

# PRE-APPLICATION INFORMATION

**Address:** Cnr Yaamba Rd and Macartney St, North Rockhampton **Phone:** 4923 0000 **Email:** rockhampton.qld@raywhite.com

## SELECTING A PROPERTY

- Search and select Property.
- Drive-by the Property for location suitability.
- Contact us to arrange an appointment and register to inspect the Property.
- We'll meet you on-site, at the Property, at the appointed time.
- If you are not able to keep the appointment, please contact our office in advance.
- A copy of the General Tenancy Agreement and any Special Terms will be on display at the Inspection.

## APPLICATION PROCESS

- Ensure the General Tenancy Agreement, Terms and any Special Terms have been viewed by you.
- Complete one Application Form per person. Children may be included on a Parent or Guardian's Application.
- Include evidence of your income eg Pay slip or if self employed, a letter of income verification from your Accountant, Centerlink documents, Scholarship documents
- Provide and attach photocopies of documents required to meet 100 points of identification as the guide shows below. Please note this Agency cannot provide photocopying services.

Document	Points per
Submit <u>only one</u> of the following: <input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate	70
<input type="checkbox"/> Drivers Licence <input type="checkbox"/> Proof of Age Card <input type="checkbox"/> Other Photo ID from Government eg Pension Card, Student card	40
<input type="checkbox"/> 2 recent Rent Receipts <input type="checkbox"/> 2 recent Pay Advices <input type="checkbox"/> Tenancy Ledger	25
Documents on which your name and current address appear: <input type="checkbox"/> Car registration certificate <input type="checkbox"/> Rates Notice <input type="checkbox"/> Electricity account <input type="checkbox"/> Bank/Credit Card Statement <input type="checkbox"/> Telephone Account <input type="checkbox"/> Gas account	25

- Before submitting an Application, ensure you have been given the General Tenancy Agreement, Terms and any Special Terms to peruse. A copy will be available at the inspection or as advised by staff.
- Please be aware Bond Transfers are NOT an option.
- Please be aware that CASH is NOT accepted as a payment for bond and rent. You will need to bring a money order or transfer the money at least 48 hours before signup appointment.
- Incomplete Applications cannot and will not be processed.
- If you require assistance to complete the form, please ask, as we are here to help.

## AGENCY PROCESS

As your Application is a high priority, we will endeavour to have an answer to you within 24 hours, but will advise you if it will be longer due to delays in reaching your contacts and processing of your application.

### Information verification by our agency

To verify your Application information we contact Tenancy Databases eg TICA & NTD. If you have had a problem with a previous Tenancy, please discuss the circumstances with us. We also contact your Employer/HR Manager, current & previous Agent/Lessor and personal referees.

### If Application is not accepted

If your Application is not accepted by the Lessor, it will be retained for one (1) month and then destroyed securely to comply with Privacy Legislation.

### If Application is accepted

If your Application is accepted by the Lessor, you are required to pay an amount equivalent to two (2) weeks rent and/or the full Bond amount and sign the General Tenancy Agreement within 24 hours of acceptance of tenancy offer.

### Rent payment method options

Tenants can make payments via telephone/internet/direct debit using a bank account or credit card, BPAY through their own Financial Institution and over-the-counter Australia Post. Our Agency uses the services of Payment Gateway and the cost to the tenant per transaction will be Bank Account \$1.65c, Credit Card 2.2% of payment, BPAY \$2.00, Australia Post \$3.00. Money Order or Cheque are also accepted as rent payment methods. CASH IS NOT AN OPTION.

# TENANCY APPLICATION

<b>AGENCY NAME</b>	Ray White Rockhampton
<b>ADDRESS</b>	Cnr Yaamba Rd and Macartney St, North Rockhampton Qld 4701
<b>PHONE</b>	49230000
<b>FAX</b>	49261538
<b>EMAIL</b>	rockhampton.qld@raywhite.com

## PROPERTY ADDRESS

### FOR RENT

Our Agency welcomes your Application and any queries you may have about the Property, Tenancy or process. The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly.

#### **Please read prior to completing your Application**

- One Application is to be completed per person.
- Our Agency staff will contact you within 24-48 business hours. If the Application is approved, within 24 hours of acceptance, the General Tenancy Agreement is to be signed by all approved lease holders and an amount, equal to 2 weeks rent is to be paid by Money Order or Bank Cheque. Cash will not be accepted.
- This Application cannot be processed until it is completed including copies of supporting documents attached as required for 100 Points Identification Check. Refer to the following list of accepted documents and point value of each. Mandatory documents include either a Drivers Licence, Passport, Proof of Age Card and, also, at least one document from the list below to verify your current address. Submit copies of the documents with your Application.
- If faxing or emailing your Application and documents, please call our office to confirm all documents have been received.

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK	Points per Document
Submit <u>only one</u> of the following: <input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate	70
<input type="checkbox"/> Drivers Licence <input type="checkbox"/> Proof of Age Card <input type="checkbox"/> Other Photo ID from Government eg Pension Card, Student card	40
<input type="checkbox"/> 2 recent Rent Receipts <input type="checkbox"/> 2 recent Pay Advices <input type="checkbox"/> Tenancy Ledger	25
Documents on which your name and current address appear: <input type="checkbox"/> Car registration certificate <input type="checkbox"/> Rates Notice <input type="checkbox"/> Electricity account <input type="checkbox"/> Bank/Credit Card Statement <input type="checkbox"/> Telephone Account <input type="checkbox"/> Gas account	25
<b>TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:</b>	

Applicant Checklist - Before I submit this Application, I have;

- Attached photocopies of documents to meet 100 or more points of ID which include mandatory documents
- Inspected the Property both internally and externally
- Been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read. NB If not, please contact Agency ASAP
- Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent
- Completed the Pet Application & Agreement form if pets are to reside at the Property

OFFICE USE ONLY – TO BE COMPLETED AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT			
CHECKLIST	STAFF	DATE	TIME
<input type="checkbox"/> Application received		/ /	am/pm
<input type="checkbox"/> Original ID signatures same as Application		/ /	am/pm
<input type="checkbox"/> Tenant given RTA Form 18a to view		Yes / No	<input type="checkbox"/> Completed
<input type="checkbox"/> Tenant received copy of LET13		Yes / No	<input type="checkbox"/> Completed
<input type="checkbox"/> Application is completed including Consent			am/pm
<b>NAME OF NOMINATED APPLICANT FOR CONTACT REGARDING APPLICATION STATUS</b>			
Name		Phone	



**Income – specify \$Gross per annum and provide verification (payslip or tax return)**

- Employment \$

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- Self Employment – provide Accountant letter to verify \$

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- Other: \$

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- TOTAL \$

**If a Student or Not Currently Employed**

Student ID #                      Institution                      Course                      Duration

Refer to the following selected documents attached to Application to verify my source of income:

- Parent/Guardian Letter       Centerlink Document       Bank Statements       Austudy Document       Other

**Vehicles to be kept at Property**

Registration No                      Model Purchase                      Owned / Hire

Other

**Occupancy Details** of Persons to Reside at Property other than Applicant, including Dependants and other Applicants

Name	Date of Birth	Relationship	Name	Date of Birth	Relationship

**Pets**

Will there be pets of any description, including dogs, cats, birds, fish or other kept on the premises?       No  
 Yes

**NOTE: YOU MUST complete a Pet Application and Agreement if you are applying to have Pets at the Property. This form can be collected from our office and must be submitted with this application, otherwise your application will not be processed.**

**Emergency Contact Details** of Closest Relatives who will not be Residing with You

1. Name	2. Name
Address	Address
Relationship                      ☺ H	Relationship                      ☺ H
☺ W                      ☺ M	☺ W                      ☺ M

**Personal Referees** who are not Relatives

Name	Occupation	☺ Business Hours Contact
1. ☺ Work		☺ Mob
2. ☺ Work		☺ Mob

**Declarations – Applicant MUST Complete the following, or application will not be processed**

Have you ever been evicted by any Lessor or Agent?  No  Yes:

Are you in debt to another Lessor or Agent?  No  Yes:

Is there any reason known to you that would affect your ability to pay rent when due?  No  Yes:

Was your Bond at your last address refunded in full?  Yes  No:

Was the Property in a satisfactory condition when you inspected it? If not, list requests.  Yes  No:

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records. I declare I am not bankrupt or an undischarged bankrupt.

I apply for Tenancy for a period of \_\_\_\_\_ months, at a rental of \$ \_\_\_\_\_ per week commencing on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

I have been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read before submitting this Application.

I understand that if the nominated Applicant is advised this Application is approved then within 24 hours, all approved Applicants are to sign the General Tenancy Agreement and pay 2 weeks rent as Part Bond. The Tenant is then bound to the Terms of the Agreement and the Property will cease to be available for rent. If the Tenancy does not proceed, steps to apply for a refund of the Bond will be taken by the Agent for monies owed for rent until a replacement Tenant is secured.

I understand the Agent uses Payment Gateway for rent payments and if used the Tenant will incur a fee of Bank Account \$1.65c, Credit Card 2.2% of payment, BPAY \$2.00, Australia Post \$3.00. Money Order or Cheque are also accepted as rent payment methods. CASH IS NOT AN OPTION.

Pre-moving in costs as itemised below are to be paid by **BANK CHEQUE, MONEY ORDER OR DIRECT DEPOSIT.**

**Moving In Costs**

<b><u>ITEM</u></b>	<b><u>CALCULATION</u></b>	<b><u>\$</u></b>	<b><u>IMPORTANT NOTES</u></b>
<b>Rent – first 2 weeks rent</b>	2 x \$	= \$	<b>Must be paid BEFORE lease commences</b>
<b>Bond – 4 times weekly rent</b>	4 x \$	= \$	<b>Full Bond or Part Bond equivalent to 2 weeks rent must be paid within 24 hours of Application approval</b>
<small>NB: If rent is over \$700pw, Bond is as specified on Rent List</small>			
<b>TOTAL PRE-MOVING IN COST</b>		<b>\$</b>	<b>Total to be paid BEFORE lease commences</b>

**APPLICANT'S SIGNATURE**

**Date**

**In Presence of Agency Representative**

**Date**

# Ray White Rockhampton

Cnr Yaamba Rd and Macartney St, North Rockhampton, Q 4701

## PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the National Privacy principles. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section.

## COLLECTION NOTICE

The personal information you provide in this Application or our Agency collects from other sources is necessary for **our Agency** to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application and during the course of your Tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor, Referees, other Agents and third party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the Lessor, third party operators of Tenancy Databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one month only. If you decide not to collect your Application we will destroy your documents to comply with Privacy Legislation.

If you do not complete this form or do not sign the consent below then your Application for Tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the Application.

## PRIVACY CONSENT

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of **Ray White Rockhampton**. I authorise **Ray White Rockhampton** to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which **Ray White Rockhampton** subscribes. I can refer to their Privacy Disclosure Statements via: [www.tica.com.au](http://www.tica.com.au) and [www.ntd.com.au](http://www.ntd.com.au)

I authorise **Ray White Rockhampton** to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, Body Corporate, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

## MARKETING CONSENT

I understand that the Agency may need to contact me about Property related information eg properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree **Ray White Rockhampton** to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

Period of Contact:  Indefinite until advised in writing otherwise  Other -

## ELECTRONIC TRANSMISSION

It is agreed by ticking this box, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

## ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name	
Applicant Signature	
Date	