



RESIDENTIAL TENANCY APPLICATION FORM

Thank you for choosing Ray White Indooroopilly to assist you in your search for suitable accommodation.

IMPORTANT: You must read all information of the application prior to completing this form.

All applicants wishing to reside in the property who are over the age of 18 must complete and hand in an application form.

100 points of ID must be supplied with all applications. Any application which does not include 100 points of ID or provides an incomplete application form will not be processed.

Applicants must inspect the property prior to handing in an application.

All applicants must provide Proof of Identification, Income and Residential History. Example's are as follows

Proof of Identity – eg. Drivers Licence, Passport or Proof of Age card	40 points
Proof of Income – eg. Payslip (minimum of 2 (two)), letter from employer, Centrelink advice.	30 points
Proof of Residential History – eg. Tenancy ledger, Rental reference, last four rent receipts or proof of ownership i.e. rates notice	20 points

The balance of the 100 points can then be made up by providing one or more of the following forms of identification. Each form is equal to 10 points

Bank statement	Medicare Card
Car Registration Papers	Birth Certificate
Recent Telephone / Electricity Accounts	Rental Bond History

We endeavour to process all within 2 working days, subject to the availability of referees. All applicants will be advised of the outcome of their application as soon as possible. Rejected applications will be destroyed as per the Privacy Act Guidelines.

Upon notification of acceptance of an application, you are required to pay, within 1 working day, a deposit equivalent to two weeks rent. Deposits are non-refundable if you change your mind or circumstances change. Deposits are accepted in **cash, bank cheque or money order only. We do not have EFTPOS facilities.**

A four-week bond is required to be paid before any keys will be handed over. Where a property is rented for over \$700.00 per week, a six-week bond will be required. All funds must be paid in **cash, bank cheque or money order only. PERSONAL CHEQUES AND UN-CLEARED ELECTRONIC FUNDS ARE NOT ACCEPTED.**

After this initial payment our preferred method of rent payment is Payment Gateway. If you are successful in obtaining this property you will be required to bring your bank details with you to the lease signing appointment, so this can be set up for you during this appointment. This payment option allows tenants to pay rent via direct debit, credit card, phone or internet banking as well as Bpay and payments at Australia Post. Your property manager will go into more detail about this payment method if you are approved for this property.

As required by the Residential Tenancies and Rooming Accommodation Act 2008 the costs associated with Payment Gateway are as follows:

Bank Account	\$1.65
Credit Card	2.2%
BPAY (bank account)	\$2.00
Australia Post	\$3.00

Other payment options are bank cheque/money order, or deduction from pay.

Ways to submit your application form:

Hand in or post to- 22 Station Rd
Indooroopilly Q 4068

Fax- (07) 3878 1208

Email- jemma.middleton@raywhite.com
Indooroopilly.qld@raywhite.com

I understand and agree to the procedure required to become a tenant: _____.

**PRIVACY DISCLOSURE STATEMENT OF-
APDEX PTY LTD T/A RAY WHITE INDOOROOPILLY**



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 previous landlords or letting agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use the default database operated by TICA default Tenancy Control Pty Ltd. You can find out more information about this database at its website at www.tica.com.au. 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. 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 Apdex Pty Ltd trading as Ray White Indooroopilly. I authorise Ray White Indooroopilly to collect information about me from my previous letting agent and/or landlords, personal referees and any tenancy default database (including TICA) which may contain personal information about me. I also authorise Ray White Indooroopilly to disclose details about any defaults made by me under the tenancy to which this application relates to any default database to which it subscribes including TICA. I authorise Ray White Indooroopilly to disclose the personal information it collects about me to the owner of the property, even if the owner is resident outside of Australia.

Applicant Name: _____ **Signature:** _____ **Date:** _____

OFFICE USE ONLY

RENTAL REFERENCE REQUEST

AGENCY: _____ **FAX:** _____

Please complete the questions below and either fax to our office to 3878 1208 or email indooroopilly.qld@raywhite.com please include a copy of their Tenant Ledger.

It would be greatly appreciated if you could have this returned to us today.

Tenants:

Rental Property:

How long have they leased the above property? Please provide lease dates.

How much rent did they pay?

Have the tenants ever been in arrears? Yes No

Was there any Notice to Remedies ever issued? Yes No

If yes, what for?

Was a Notice to leave ever issued? Yes No

If yes, what was it for?

During routine inspection was there any reason for concern? Yes No

If yes, what reasons?

Were there any pets kept on the property? Yes No

Were there/ are you expecting deductions from the bond? Yes No

If yes, what reasons?

Would you rent to them again? Yes No

Thank you in advance for your co- operation.

**Kind regards
RAY WHITE INDOOROOPILLY**

RENTALS DEPARTMENT

Residential Tenancy Application Form

For your application to be processed you must answer all questions
(including the reverse side)

1. Agent Details

Ray White Indooroopilly

Address: 22 Station Street, Indooroopilly QLD 4068
Phone no: 07 3378 9877
Fax no: 07 3878 1208

Please circle: **17063/Helena** **11150/Jemma**

2. Property Details

Address _____

Suburb _____ Postcode _____

Rental Amount _____

Lease Term Years Months

Date Property is to be occupied / /

Name(s) of other applicants: _____

First name: _____ Surname: _____

First name: _____ Surname: _____

First name: _____ Surname: _____

First name: _____ Surname: _____

Adults Children/Ages

3. Personal Details

Title First Name Initial

Last Name _____

Date of Birth / / Age (Years / Months)

Drivers Licence Number State of Issue

Alternate ID (eg passport) No

Pension Type (if applicable) No

Please provide contact details _____

Home Ph Mobile Ph

Email _____

Occupation Work No

Current Address _____

Suburb Postcode

4. Emergency Contact

Please provide an emergency contact not residing with you _____

First Name Surname

Relationship Phone No

Address _____

Suburb Postcode

6. Utility Connections

Ray White

Phone: 1300 556 325

Fax: 1300 889 598

Connect

Email: connect@raywhiteconnect.com.au

Internet: www.raywhiteconnect.com.au

A Free Service - Connecting Your Utilities Has Never Been Easier!

Ray White Connect is a simple and convenient time saving service assisting with your Telephone, Electricity & Gas and water connections to some of Australia's leading providers. connectnow also provide a range of additional services to compliment your household utilities, such as Internet & Pay TV.

This is a value-added service independent of your tenancy application - you are not obligated to use connectnow.

If you would like Ray White Connect to contact you to discuss any of the above services please tick the box and a connectnow representative will make all reasonable efforts to contact you within one working day of receiving an application. If we are unable to contact you within this period please contact connectnow on 1300 554 323 to ensure connection can be completed by your requested date.

It is the responsibility of the Tenant to ensure that the Main Electricity Switch is in the "Off Position" between 7am & 7pm on the day connection is required and that there is easy access to the property.

While the Ray White Connect service is **FREE**, standard service provider connection fees and charges still apply. You pay **NO** extra charges as a result of using the Ray White Connect service.

Please Contact Me YES

7. Declaration

A)

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997.

I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, any record, listing or database of defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.

B)

If section 6 is complete please note that the following terms will apply if you ask us to contact you. Firstly you will be consenting to connectnow Pty.Ltd. A.B.N. 79 097 398 662 arranging for the connection and disconnection of the nominated home services and to providing information contained in this application to the service providers for this purpose. I agree that neither connectnow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames and terms and conditions once the client has agreed to use the chosen service provider. I authorise the obtaining of a National Metering Identifier (N.M.I.) on my residential address to obtain supply details. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that connectnow Pty Ltd will be paid a fee by the service provider and will be paying a fee to the Agent in respect of the provision of the service being provided to me by connectnow Pty Ltd.

PRIVACY POLICY:

The privacy of connectnow customers is of vital importance to connectnow. You have the right to access connectnow records of your information under the Privacy Act. connectnow will not release your personal information to any third party other than for the purposes of connecting the nominated utility service, unless required to do so under law or government order.

Signed: _____ **Date** / /

8. Applicant History

How long have you lived at your current address? Years Months

Name of Landlord/Agent (If applicable)

Phone No

Rent Paid per month \$

Reason for leaving

Was bond repaid in full? Yes No If No, please specify why:

What was your previous residential address?

Suburb Postcode

How long had you lived at this previous address? Years Months

Name of Landlord/Agent (If applicable)

Phone No

Rent Paid per month \$

Reason for leaving \$

Was bond repaid in full? Yes No If No, please specify why:**9. Employment Details**

Occupation

Employers Name

Employment Address

Suburb Postcode

Employer Phone No

Contact Name

Length at Current employment Years Months

Net Income \$ Per Week \$ Per Month

10. Previous Employment Details

Occupation

Employers Name

Employment Address

Suburb Postcode

Employer Phone No

Contact Name

Length at previous employment Years Months

Net Income \$ Per Week \$ Per Month

11. Centrelink

Type

\$ Per Week \$ Per Month

12. If Student, please complete the following

Place of Study

Course being undertaken

Course Length

Enrolment Number

Campus Contact Ph

Course Co-ordinator Ph

Scholarship Allowance

Parents Address Overseas

13. Other information

Car Registration

Do you have pets? Yes No If Yes, please specify:Are you a smoker Yes No**14. Personal Referees**

1. Reference name

Occupation

Relationship Phone No

Notes

1. Reference name

Occupation

Relationship Phone No

Notes

16. How did you find out about this property? (Please Tick)RENT LIST INTERNET OFFICE FOR LEASE BOARD OTHER _____