tenancy Database (**NTD**)
- Trading Reference Australia (**TRA**)

### If it is found that you are listed

We are required by law;

- To advise that you are listed on a tenancy database
- Provide you with the contact details of the database operator so you can find out information about your listing

You can obtain further information from:

- Residential Tenancies Authority website at [rta.qld.gov.au](http://rta.qld.gov.au) or call 1300 366 311.
- Queensland Civil and Administrative Tribunal [qcat.qld.gov.au/matter-types/residential-tenancy-disputes/tica-orders](http://qcat.qld.gov.au/matter-types/residential-tenancy-disputes/tica-orders)

## Tenant declaration

I, \_\_\_\_\_ do hereby declare that I have read the above information and understand my rights in relation to these database laws. I further acknowledge that if I am listed on one or more of these databases that I must seek independent advice from the previous listing agent or database provider to ascertain the validity of the listing.

\_\_\_\_\_  
Tenant signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

# Tenancy database fact sheet

*The information below is courtesy of Queensland Government website*

## Tenancy database

A tenancy database is a list where landlords/agents record personal information about tenants who previously have had problems with their tenancies.

- Your name may have been placed on a tenancy database at the end of a tenancy if:
  - the amount of money owed by the tenant is more than the bond, including
  - rent arrears if a Notice to remedy breach (Form 11) was given for this rent
  - abandonment of a property
  - money owed after an agreement has been reached through Residential Tenancies Authority (RTA) conciliation, or a Queensland Civil and Administrative Tribunal (QCAT) order that has not been paid
- if the tenancy has been terminated by QCAT because of:
  - repeated breaches of a conciliation agreement by the tenant
  - objectionable behaviour by the tenant

A tenant cannot be listed on a tenancy database for any reasons apart from those listed above. The database helps landlords and agents decide if prospective tenants are likely to fall behind on rent or damage the property.

## Am I listed on a tenancy database?

In each of the tenancy database websites, there is a 'Tenants' section that tells you how to find if you are listed.

*To find out if you or someone else is listed, contact:*

- Tenancy Information Centre Australasia
- National Tenancy Database
- Trading Reference Australia

You can write or call database companies to request information about whether and/or why you were listed. Beware that calls to database phone lines may be charged by the minute.

## Removing your name

Only tenants named on the tenancy agreement can be listed on a tenancy database. Current or proposed listings can be challenged by:

- contacting the landlord/agent who listed you to talk to them and try to reach an agreement about what you need to do to have your name removed from the database. Keep a copy of all correspondence in case of future disputes
- lodging a Dispute resolution request (Form 16) with the Residential Tenancies Authority Dispute Resolution Service to get help with negotiating an agreement about your proposed listing
- applying directly to the Queensland Civil and Administrative Tribunal to make the person or agency remove your listing on the database, or alter the listing as appropriate (make sure you get any changes in writing).

A dispute about a listing on the grounds it does not meet the approved criteria must be initiated within 6 months of the tenant becoming aware of the listing.

## More information

For more information about tenancy databases, contact the Residential Tenancies Authority on 1300 366 311.