


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.
- 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. 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: _____

PREVIOUS RENTAL HISTORY 2	
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)	
Business 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
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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.

RAY WHITE CONNECT

To save you time when you're moving house, Ray White Connect can help you arrange your utility connections:

It's a FREE service and there's NO obligation - so just tick this box if you want Ray White Connect to call you and explain how the service works. Then, IF you would like help arranging your connections, we will confirm the details with you at that time.

Yes, please contact me.

Ray White Connect services are provided by:

Phone: 13 18 19 Email: contact@utilityone.com.au

Fax: 1300 73 18 19 Web: www.utilityone.com.au

Ray White Connect 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 may be accessed by contacting them on the contact details above. Normal service provider fees or bonds may apply.

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

Tenant Name

Signature

Date

DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the following amounts:

\$ rent per week.

First payment of rent in advance: (2weeks)

\$

Rental Bond: (4 weeks rent)

\$

Amount payable on Signing Tenancy Agreement:

\$

I acknowledge that this application is subject to the approval of the Investor. 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.

Tenant Name

Signature

Date

I acknowledge that I have received a copy of the General Tenancy Agreement and agree with the terms and conditions stated in the agreement.

Tenant Name

Signature

Date

OFFICE USE ONLY

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

Item	<input checked="" type="checkbox"/>	Points	Initial		<input checked="" type="checkbox"/>	Points	Initial
Drivers Licence	<input type="checkbox"/>	40		Vehicle Registration Certificate	<input type="checkbox"/>	20	
Passport	<input type="checkbox"/>	40		Bank Statement	<input type="checkbox"/>	20	
Other Photo ID	<input type="checkbox"/>	20		Telephone Account	<input type="checkbox"/>	20	
Current Wage Advice	<input type="checkbox"/>	30		Electricity Account	<input type="checkbox"/>	20	
Previous Tenancy Reference	<input type="checkbox"/>	20		Gas Account	<input type="checkbox"/>	20	
Previous 2 Rent Receipts	<input type="checkbox"/>	20					

Item	<input checked="" type="checkbox"/>	Initial		<input checked="" type="checkbox"/>	Initial
Personal Reference Checked	<input type="checkbox"/>		Previous Agent Lessor Checked	<input type="checkbox"/>	
Tenancy Database Checked	<input type="checkbox"/>		Lessor Notified - Approved	<input type="checkbox"/>	
Employment Checked	<input type="checkbox"/>		Applicant Notified	<input type="checkbox"/>	

Property Manager Name

Signature

Date

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:

Property Address:.....

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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:.....