

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SUBMITTING AN APPLICATION FOR TENANCY

APPLICATION PROCESS:

- An application must be completed for **every intended resident** over the age of 16 years, whether they are to be listed as a tenant or as an approved occupant.
- Each applicant must provide the following supporting documentation to submit with their application:
 - Photo identification i.e. drivers license, passport or 18+ card
 - Medicare card
 - Most recent 2 pay slips
 - Centrelink Statements
 - Bank Statement

N.B. A LEASE START DATE MUST BE ENTERED WHEN COMPLETING YOUR TENANCY APPLICATION "ASAP" IS NOT A DATE

All sections of the application must be completed. Applications that are not complete will not be processed.

ACCEPTANCE OF APPLICATION:

- On acceptance of your application you will be required to sign the tenancy agreement and pay appropriate funds to secure the property within 24 hours i.e. the rental bond and 2-weeks rental. – Total 6-weeks.
- We accept the following payments
 - *Direct Debit
 - *BPAY
 - *Credit Card
 - *Money Order
 - *Bank Cheque
 - *Post office Pay

*Denotes convenience charges apply to utilise payment methods

- Please note: **this office does not accept bond transfers.** If you are having trouble with the bond the department of housing and local government may be able to assist you with a bond loan.

COMMENCEMENT OF TENANCY:

- We are not able to provide keys to the property prior to the **agreed date of the tenancy commencement.**
- **All bond monies and the first two weeks rent** must be paid in full prior to or on the tenancy commencement date and prior to any keys being released for the property.
- **An Entry Condition Report 1a** in accordance with the Residential Tenancies and Rooming Accommodation Act 2008 will be provided to you at date of commencement of your tenancy and must be returned within 3 calendar days.

Ray White™

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:

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:

I have read, agreed to and understood all of the above terms and conditions that are relevant to me

Applicant Name

Signature

Date

PREVIOUS RENTAL HISTORY 1

Previous Address:

Length of time at above address: From _____ to _____ Rent Paid:

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 _____ to _____ 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 Name (payroll / manager): _____ Contact Number: _____

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: _____

I have read, agreed to and understood all of the above terms and conditions that are relevant to me.

Applicant Name

Signature

Date

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:

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:

Phone: Mobile:

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.

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

Ray White Connect:

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.

I have read, agreed to and understood all of the above terms and conditions that are 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.

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

METHODS OF PAYMENT

Please be advised that Ray White Cairns Beaches is a cashless office, which means we do not accept cash as a method of payment for rent. Cash is only an acceptable method of payment for Bond. The acceptable methods of payment for rent are as follows.

Ezidebit – This is a direct debit from either a savings account or credit card, forms are available from reception, conditions apply.

Ezipay (Bpay) – Bpay from your nominated account via the internet or phone, forms are available from reception, conditions apply.

Post Pay – Pay your rent at any Australia Post with you own unique barcode, forms are available from reception, conditions apply.

Money Order – Obtain a money order from any Australia Post and present it at reception as payment.

Bank Cheque – Obtain through you banking institution and present it at reception a payment. (Ray White Cairns Beaches will not accept personal cheques at any time)

I have read, agreed to and understood all of the above terms and conditions that are relevant to me.

Applicant Name

Signature

Date