

RAY WHITE NUNDAH**NEW TENANT APPLICATION****100 Point Checklist - Identification**

Each applicant must provide “100 points of identification” already copied when completing an Application through Ray White Nundah.

Listed below are the approved identification document and the points awarded to each document, you must have this already photocopied to hand in with your application.

OUR OFFICE CANNOT COPY I.D FOR YOUR APPLICATION.

Please note that if we do not receive this information at the time of the submission of the application, your application will not be accepted.

CHECKLISTS MUST BE COMPLETED

PLEASE NOTE: Current Photo Identification is essential

APPLICATION CHECKLIST	IDENTIFICATION CHECKLIST		
	Identification Attached		Points
	App 1	App 2	
Fact Sheet <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drivers Licence 60
Privacy Disclosure <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Current Passport 60
Checklists x 2 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Birth Certificate 20
Applicant Details <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of 18+ card 20
Signed Application <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of current bank statement 20
	<input type="checkbox"/>	<input type="checkbox"/>	Copy of 2 most recent pay slips 20
	<input type="checkbox"/>	<input type="checkbox"/>	Copy of current two (2) rental receipts 20
	<input type="checkbox"/>	<input type="checkbox"/>	Copy of current Tenant Ledger 20
	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Medicare Card 20
	<input type="checkbox"/>	<input type="checkbox"/>	Current copy of either gas, electrical, phone invoice 10
	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Bond Refund form (if applicable) 10

NEW TENANT – FACT SHEET

Thank you for your Application for Tenancy...

We will endeavour to process this application immediately because we know that you will be waiting on an answer. It is imperative that you do not make an application on a second property *anywhere* until you have an answer on this application. The reason for this is simple – should this application be successful then the agreement is *legally binding* -

With that in mind, it is our goal to obtain a definite answer for you between 24 and 48 hours of receipt of your application. If the process is slower, it is generally because we have not received all the information requested, or we are waiting on answers from referees or owners. Please ensure that all information is completed on the application form. In any event we will keep you up to date. Please note that no applications will be processed on weekends.

Notification of the results

You will be notified of the result of your application immediately a decision is made, and we have confirmed the lessor's instructions. Please ensure that we have a daytime telephone contact number for you. You will be contacted whether you are successful or not. All unsuccessful applications will be shredded within 1 week to maintain your privacy. All documentation collected for successful applicants will remain on file. **FINAL APPLICATION APPROVAL IS AT THE LESSOR'S DISCRETION AND NO REASON SHALL BE GIVEN FOR UNSUCCESSFUL APPLICATIONS.**

Securing your Tenancy

Once the application has been approved, an appointment will be made for you to come into the office, within the first 48 hours of acceptance of your application. At this time you will be required to pay the bond which is equal to four (4) weeks rent plus a 2 week rental payment to secure the property prior to signing the lease documents. Please allow approximately 40 minutes for this appointment. This is important and must be completed prior to moving in day. Please be aware, we DO NOT sign up tenants on Saturdays. All tenants are to attend the office for this process. You will be given a copy of the tenancy agreement and all relevant documentation to read before signing. We consider these to be vital documents and want to ensure that you are aware of all of your obligations before making a commitment.

The first two weeks rent can be paid at the time of securing the property or when you collect the keys on the lease start day. It will be credited to your rental account commencing with the first day of your tenancy.

Bond transfers are NOT accepted. Payment of this money must be in cleared funds – Money Order or Bank Cheque only payable to Ray White Nundah. No personal cheques can be accepted and THIS OFFICE DOES NOT ACCEPT PAYMENTS BY CASH. Once this process is complete, you should go ahead and arrange the connection of services to the property through "Ray White Connectnow" – Please refer to page 4 of the application form to fill out all the necessary information.

Keys

Keys to the property will not be handed over until all monies are paid in full, the lease signed by all parties and lease start date has commenced.

Insurance

A reminder that insurance of your personal belongings is your responsibility.

Rent Payment

The initial payments of two (2) weeks rent and four (4) weeks bond is to be paid by **MONEY ORDER OR BANK CHEQUE ONLY.** Under no circumstances will personal cheques be accepted for this payment.

After this initial payment we will give you your debt card reference number. You will then be required to call Macquarie bank and set up your payment system using this number. Ray White will only accept rent paid through the Macquarie Debt Payment System, via direct debit from credit card, savings/cheque account, manual internet payments or telephone.

We hope this information is of value to you. If there is anything we can do to make the 'moving in' process easier for you, please let us know. It is our aim to provide you with every assistance to ensure that your association with this office is an enjoyable one.

Thank you.

RAY WHITE NUNDAH

I/We have read the above information and agree to these terms if our application is accepted:

Signature: _____

Signature: _____

Date: _____

PROPERTY MANAGEMENT
Pro-forma Disclosure Statement & Consent to be attached to your
“Application for Residential Tenancy”

Applicable for use by all Ray White Offices throughout Australia

PRIVACY DISCLOSURE STATEMENT OF
G K REALTY PTY LTD TRADING AS RAY WHITE NUNDAH
OF 1297 SANDGATE ROAD, NUNDAH
PHONE: 3266 9099

We are an independently owned and operated business. We are bound by the national Privacy Principals. 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 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 database operated by TICA Default Tenancy Control Pty. Ltd. You can find out more information about this database 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 (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 GK Realty Pty Ltd trading as Ray White Nundah. I authorise Ray White Nundah to collect information about me from:

- (a) My previous letting agents and/or landlords;
- (b) My personal referees; and
- (c) Any Tenancy Default Database (including TICA) which may contain personal information about me. I also authorise Ray White Nundah 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 TICA.

I authorise Ray White Nundah to disclose the personal information it collects about me to the owner of the property, even if the owner is resident outside Australia. I also authorise Ray White Nundah to refer my details to an arranger of:

(optional – tick to indicate consent)

- financial service products (to assist with a home loan application)
- insurance services (for contents insurance and other insurance products)

Signed: Date:.....

Signed: Date:.....

(Applicants)

Ray White

NUNDAH

PROPERTY MANAGEMENT

Ph: 3266 9099

Fax: 3266 9608

Ray White

Connect

A Free Service – Disconnecting & Reconnecting Your Utilities Has Never Been Easier!

When you vacate a property it is your responsibility to disconnect the utilities. Ray White Connect is a simple and convenient time saving service assisting you to disconnect and reconnect your Electricity, Gas, Water, Phone, Internet and Pay-TV to a choice of Australia's leading providers.

Simply fill in your details below and Ray White Connect will make all reasonable efforts to contact you within one working day of receiving an application. If we unable to contact you within this period please call 1300 554 323 to ensure connection and disconnection can be completed by your requested date.

Dr Mr Mrs Miss Ms

Surname _____ Given Name/s _____

Date of Birth ____ / ____ / ____ Drivers Licence No _____ State Issued _____

Home Ph _____ Work Ph _____ Mobile _____ Email _____

Vacating Property Address _____ Post Code _____

Disconnect utilities on ____ / ____ / ____ (we will contact you to confirm details before disconnecting)

When we contact you, please have your electricity, gas and phone account numbers ready. Note: We can only disconnect a Telstra phone line, and only when connecting a phone line at another property

New Property Address _____ Post Code _____

Reconnect utilities on ____ / ____ / ____ (we will contact you to arrange connections at the new property)

DECLARATION:

I consent to connectnow Pty Ltd A.C.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. 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 address to obtain supply details. If the power has been disconnected, 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. While the connectnow service is FREE, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the connectnow service. 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 will be paid a fee by the service provider and will be paying a fee to the Agent for the service being provided to me. Note: Disconnection and Connection of your utilities will only be initiated once a representative has discussed your connection with you and obtained your consent to the terms and conditions of the relevant utility service provider(s).

Signed:

Date / /

Ray White Nundah

Rentals

ID: 8222

Phone: 1300 556 325 Fax: 1300 889 598 Email: connect@raywhite.com.au

Web: www.raywhiteconnect.com.au

**How Did You Find
 Out About This
 Property?**

- Courier Mail Internet To Lease Board
 Referral Local Agent
 Other.....

I/We acknowledge that we have sighted and read a copy of the 18A General Tenancy Agreement whilst viewing the property. Signed

I/We understand that our application will not be accepted by the office if incomplete in anyway. Also I/we understand that I/we must provide *already copied* 100 points of legible identification.

PROPERTY ADDRESS: _____

First Applicant: FULL NAME: _____ Date of Birth: _____
 Drivers Licence Number: _____ Phone Home: _____ Work: _____ Mobile: _____
 Email Address: _____

Second Applicant: FULL NAME: _____ Date of Birth: _____
 Drivers Licence Number: _____ Phone Home: _____ Work: _____ Mobile: _____
 Email Address: _____

Full Names of all other persons who will occupy the Property (please show ages of **all** children)

PETS? –
 List any Pets owned – State Breed & Age _____
 Are these pets registered with the Council? – YES / NO – Which Council: _____

FIRST APPLICANT

Present Address: _____
 Period of Occupancy: _____ Reason for Leaving _____ Rent Paid: _____
 Name of Agent or Owner _____ Phone: _____
 Agent or Owners Address: _____ **Fax:** _____

Previous Address: _____
 Period of Occupancy: _____ Reason for Leaving _____ Rent Paid: _____
 Name of Agent or Owner _____ Phone: _____ **Fax:** _____

Occupation: _____ Nett Weekly Income: _____
 Employer Name: _____ Period with current employer: _____
 Employer Address: _____ Phone: _____
 Name of person to contact to verify employment..... **Fax:** _____
 Email Address of above person: _____

If self-employed:
 Name of Business: _____ ACN: _____ Industry: _____
 Address of Business: _____ How long self-employed: _____
 Name of Accountant: _____ Phone Number: _____

Personal Referees (Do not include relatives)
 (1) Name & Address: _____ Phone: _____
 (2) Name & Address: _____ Phone: _____
Name of Relatives or other persons to contact in case of emergency
 (1) Name & Relationship: _____ Phone: _____
 (2) Name & Relationship: _____ Phone: _____

SECOND APPLICANT

Present Address:

Period of Occupancy: Reason for Leaving Rent Paid:

Name of Agent or Owner Phone:

Agent or Owners Address: Fax:

Previous Address:

Name of Agent or Owner Phone:.....

Period of Occupancy: Reason for Leaving: Rent Paid:.....

Occupation: Nett Weekly Income:.....

Employer Name: Period with current employer:.....

Employer Address: Phone:.....

Name of person to contact to verify employment Fax:

Email Address of above person:

If self-employed:

Name of Business: ACN: Industry.....

Address of Business: How long self-employed.....

Name of Accountant: Phone Number.....

Personal Referees (Do not include relatives)

(1) Name & Address: Phone:

(2) Name & Address: Phone:

Name of Relatives or other persons to contact in case of emergency

(1) Name & Relationship Phone:

(2) Name & Relationship: Phone:

I confirm the following:

1. I/We have inspected the property and agree that if I/we are approved we accept the property in the condition we have inspected it.
2. I/We, the Applicant(s) declare that the above information is true and correct and that I/We have supplied it of our own free will AND I/we hereby authorise you as letting agent, to conduct any enquiries, and/or searched, including any tenancy information databases in order to verify the above information.
3. I/We acknowledge that any false information I/we provide in this application could jeopardise this application and any subsequent tenancy agreement I/we enter into on approval of the lessor or agent.
4. I/We acknowledge and accept that if this application is rejected, the agent is not legally obligated to give reasons for the rejection.
5. I/We the applicant(s) declare that I/we am/are not bankrupt and that the rental is within my/our means.

Application:

I/We have inspected the premises and wish to take a tenancy for a period of from / / at the rental amount of \$.....per week. I/We also undertake to pay a Rental Bond of \$ when I/we sign the Tenancy Agreement.

I undertake to pay a rental bond by Money Order or Bank Cheque (made payable to Ray White Nundah) and to pay a fortnights rent by Money Order or Bank Cheque (made out to Ray White Nundah) upon signing the Residential Tenancy Agreement.

Signatures

First Applicant/s signature: Contact No:

In the presence of (signature):

Date: / /

Second Applicant/s signature: Contact No:

In the presence of (signature):

Date: / /