

Ray White™

Tenancy Application Form

PLEASE SUPPLY A **PHOTOCOPY** OF ALL YOUR IDENTIFICATION
PRIOR TO SUBMITTING THIS APPLICATION FORM.
THIS APPLICATION **MUST** BE COMPLETED IN FULL.

I, _____ confirm that I have seen the property at _____ on
_____ (date) and wish to apply for the property in the condition it was in during my inspection.

Ray White Policy & Procedures

- 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.
- Each applicant must submit an individual form with 100 points of photocopied identification for each applicant. 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.

Should Your Application Be Successful...

- You will not be committed to the property until you view and agree to the relevant Tenancy Agreement and its terms. Once you agree to the relevant terms, you will be committed to the property and are required to pay the first 2 weeks rent within 24hrs. The property will not be removed from our availability list until your rent is paid and agreement fully signed. A tenancy induction will be conducted with all tenants for 1/2hr with 24hrs of being approved.
- Once the commencement date of the tenancy has been agreed upon, this cannot be changed.
- Before moving into your new home, it will be necessary for you to pay the bond (equivalent of 4 weeks rent) & 2 weeks rent, by either Bank Cheque or Money Order.
- We are a CASHLESS office. Methods of payments options are Phone, Internet & Automatic Recurring Payment through the DEFT Payment System or by Cheque. A small convenience fee of \$0.85c will be charged to your nominated account per transaction. By completing this application you have agreed to this payment method. Please provide your nominated bank account details at the time of the sign up. We also have a BPAY option available.
- Please note we do not accept bond transfers, however Qld Housing Bond Loans will be accepted once approved.
- Please make an appointment with our staff to sign your tenancy documentation (Monday to Friday Only) & allow at least 45 minutes for this process.

I have read, understand and agree to all of the terms above **Signed:** _____

Ray White™

Ray White Maroochydore

4-8 Duporth Ave,
Maroochydore
Ph: 07) 5443 2000
Fax: 07) 5443 7770

Ray White Buderim

4/72 Burnett St,
Buderim
Ph: 07) 5445 6088
Fax: 07) 5445 5411

Ray White Mooloolaba

13 Brisbane Road,
Mooloolaba
Ph: 07) 5444 3455
Fax: 07) 5444 8552

Ray White Mountain Creek

Karawatha Drv, Medical Centre
Mountain Creek
Ph: 07) 5477 7600
Fax: 07) 5477 7611

WHERE DID YOU FIND US? Please circle options below,

Rent list from office	Maroochydore Office	Buderim Office	Mountain Creek Office	Mooloolaba Office
For Rent Sign	Internet	raywhite.com	realestate.com	domain.com
Sales Person Referral			Other Eg: Sign Board etc	

PROPERTY DETAILS

Proposed Property				
Rent Per Week	\$	Lease Term	Commencement	

PERSONAL DETAILS

Full Name				Date of Birth	
Contact Info	(H)	(W)	(M)	(E)	
Total Number Of Occupants To Reside At The Premise					
Name		Age		Name	Age
Name		Age		Name	Age
Name		Age		Name	Age

RESIDENCY DETAILS (If you have previously owned your property, please provide a copy of your latest rates notice)

Current Address				
Occupancy Period		Rent Paid	\$	
Current Lessor		Reason for Leaving		
Lessor Address		(Ph)	(Fax)	
Previous Address				
Occupancy Period		Rent Paid	\$	
Previous Lessor		Reason for Leaving		
Lessor Address		(Ph)	(Fax)	
Bond Refunded?		If Not, Why Not?		

OTHER

Type & No. Pets		Breed		(Please circle) Small – Medium – Large – Inside - Outside
Council Registered	Yes or No	If Yes, With Who?		
Marital Status		Have you been known by another name/s? Please list		
Car Rego Number		Make & Year		Drivers Lic./18+
Passport Number		Country		Pension No.
Smoker Y or N	Do you own a Boat, Caravan or Trailer that will be kept at the property			Y or N (pls circle)

PERSONAL REFERENCES (not relatives – please provide day time phone numbers)

Name			
Address		Phone Numbers	
Relationship		How Long Known?	

Name			
Address		Phone Numbers	
Relationship		How Long Known?	

Name			
Address		Phone Numbers	
Relationship		How Long Known?	

EDUCATION / OCCUPATION (Complete If Applicable, Proof of Income Must Be Provided)

Name of TAFE / Uni			
Faculty / Course		Student ID No.	

Current Occupation			
Current Employer			
Employer Address			
Employer Details	(Ph)	(Fax)	Payroll Contact
Employment Period		Gross Weekly Salary	\$ Nett \$
If Employed For Less Than 6 Months – Provide Previous Employer			

If Self Employed			
Name of Business			
Nature of Business			
Address			
Accountant Details		Phone Number	
Average Personal Weekly Income	\$	Period Of Self Employment	
Other Income Details			

BUSINESS / WORK REFERENCES (must be different to your payroll contact)

Name			
Business Name			
Address		Phone Numbers	

Name			
Business Name			
Address		Phone Numbers	

EMERGENCY CONTACTS

Relative Not Living With You		Phone Numbers	
Address			
Parent / Guardians		Phone Numbers	
Address			

UTILITY CONNECTIONS



Would you like assistance with the connection and disconnection of your services at the property?

No Yes Electricity Gas Phone Internet Pay TV Insurance Removalist

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, Heidi Davies. 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 Ray White Real Estate 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 Ray White Real Estate to disclose the personal information collected about me to the owner of the property and to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, utilities companies such as gas, electricity, water connection, telephone connection, 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		Applicant Signature		Date	
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100 POINT IDENTIFICATION REQUIRED

MUST BE PHOTOCOPIED PRIOR TO SUBMITTING YOUR APPLICATION

Proof of Income / Pay Slips	(Compulsory)	<input type="checkbox"/>	Photo ID (Drivers Licence/ 18+ Card)	40 Points Each	<input type="checkbox"/>
Current Bank Statement	(Compulsory)	<input type="checkbox"/>	Passport or Birth Certificate	40 10 Points Each	<input type="checkbox"/>
Centrelink Statement (if applicable)	(Compulsory)	<input type="checkbox"/>	Bank / Medicare Cards	10 Points Each	<input type="checkbox"/>
Proof of Address (Electricity/Phone Bill)	10 Points Each	<input type="checkbox"/>	Copy of Residential Rates Notice	10 Points Each	<input type="checkbox"/>

THANKYOU FOR CHOOSING TO RENT THROUGH RAY WHITE REAL ESTATE

Ray White Works