

## Application for Tenancy

(To be completed separately by all adult applicants and unaccompanied minors)

**(No photos accepted ONLY PDF'S must be attached)**

**1 Form applications not accepted ONLY Ray White Samford applications will be processed.**

### 1. Property Details:

Address: \_\_\_\_\_

Lease commencement date: \_\_\_/\_\_\_/\_\_\_ Lease term: \_\_\_\_\_ months/ years

Rent Payable - PER WEEK or PER FORTNIGHT or PER MONTH (PLEASE CIRCLE)

Rent: \$ \_\_\_\_\_ Bond = 4x weekly rental amount: \$ \_\_\_\_\_

### 2. Applicant's Details:

Name: \_\_\_\_\_ Email \_\_\_\_\_

Phone (H): \_\_\_\_\_ Phone (W) \_\_\_\_\_ Mobile: \_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Driver's licence No: \_\_\_\_\_ Passport No: \_\_\_\_\_

Car rego No: \_\_\_\_\_ Car Make: \_\_\_\_\_ Car Model: \_\_\_\_\_

**Current Address:** \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ Situation: Renting/ Owned/ Other situation: \_\_\_\_\_

**Landlord/Agent Details:** \_\_\_\_\_ **Ph:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Rent: \$ \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

**Previous Address:** \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ Situation: Renting/ Owned/ Other situation: \_\_\_\_\_

**Landlord/Agent Details:** \_\_\_\_\_ **Ph:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Rent: \$ \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Have you ever been evicted from a premise?  Yes  No

Are you currently in debt to any landlord or agent?  Yes  No

### 3. Applicant's Employment:

(NOTE: if either occupation is self-employed please provide a statement of income from your accountant or tax return)

**Current Occupation:** \_\_\_\_\_

Employment type: \_\_\_\_\_ Duration: \_\_\_\_\_ Weekly income: \$ \_\_\_\_\_

Employer/Business Name & ACN/Centre link Details: \_\_\_\_\_

Address: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Previous Occupation:** \_\_\_\_\_

Employment type: \_\_\_\_\_ Duration: \_\_\_\_\_ Weekly income: \$ \_\_\_\_\_

Employer/Business Name & ACN/Centre link Details: \_\_\_\_\_

Address: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Student at: \_\_\_\_\_ Course Name: \_\_\_\_\_ Duration: \_\_\_\_\_

### 4. Utility Connections: MyConnect: 1300 854 478 | [enquiry@myconnect.com.au](mailto:enquiry@myconnect.com.au) | [myconnect.com.au](http://myconnect.com.au)

Successful applicants will be contacted by our partners at MyConnect. MyConnect is an easy to use, free service for connecting your Electricity, Gas, Telephone, Internet and Pay TV. We also offer Truck hire & Insurance. We work with a wide range of service providers so we can help you find the best option to suit your needs.

Yes, I consent to MyConnect contacting me to organise my move home services and other products and services to suit my home or lifestyle needs.

### 5. Pets/Livestock: Yes No

Are Pets Registered?  Yes  No Registration Number: \_\_\_\_\_

Pets: Type/ Breed: \_\_\_\_\_  Inside  Outside Number: \_\_\_\_\_

Livestock Type: \_\_\_\_\_ Number: \_\_\_\_\_

**6. Firearms:** Will firearms be kept at the property, if yes a copy of your licence will be required:  Yes  No

**7. Use of Premises:** Will the Premises be used for business purposes:  Yes  No

## 8. Occupants:

Number of Adults: \_\_\_\_\_ Number of Dependants: \_\_\_\_\_

Full name/s of all occupants (including names and ages of children):  
\_\_\_\_\_  
\_\_\_\_\_

## 9. Referees: (Referees should NOT be related to you)

Business Referee: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Personal Referee: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

## 10. 2x Emergency Contacts:

Note: This information is required in case we need to contact you as a matter of an emergency. **This person must NOT be an occupant living at the property.** This person will be contacted during our application process. We require two independent contacts.

Emergency Contact 1: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_ E-mail: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address: \_\_\_\_\_ Home Owner or Tenant  
(Please circle if Home Owner or Tenant)

Emergency Contact 2: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_ E-mail: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address: \_\_\_\_\_ Home Owner or Tenant  
(Please circle if Home Owner or Tenant)

## 11. Rent Payment Methods & Associated Costs

The Tenant must pay the rent in the approved way/s as indicated below:

**Direct Deposit at any NAB branch (with Bank book supplied by RWS) or Internet Banking**

Bank book replacement fee of \$10 will be charged if not returned at vacate or lost during the tenancy

**Bond is to be paid within 24 hours of the lease agreement being signed.**

**Both the First 2 Weeks Rent & Full Bond must be received and receipted into our account prior to the keys being collected for lease commencement.**

## 12: Additional Instructions:

**1.) DO NOT HAND IN UNLESS ALL 3 PAGES OF THIS APPLICATION ARE FULLY COMPLETED AND SIGNED, INCLUDING THE PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS (page 3)**

**2.) Our office does NOT accept cash, personal or business cheques.**

**3.) I acknowledge that I have referred to the rental list or internet advertisement for any special conditions on this property.**

**4.) I acknowledge that I have received or downloaded ([www.raywhitesamford.com.au](http://www.raywhitesamford.com.au)) a copy of the 18a General Tenancy Agreement including the standard terms of the Agreement.**

**5.) I acknowledge 2 (Two) weeks rent and full bond monies must be paid and receipted before key collection.**

## 13. Terms of Application:

1. Declaration The applicant declares:

- (1) that all the above details are true and correct,
- (2) not to be bankrupt or insolvent.

2. Applicant Agrees

2.1 the Applicant agrees that:

- (1) they have inspected the Premises on the application and accepts its condition.
- (2) the Applicant will sign the Tenancy Agreement forthwith upon being notified of acceptance of this Application by the Agent.
- (3) this Tenancy Application, unless accepted, creates no contractual or legal obligations between the parties.
- (4) the Applicant understands that the Agent/Landlord is not required to give an explanation to the Applicant for any application not approved.
- (5) on acceptance of this Application by the Landlord being notified to the Applicant, verbally or in writing, the Applicant will rent the Premises from the landlord under a Tenancy Agreement drawn up by the Agent and, upon the signing of the Tenancy Agreement, pay the Bond (within 24 hours) and Rent amounts in Property details in an approved way as more particularly set out in the Tenancy Agreement. Such payments to be cleared funds prior to occupancy/key collection.

2.2 On signing this Tenancy Application the Applicant agrees the agent is authorised to make enquires to verify the information contained in the item schedule with relevant tenancy databases including database of the Applicant's previous Letting Agent.

3. Privacy Statement:

The agent collects and uses personal information obtained from you as the Applicant to provide the services required by you or on your behalf. You as the Applicant agree the Agent may collect, use and disclose your personal information in accordance with and subject to the Privacy Act 1988 (CTH) for (where applicable) marketing, sales promotion and administration and as required for legislative and regulatory requirements relating to promotion administration and use of the Agents products and services.

The applicant gives consent for the disclosure of the information contained within this application to the utility connection provider for the purpose of enabling the connection and or disconnection of your services.

Without provision of certain information the Agent may not be able to act effectively or at all on the Principal's behalf. The Applicant has the right to request the agent provide details of such information and also inaccurate or out of date information.

I have been informed and understand that this property may be covered by the Barclay MIS Protect & Collect Plan and consent to the Agent supplying my personal details to Barclay MIS.

## 14. Signature:

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_





**Employment Reference**

**Comments**

- 1. Fulltime/ Casual/Part-Time?
- 2. Usual Pay per week?
- 3. Length of Employment?
- 4. Will the Employment be ongoing?

Yes/ No	

**Thank you.**

Name of person supplying information \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Position/Title \_\_\_\_\_ Company \_\_\_\_\_