


TENANT APPLICATION INFORMATION.

Our Agency welcomes your application and any queries you may have.

The following information and checklist will assist you to complete the Tenancy Application so it can be processed as quickly as possible.

Please read the following before completing your application.

- Each adult over the age of 18 **must** fill in an Application Form, please note only one applicant per form.
- This application will not be processed/accepted unless all details are complete and all supporting documentation has been supplied.
- This application must be accompanied by copies of documents from those listed below in the 100 points Identification Check. Please note that this must include a Drivers Licence, 18+ Card, Passport or other legitimate photo identification. **Photocopies should be supplied or a charge of \$1 per copy will apply.**
- Please ensure that the application is signed where indicated with a “” there are **4 signatures** required in total.

Attached	Item	Points Value
<input type="checkbox"/>	Drivers Licence	40 *
<input type="checkbox"/>	Passport	40 *
<input type="checkbox"/>	Other Photo ID	20 *
<input type="checkbox"/>	Current Wage Advice	30 (Compulsory – See Income Source Below)
<input type="checkbox"/>	Written Previous Rental Reference	20
<input type="checkbox"/>	Previous 2 rent receipts	20
<input type="checkbox"/>	Vehicle Registration Certificate	20
<input type="checkbox"/>	Bank Statement	20
<input type="checkbox"/>	Telephone Account	20
<input type="checkbox"/>	Electricity Account	20
<input type="checkbox"/>	Gas Account	20

*** At least one form of photo identification must be supplied.**

Income Source

For your own protection your income should be at least 3 times your rent, if not you may be required to show savings account records to show financial security. You will be required to SUPPLY PHOTOCOPIES of documentation to confirm your income source.

- Last two payslips
- Letter of confirmation from employer (on company letterhead)
- Centrelink Income Statement
- If self employed – Letter from Accountant

Applicant Checklist

Before I submit this application I have

- Attached photocopies of documents to meet 100 or more point ID. Refer to list above.
- Completed all details in full on the application form and signed where needed.
- Provided all contact details and documentation for confirmation of income source.

Office Use Only.

Received By: _____ Date: _____ Time: _____

Tenancy Application Form

Please be advised, 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.

PROPERTY DETAILS		
Address of Property:		
Lease commencement date:	Lease Term:	No. occupying the property:
How many children:	Children ages:	No. and type of pets:

PERSONAL DETAILS			
Given Name(s):		Surname:	
Known by any other name: (ie: maiden):			
Home Phone:	Work Phone:	Mobile:	Fax:
Email:		Date of Birth:	
Drivers Licence No:		Drivers Licence State:	
Passport No:		Passport Country:	

PERSON TO CONTACT IN CASE OF EMERGENCY (NOT LIVING AT RESIDENCE)			
Given Name(s):		Surname:	
Relationship:			
Address:			
Phone:	Mobile:	Email:	

CURRENT ADDRESS DETAILS – This includes, motels, boarding, temporary accommodation, owner occupier.	
Current address:	Rent Paid:
Reason for leaving:	
Name of Landlord / Agent:	Phone:

PREVIOUS ADDRESS – This includes, motels, boarding, temporary accommodation, owner occupier.	
Previous Address:	
Length of time at above address: From	to
Name of Landlord / Agent:	Phone:

PREVIOUS ADDRESS -- This includes, motels, boarding, temporary accommodation, owner occupier.	
Previous Address:	
Length of time at above address: From to	Rent Paid:
Name of Landlord / Agent:	Phone:
CURRENT EMPLOYMENT	
Occupation:	Current Employer:
Employers Address:	
Contact Name (pay roll / manager):	Contact Number:
Length of Employment: From to	Net weekly income:

PREVIOUS EMPLOYMENT (IF CURRENT IS LESS THAN 12 MONTHS)	
Occupation:	Previous Employer:
Employers Address:	
Contact Name (pay roll / manager):	Contact Number:
Length of Employment: From to	Net Income:

SELF EMPLOYMENT DETAILS	
Company Name:	Business Type:
Business Address:	
Position Held:	ABN:
Accountant Name:	Phone:
Net Income: From	

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

REFEREES (MUST NOT BE RELATIVES)	
Professional referee (1):	Relationship:
Phone:	Mobile:
Personal referee (1):	Relationship:
Phone:	Mobile:

Please answer the following:

Have any of your previous tenancies been terminated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you in debt to another lessor or Agent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there an existing reason that may affect your rent payment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details:		

PRIVACY STATEMENT

PRIVACY DISCLOSURE STATEMENT OF RAY WHITE REAL ESTATE PTY

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 the landlord'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 (see contact details above). 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.

PRIVACY CONSENT

I the Applicant acknowledge that I have read the Privacy Notice of Ray White Real Estate. 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 Ray White Real Estate 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 it collects 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, body corporates, 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 of up to \$50 in value (cash and/or reward points) from a utility service provider in relation to the connection of a utility service. There is no charge for the Ray White Connect service; normal service provider fees or bonds may apply.

Tenant Name

Signature

Date

Application Subject to Consent

Processing of this application will not commence unless all sections have been completed and relevant documentation provided at the time of submission of the application to the agency. You must be aware that it will take a minimum of 48 hours to process this application.

21 Wood Street, Mackay
 PH: 4957 9922
 FAX: 4957 6699
 Email: rentals.mackaycity.qld@raywhite.com



If you have rented through an agency previously no matter how long ago you MUST sign this document.

FAX VERIFICATION OF APPLICANTS DETAILS

Return Fax: (07) 4957 6699

Privacy Act Acknowledgement

In accordance with the Privacy Act I/We authorise the recipient of this fax to give information to Ray White Mackay City. I/We understand this can also include information about my/our credit worthiness, credit standing, and credit history or credit capacity. I/We understand this information will be used to assess my/our application.

Name:	Name:
Signature:	Signature:
Date:	Date:

Office Use Only

Property Address:.....

Enquiry	Response
Can you confirm that the above Tenant/s were/are on the lease or approved occupants?	
Date Lease Commenced:	
Date Lease Ended:	
Did your agency terminate the Lease? If yes – Why?	
Number or Breaches Issued – And reason:	
Rental Amount:	
Was rent paid on time?	
Were Interim Inspections Carried Out? Comments:	
Were any complaints received during their tenancy? Why?	
Was the Bond refunded in full? If no what were the deductions?	
Were there any pets kept at the premises?	
Based on the above information would you rent to these tenants again?	
Comments:	

Completed By:..... Date:..... Contact Number:.....