

TENANCY APPLICATION



Shop 2 10 James Street, Yeppoon
 Phone: 07 4939 5088
 Fax: 07 4939 5090
 Email: reception.yeppoon@raywhite.com

Ray White Yeppoon would like to thank you for considering a rental property with us. The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly.

Please read prior to completing your Application:

- One Application is to be completed per person
- This Application cannot be processed until it is completed including copies of supporting documents attached as required for **100 Points Identification check**. Refer to the following list of accepted documents and point value of each. Documents are to be included a Drivers License, 4 Pay Slips, Passport or 18+ card with the original required for verification when submitting your Application in person.

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK		POINTS PER DOCUMENT	OFFICE USE ONLY
<input type="checkbox"/>	Drivers License, Passport, Birth certificate (if married a Marriage Certificate is required to verify name change)	40	
<input type="checkbox"/> <input type="checkbox"/>	Must Provide Recent/Current Pay slips (at least 4) Income Statement	30	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Current vehicle registration certificate Bank Statement or Credit card statement Telephone or Electricity or Gas account Copy of Debit or credit card Pension Card, Health care Card, 18+ card Medicare care card	10	
TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS		100	

If your application is successful, we will notify you by phone that you have been accepted, Within 24 hours of acceptance you will be required to:

- **Pay a non-refundable holding deposit** (one weeks' rent) by the end of that day. You will be given a draft copy of the Tenancy agreement to read and you have 48 hours then to -
- Sign the original Lease
- And pay the Bond and the further one weeks' rent when signing the Lease - this is to be paid in cash or money order
- Acknowledge that Ray White Yeppoon only rental payment OPTIONS are: Ray White Payment Service ; Cheque/ Money order; or Payroll Deduction
- Your rent should always be one week in advance and **we have a zero tolerance to rent arrears**. Should you be in arrears we will issue the appropriate notices within the required time frames

Applicants' checklist - Before I submit this Application, I have:

<input type="checkbox"/>	Attached photocopies of documents to meet 100 or more point of ID (double check list above)
<input type="checkbox"/>	Inspected the Property both internally and externally
<input type="checkbox"/>	Completed the Application form fully, including the Private Disclosure Statement, Privacy Consent & Marketing Consent
<input type="checkbox"/>	Completed the Pet Application & Agreement form and pets that are to reside at the Property

I have read Ray White Yeppoon's Application Policy and will complete and attach all necessary documentation for efficient processing of my Application.

Applicants Name:	
Applicant's Signature:	
Date:	

Tenancy Application Form



Please be advised that this application will only be processed once **ALL** details have been completed and copies of all supporting documents attached. Each applicant must submit an individual form.

ADDRESS OF PROPERTY TO RENT:

Lease commencement date:	Lease term:
Rent per week:	Number and type of pets: (complete Pet form)
Smoker <input type="checkbox"/> Non Smoker <input type="checkbox"/> Car Reg. kept at property :	
Names of all other occupants for the property (including children and their ages)	

PERSONAL DETAILS

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

EMERGENCY CONTACT: (Family reference)

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

CURRENT TENANCY DETAILS

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

PREVIOUS RENTAL HISTORY (If only owned own home, evidence of this must be provided e.g. rates notice)		
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 or (if starting new Employment - Please provide letter of offer, confirmation of Employment)	
Company Name:	
Employer's Address:	
Contact Name (payroll / manager):	Contact Number:
Length of Employment:	Occupation:

INCOME
Net weekly employment income:
Net weekly income from other sources:
Source(s) of other income:
Debts to pay – Car loan, mortgage, maintenance etc

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:	

REFREES - (THIS CAN NOT BE A RELATIVE)	
Name:	Relationship:
Address:	Mobile:
Name:	Relationship:
Address:	Mobile:

DECLARATION	
Have you ever been evicted by any Lessor or Agent	<input type="checkbox"/> NO <input type="checkbox"/> YES
Are you in debt to another Lessor or Agent?	<input type="checkbox"/> NO <input type="checkbox"/> YES
Is there any reason known to you that would affect your ability to pay rent when due?	<input type="checkbox"/> NO <input type="checkbox"/> YES
Was your Bond at your last address refunded in full?	<input type="checkbox"/> NO <input type="checkbox"/> YES
Was the Property in a satisfactory condition when you inspected it? If not list requests	<input type="checkbox"/> NO <input type="checkbox"/> YES
I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Databases records. I declare I am not bankrupt or an undischarged bankrupt.	<input type="checkbox"/> NO <input type="checkbox"/> YES
I, the Applicant, hereby confirm that I have viewed the property and 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	
Initial Deposit – one weeks rent this gets transferred to rent	\$
Rental Bond	\$
One weeks rent	\$
Amount payable upon signing Tenancy Agreement and before lease commences	\$

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:

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 am over 18 years of age and have read the Privacy Disclosure Statement. I authorise the Agent to collect information about me from:

My Previous letting agents and/or landlords;

My personal referees;

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.

Electronic Transmission

It is agreed by ticking this box, consent is given to receive any documentation relevant to the Tenancy by electronic communications methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

Applicant Name

Signature

Date