

Property Address: _____

100 POINT IDENTIFICATION CHECK PER APPLICANT - must include photo ID & proof of income

- | | |
|---|---|
| <input type="checkbox"/> 40 points - Passport | <input type="checkbox"/> 20 points - Current Motor Vehicle Rego Papers |
| <input type="checkbox"/> 40 points - Driver's Licence (or 18+ card) | <input type="checkbox"/> 20 points - Birth Certificate |
| <input type="checkbox"/> 20 points - Previous Rent Ledgers | <input type="checkbox"/> 10 points - Copy of Phone/ Electricity / Gas Acc |
| <input type="checkbox"/> 20 points - Payslips x 3 must be provided | <input type="checkbox"/> 10 points - Bank Card/Statements/Medicare |

BEFORE SUBMITTING YOUR APPLICATION

Please note that proof of your current address & income must be provided

It is important that you understand the following: You are applying for the property in its current condition at the open for inspection. Requests for changes to the property must be requested in writing along with your application form. Should you not make the request in writing when you submit your application form, your requests may not be accepted by the owner if you are approved for the property.

If the property is advertised with no pets, then it is not negotiable under any circumstances.

Any approved dog/cat or specialty pet is outside only unless otherwise agreed by the owner in writing.

There is no smoking permitted inside the property.

RENT PAYMENTS

Cash or direct deposit is NOT accepted

Our office recommendation is Payment Gateway. Payment Gateway allows you to make payments via direct debit or BPAY. For direct debit payments there is a charge of \$1.65 per transaction and BPAY is \$3.00. Credit Card payments are accepted with a surcharge of 2.2%. More information will be supplied to you at your sign up appointment. Our Office also accepts bank cheques, Australia Post money orders & Centrepay. Eftpos is also available in our West End office only; No surcharge for Cheque or Savings account selection. Surcharge is \$2 for any Credit Account including Credit Account on Debit Card. Credit or Debit Credit cards can be used by phone at a 1.3% surcharge.

SUCCESSFUL APPLICANTS

Please note that we do not accept bond transfers from other agents/landlords, we do however accept bond loans. Once you have been notified that you are the successful applicant for the property, you are required to pay the full bond (4 weeks rent) within 24 -48hours. Please note that the property will not be taken off advertising until this payment has been made. An appointment will be made with our office to complete the induction meeting and to sign all the tenancy documentation. All lease holders must attend this meeting and please allow approximately 30-45 minutes for this appointment.

HOLDING DEPOSIT

In accordance with Section 161 (5) (a) of The Residential Tenancies and Rooming Accommodation Act 2008 QLD, if a tenancy agreement is entered into by the Applicant, the holding deposit will be applied in full to the rental bond. The Holding deposit is equivalent to four (4) weeks rent, and holds the premises in favour of the applicant for a period of 7 days, starting from the date the Holding Deposit is paid to the Agent. The Applicant must exercise the option to enter into a tenancy agreement by no later than the end of the 48 hour period. The Applicant agrees to pay a Holding Deposit of \$_____. The Applicant agrees that, should they withdraw their application during the 48 hour option period, then the deposit will be refunded in full. After the option period expires the Applicant agrees that the Holding Deposit will be forfeited.

APPLICATION FOR RESIDENTIAL TENANCY

All pages of this application must be completed in full and signed or your application will not be processed

APPLICANT ONE (1) DETAILS

Name: _____ D.O.B. / /

Are you known by another name? _____

Contact No. Home _____ Work _____ Mobile _____

Email Address _____

Number of dependants to reside in property _____ Total occupants _____

Age of dependants _____ (You must list ALL occupants names below)

Car Registration _____ Driver's Licence No. _____ Licensed State _____

Passport No. _____ 18+ Card No. _____ Other ID _____

No. of cars to be kept at property _____ Are all cars registered Yes No
(no unregistered vehicles permitted on the property)

Will a boat trailer caravan or motorbike be kept at the property? No

Pets Yes No Inside Outside Number _____

Type and Breed _____

Including (Birds, Fish, Reptiles) If you have pets tenants must show proof of contents insurance

Are the pets registered with the council Yes No Are you a licensed breeder Yes No

Do you have contents insurance Yes No Are you a smoker Yes No

If the property has a pool - Have you cared for a pool previously? Yes No

Name of all person/s to reside at the property: _____

ACCOMMODATION DETAILS

CURRENT

Address _____ Rented \$ _____ per week Owned

Name of Real Estate, Lessor : _____

Suburb: _____ Phone: _____

Period of occupancy / / to / / Reason for leaving: _____

Do you expect the bond to be refunded in full Yes No If no, why _____

PREVIOUS

Address _____ Rented \$ _____ per week Owned

Name of Real Estate, Lessor : _____

Suburb: _____ Phone: _____

Period of occupancy / / to / / Reason for leaving: _____

Do you expect the bond to be refunded in full Yes No If no, why _____

APPLICANT 1 – Personal References – Does not include relatives (This must be completed in full)

1. Name: _____ Address: _____

Phone: _____ Relationship: _____

2. Name: _____ Address: _____

Phone: _____ Relationship: _____

3. Name: _____ Address: _____

Phone: _____ Relationship: _____

Next of kin or other person to contact in case of an emergency - Name: _____

Address: _____ Phone: _____

(Next of Kin must be a relative not living in the property)

INCOME DETAILS - Current Employment Details

Occupation _____ Period of employment _____

Employer _____ Net Weekly wage \$ _____

Address _____ Phone _____

Full - time Part - time Casual (_____ hours per week)

If less than 6 months - Previous Employer

Occupation _____ Period of employment _____

Address _____ Phone _____ Net Weekly wage \$ _____

Full - time Part - time Casual (_____ hours per week)

Student Information

Place of Study _____ Overseas Student Yes No Visa Expiry Date / /

Course Name _____ Course Length _____

Enrolment/Student No. _____ Campus Contact _____

Course Co-ordinator _____ Contact Number _____

Self Employment Details

Company Name _____ Business Type _____

Business Address _____

Position Held _____ ABN _____

Accountant Name _____ Phone _____

Accountant Address _____

Other type of Income (ie. Savings or Investments) Other Income \$ _____

Pensioner Type Allowance \$ _____

I, the applicant, confirm I have inspected and accept the property in its present condition Yes No

**APPLICATION
FOR RESIDENTIAL TENANCY**

All pages of this application must be completed in full and signed or your application will not be processed

APPLICANT TWO (2) DETAILS

Name: _____ D.O.B. / /

Are you known by another name? _____

Contact No. Home _____ Work _____ Mobile _____

Email Address _____

Number of dependants to reside in property _____ Total occupants _____

Age of dependants _____ (You must list ALL occupants names below)

Car Registration _____ Driver's Licence No. _____ Licensed State _____

Passport No. _____ 18+ Card No. _____ Other ID _____

No. of cars to be kept at property _____ Are all cars registered Yes No
(no unregistered vehicles permitted on the property)

Will a boat trailer caravan or motorbike be kept at the property? No

Pets Yes No Inside Outside Number _____

Type and Breed _____

Including (Birds, Fish, Reptiles) If you have pets tenants must show proof of contents insurance

Are the pets registered with the council Yes No Are you a licensed breeder Yes No

Do you have contents insurance Yes No Are you a smoker Yes No

If the property has a pool - Have you cared for a pool previously? Yes No

Name of all person/s to reside at the property: _____

ACCOMMODATION DETAILS

CURRENT

Address _____ Rented \$ _____ per week Owned

Name of Real Estate, Lessor : _____

Suburb: _____ Phone: _____

Period of occupancy / / to / / Reason for leaving: _____

Do you expect the bond to be refunded in full Yes No If no, why _____

PREVIOUS

Address _____ Rented \$ _____ per week Owned

Name of Real Estate, Lessor : _____

Suburb: _____ Phone: _____

Period of occupancy / / to / / Reason for leaving: _____

Do you expect the bond to be refunded in full Yes No If no, why _____

APPLICANT 2 – Personal References – Does not include relatives (This must be completed in full)

1. Name: _____ Address: _____

Phone: _____ Relationship: _____

2. Name: _____ Address: _____

Phone: _____ Relationship: _____

3. Name: _____ Address: _____

Phone: _____ Relationship: _____

Next of kin or other person to contact in case of an emergency - Name: _____

Address: _____ Phone: _____

(Next of Kin must be a relative not living in the property)

INCOME DETAILS - Current Employment Details

Occupation _____ Period of employment _____

Employer _____ Net Weekly wage \$ _____

Address _____ Phone _____

Full - time Part - time Casual (_____ hours per week)

If less than 6 months - Previous Employer

Occupation _____ Period of employment _____

Address _____ Phone _____ Net Weekly wage \$ _____

Full - time Part - time Casual (_____ hours per week)

Student Information

Place of Study _____ Overseas Student Yes No Visa Expiry Date / /

Course Name _____ Course Length _____

Enrolment/Student No. _____ Campus Contact _____

Course Co-ordinator _____ Contact Number _____

Self Employment Details

Company Name _____ Business Type _____

Business Address _____

Position Held _____ ABN _____

Accountant Name _____ Phone _____

Accountant Address _____

Other type of Income (ie. Savings or Investments) Other Income \$ _____

Pensioner Type Allowance \$ _____

I, the applicant, confirm I have inspected and accept the property in its present condition Yes No

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 West End Townsville, Bushland Beach & Douglas we formally advise that we utilise the following tenancy databases:

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

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 or call 1300 366 311.
- Queensland Civil and Administrative Tribunal qcat.qld.gov.au/matter-types/residential-tenancy-disputes/tica-orders

Tenant declaration

I, _____ (Tenant 1) & _____ (Tenant 2)

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.

Signature (Tenant 1)

/ /
Date

SIGN HERE

Signature (Tenant 2)

/ /
Date

SIGN HERE

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.