

## DEAR PROSPECTIVE TENANTS

***Our office does not accept an application without it being fully completed. All phone numbers and addresses of references and all sections of the application must be completed before we can accept the application and begin processing.***

***Please note that we will not accept an application until you have viewed properties and are applying for one in particular.***

*A minimum of two working days are required to process the application. Our office will contact you once the application has been processed (please make sure you supply the appropriate contact numbers for us to contact you).*

*Before your application will be considered, you need to provide our office with **100 points** of identification.*

- *Drivers Licence, passport, photo identification ..... 40 points*
- *Last four rent receipts, tenant ledger, rental bond statement ..... 40 points*
- *Blue card, bank statement ..... 30 points*
- *Phone, electricity or gas accounts ..... 30 points*
- *Medicare card, birth certificate, motor vehicle registration ..... 10 points*

*You will also need to supply our office with 2 of your most recent payslips. If you are self employed – bank statements, group certificate or accountants letter, or if you are not employed you will need to supply us with Centrelink statements.*

*All applications for tenancy will be referred to the tenancy database of National Tenancy Database (NTD) to confirm the details you have supplied to our office.*

*Unless a successful tenancy is reached, all applications are destroyed two weeks after the date they were received.*

***Once an application has been approved and accepted by the owner a deposit of one (1) weeks rent is required to secure the property within 24 hours of confirmation.***

*Please allow approximately 30 minutes for the signing of your agreement if you are the successful applicant.*

*Prior to moving in you are required to pay the bond plus 2 weeks rent, which is equivalent to 6 weeks rent (4 weeks for the bond + 2 weeks rent).*

*Keys for the property will not be handed over until all monies are paid in full and the lease is signed and the lease start date has commenced.*

## Privacy Act Acknowledgement For Tenants

I, the applicant, declare that the above information is true and correct and that I have supplied it of my own free will.

I acknowledge that my personal contents insurance is not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings.

I understand that you as the agent/lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property – in particular to check my identification, my ability to care for the property, my character and my creditworthiness. For such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy database searches) as you consider reasonably necessary. In doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties.

I acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons why. I also consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the lessor/agent to pass my details onto others which may include (but is not limited to) insurance companies, body corporate, contractors, other real estate agents, salespeople and tenancy default databases.

Date: \_\_\_\_\_

Applicants Name: \_\_\_\_\_

Applicants Signature: \_\_\_\_\_

Please Tick:

- I acknowledge that I have received or have had available from the lessor or his agent Form 17a and 18a **before** signing this application – Please ask at the front Rental desk for these forms if required.
- I acknowledge that one application form has been completed per adult who will be residing at the property.
- I acknowledge that I have received or have had available the privacy policy from the agent
- I acknowledge that both the lessor and I as the tenant are bound by this application immediately on communication of the lessor's or his agent's acceptance of it.

### PROPERTY ADDRESS/S

1.
2.
3.

### Application Details

Full Name: \_\_\_\_\_

Have you ever been known by other names: Yes/No \_\_\_\_\_

Drivers Licence Number or Passport Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone: \_\_\_\_\_ Work: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Are you a smoker: Yes / No

Full Names & ages of all other persons who will be residing at the property:  
\_\_\_\_\_

### Vehicles

Total Number of Vehicles to be kept at the property: \_\_\_\_\_

Car Registration Number: \_\_\_\_\_ Model: \_\_\_\_\_

Car Registration Number: \_\_\_\_\_ Model: \_\_\_\_\_



Next of Kin / Contact in case of Emergency (*someone not living with you*)

Name: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Address: \_\_\_\_\_

Contact numbers: \_\_\_\_\_

Pets

List of pets (Breed, Age & Sex): \_\_\_\_\_

Registered: Yes / No Please state which council: \_\_\_\_\_

Were the pets at your previous residence: Yes / No

Current Address: \_\_\_\_\_

Period of Occupancy: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Rent Paid: \$\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name of Agent/Lessor of Property: \_\_\_\_\_

Contact Number & Fax of Agent/Lessor: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Period of Occupancy: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Rent Paid: \$\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Name of Agent/Lessor of Property: \_\_\_\_\_

Contact Number & Fax of Agent/Lessor: \_\_\_\_\_

If you are a Student

Name of College/TAFE/University: \_\_\_\_\_

Overseas Student: Yes / No

Visa Expiry Date: \_\_\_\_\_

**Ray White**<sup>TM</sup>

48 Callide Street  
BILOELA QLD 4715  
Phone: 07 4992 5811 Fax: 07 4992 1802  
Email: [biloelarentals@raywhite.com](mailto:biloelarentals@raywhite.com)

Income (please circle)

Fulltime/Part time/Casual                      Government Assistance                      Other

Occupation: \_\_\_\_\_

Employers Name: \_\_\_\_\_

Employers Address: \_\_\_\_\_

Net Weekly Income: \$ \_\_\_\_\_ Period with Employer: \_\_\_\_\_

Employers Phone Number: \_\_\_\_\_ Employers Fax Number: \_\_\_\_\_

If Self Employed

Business Name: \_\_\_\_\_

How long have you been self employed: \_\_\_\_\_ ABN: \_\_\_\_\_

Address of Business: \_\_\_\_\_

Accountants Name: \_\_\_\_\_

Contact Details: \_\_\_\_\_

Please advise the following by selecting Yes or No:

Have you ever been evicted by any agent/lessor?	Yes / No
Is there any reason known to you that would affect your ability to pay rent?	Yes / No
Was your rental bond at your last address refunded in full?	Yes / No
Are you in debt to another agent / lessor?	Yes / No

Please advise what deductions were made from your rental bond: and/or Why are you in debt to your past agent / lessor?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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**Personal Referees:** *(you must supply 2 referees – not family members)*

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone Numbers: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone Numbers: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

3. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone Numbers: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

4. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone Numbers: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

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# FAX

To: \_\_\_\_\_ From: Ray White Biloela \_\_\_\_\_

Company: \_\_\_\_\_ Pages: 2 (including this page) \_\_\_\_\_

Fax: \_\_\_\_\_ Date: \_\_\_\_\_

To Whom it may Concern,

I, \_\_\_\_\_, hereby give permission for my employer to disclose specific employment details to Ray White Biloela.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature of Applicant

-----↓OFFICE USE ONLY↓-----

Please complete the below section and fax to (07) 4992 1802 as soon as possible.

Employment Status: \_\_\_\_\_

Period of Employment (including start dates): \_\_\_\_\_

Net Weekly Income: \_\_\_\_\_

Company Name: \_\_\_\_\_

Signature of Person Verifying Employment: \_\_\_\_\_

Thank you for you assistance

Property Manager - \_\_\_\_\_



48 Callide Street  
BILOELA QLD 4715  
Phone: 07 4992 5811 Fax: 07 4992 1802  
Email: [bitoelarentals@raywhite.com](mailto:bitoelarentals@raywhite.com)

## DISCLAIMER / AUTHORITY

I, the said applicant, do solemnly and sincerely declare that the information contained in this application is true and correct and that all the information was given of my own free will. I further authorise the letting agent to contact and/or conduct any inquiries and/or searches with regard to the information and references supplied in this application.

I, the said applicant, do solemnly and sincerely declare that I am in a stable/secure financial position and eligible to enter into this agreement.

I, the said applicant, do solemnly and sincerely declare:

1. I have inspected the property located at: \_\_\_\_\_
2. I have, of my own accord, decided that I wish to rent the aforementioned property commencing \_\_\_/\_\_\_/\_\_\_ for a period of \_\_\_\_\_.
3. I have been informed, understand and agree that the rental for the aforesaid property is to be \$ \_\_\_\_\_ per week and that this rental is within my means to support.
4. I have been informed, understand and agree that the bond for the aforesaid property will be \$ \_\_\_\_\_ and I further agree and undertake to pay the said bond on/before signing the tenancy agreement. I further authorise the letting agent to attend to all details regarding the lodgement of the said rental bond with the appropriate authority.
5. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on the tenancy application submitted by me.
6. I have been informed, understand and agree that should there be a requirement to commence proceedings for recovery of rent, repairs and or damage to the aforesaid property during the term or at the expiration of the tenancy agreement, all costs associated with these proceedings shall be able to be recovered from me.
7. I have been informed, understand and agree that should this application not be accepted, the agent is NOT required or obligated to disclose why or supply any reason for rejection of this application. Upon receipt, this tenancy application form will take approximately 24 to 48 hours to process. I understand that this tenancy application form cannot be processed until all details are completed and sufficient identification is provided for the 100 point check.
8. This tenancy application form remains the property of Ray White Biloela.

**Applicants Name:** \_\_\_\_\_

**Applicants Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Office Use Only*

DATE RECEIVED ____/____/____	RECEIVED BY _____	APPROVED / DECLINED
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