

# **Tenancy Application Form**

Please be advised that 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:			
Rent per week:		Number and type of pets:			
Names of all other occupants for the property:					
Names and ages of any children to occupy the property:					
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:			
NEVT OF KIN					
NEXT OF KIN					
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 1** Previous Address: Rent Paid: Length of time at above address: From to Name of Landlord / Agent: Phone: Was Bond refunded in full? Yes ☐ No If No, please specify reasons why: PREVIOUS RENTAL HISTORY 2 (IF CURRENT TENANCY IS LESS THAN 6 MONTHS) Previous Address: Length of time at above address: From Rent Paid: Name of Landlord / Agent: Phone: Was Bond refunded in full? Yes ☐ No If No, please specify reasons why: **CURRENT EMPLOYMENT DETAILS** Occupation: Current Employer: Employer's Address: Contact Number: Contact Name (payroll / manager): Length of Employment: **SELF EMPLOYMENT DETAILS** Company Name: Business Type: Business Address: Position Held: ABN: Accountant Name: Phone: Accountant Address:

### INCOME

Net weekly employment income:
Net weekly income from other sources:
Source(s) of other income:

#### 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	0	Net weekly income:
STUDENT INFORMATION		
Place of Study:		Course Name:
Course Length:		Enrolment / Student No:
Campus Contact:		Contact Number:
Course Co-ordinator:		Contact Number:
REFEREES		
Business referee:		Relationship:
Phone:		Mobile:
Personal referee:		Relationship:

#### **RAY WHITE CONNECT - FREE SERVICE**

To save you time when you're moving house, Ray White can assist you by arranging your utility connections, discounts on your insurance and discounts on removal and self storage services.

It's a FREE service and there's NO obligation. Please tick the box below if you would like Ray White Connect, Ray White Insurance and Zippy Shell (removals and self storage) to call you and explain how the service works.

Mobile:

Yes, I would like to be contacted by Ray White Connect, Ray White Insurance and Zippy Shell

Ray White Connect:

Phone:

Phone: 1300 556 325 Email: connect@raywhite.com Fax: 1300 256 837 Web: www.raywhiteconnect.com.au

Ray White Insurance:

Phone: 1800 221 773 Email: insurance@raywhite.com Fax: 07 3257 4386 Web: www.raywhiteinsurance.com.au

Zippy Shell:

Phone: 1800 467 826 Web: www.zippyshell.com.au

Ray White Connect, Ray White Insurance and Zippy Shell will use the information in this application to explain the services offered and to undertake any connection and disconnection services authorized (including the provision of information to utility companies). Personal information collected by Ray White Connect, Ray White Insurance or Zippy Shell may be accessed by contacting them on the contact details above. While the Ray White Connect service is FREE, normal service provider fees or bonds may apply for utility connections.

HOLDING DEPOSIT (to be completed for	QLD properties only	)
QLD ONLY - Complete this section if you wish to reserve the pr	roperty for a period of time.	
In accordance with Section 87 (5) (a) of The Residential Tenan- applied in full to the rental bond.	cies Act QLD, if a tenancy agr	eement is entered into by the Applicant, the Holding Deposit will be
		ne Applicant for a period of seven days, starting from the date the enancy agreement by no later than the end of the seven day option
		nt agrees that, should they withdraw their application within ption period expires the Applicant agrees that the Holding
RESERVATION FEE (to be completed for	NSW properties only	y)
NSW ONLY - Complete this section if you wish to reserve the p	roperty for a period of time.	
The Reservation Fee is equivalent to one week's rent to hold to Agent (the Reservation Period).	the property for a period of 7 d	ays only, starting from the day the Reservation Fee is paid to the
The Agent undertakes that:		
No other Reservation Fee has been received for the premise.	ses;	
The whole Fee will be refunded if the landlord decides no Reservation Period;	t to enter into a residential te	nancy agreement with the Applicant for the premises during the
The whole Fee will be refunded if the landlord does not car into a residential tenancy agreement with the Applicant;	rry out (during the Reservation	Period) repairs or other work upon which it is a condition to entry
If a residential tenancy agreement is entered into with the A	Applicant, the Fee will be applie	d in full towards rent for the premises.
	s are not let or otherwise of	dicant understands that, should they decides not to enter occupied during the Reservation Period, the landlord may g the Reservation Period (based upon the proposed rent),
I have read, agreed to and understood all of the above to	erms and conditions that ar	e relevant to me.
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 have read the Privacy Disclosure Statement. I authorise the Agent 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 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.

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 from a utility service provider in relation to the connection of a utility service. There is no charge to me for the Ray White Connect service; normal service provider fees or bonds may apply.

Applicant Name	Signature	Date

DECLARATION				
I, the Applicant, 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, or \$ rent per calendar mo	nth			
First payment of rent in advance:	\$			
Rental Bond	\$			
Tenant's share of cost of preparing tenancy agreement (if applicable)	\$			
Subtotal	\$			
Less Reservation/Holding Fee (if applicable):	\$			
Amount payable upon signing Tenancy Agreement:	\$			

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

#### **OFFICE USE ONLY**

100 POINT IDENTIFICATION CHECK - The following identification has been photocopied and is attached to this application

Item	X	Points	Initial		X	Points	Initial
Drivers License		40		Medicare Card		20	
Passport		40		Bank Debit/Credit Card		20	
Other Photo ID		20		Bank Statement		20	
Current Wage Advice		30		Telephone Account		20	
Previous Tenancy Reference		20		Electricity Account		20	
Previous 2 Rent Receipts		20		Gas Account		20	
Item		X	Initial			X	Initial
Personal Reference Checked				Previous Agent Lessor Checked			
Tenancy Database Checked				Lessor Notified - Approved			
Employment Checked				Applicant Notified			
Property Manager Name		-	Signature	Da	ate		