

**OFFICE USE ONLY:**

DATE RECEIVED:  
TIME RECEIVED:

APPLICATION RECEIVED BY:  
PROPERTY MANAGER:

IDENTIFICATION  
COPIED?

### PROPERTY SCHEDULE

ADDRESS:

RENT PER WEEK: \$

SECURITY BOND: \$

LEASE COMMENCEMENT DATE: / /

TERM: MONTHS

### APPLICANT 1

FULL NAME:

BIRTH DATE: / /

CURRENT ADDRESS:

PHONE:

EMAIL:

MOBILE:

RENT PAID: \$

PERIOD OCCUPANCY:

NAME OF AGENT/LESSOR:

PHONE:

PREVIOUS ADDRESS:

RENT PAID: \$

PERIOD OCCUPANCY:

NAME OF AGENT/LESSOR:

PHONE:

DRIVERS LICENCE No:

STATE:

CONTACT PERSON FOR EMERGENCIES:

PHONE:

### APPLICANT 2

FULL NAME:

BIRTH DATE: / /

CURRENT ADDRESS:

PHONE:

EMAIL:

MOBILE:

RENT PAID: \$

PERIOD OCCUPANCY:

NAME OF AGENT/LESSOR:

PHONE:

PREVIOUS ADDRESS:

RENT PAID: \$

PERIOD OCCUPANCY:

NAME OF AGENT/LESSOR:

PHONE:

DRIVERS LICENCE No:

STATE:

CONTACT PERSON FOR EMERGENCIES:

PHONE:

### PETS TO BE KEPT ON PROPERTY

CAT?  DOG?  BREED/TYPE:

REGISTRATION No:

### APPLICANT 1 INCOME DETAILS

CURRENT OCCUPATION:	
EMPLOYER:	CENTRELINK? <input type="checkbox"/>
ADDRESS:	PHONE:
WEEKLY INCOME (NETT): \$	PERIOD EMPLOYMENT:
PREVIOUS EMPLOYER:	
ADDRESS:	PHONE:
WEEKLY INCOME (NETT): \$	PERIOD EMPLOYMENT:

### APPLICANT 2 INCOME DETAILS

CURRENT OCCUPATION:	
EMPLOYER:	CENTRELINK? <input type="checkbox"/>
ADDRESS:	PHONE:
WEEKLY INCOME (NETT): \$	PERIOD EMPLOYMENT:
PREVIOUS EMPLOYER:	
ADDRESS:	PHONE:
WEEKLY INCOME (NETT): \$	PERIOD EMPLOYMENT:

### CONTACTS / REFERENCES

(1) NAME:	COMPANY:
RELATIONSHIP TO YOU:	PHONE:
(2) NAME:	COMPANY:
RELATIONSHIP TO YOU:	PHONE:
(3) NAME:	COMPANY:
RELATIONSHIP TO YOU:	PHONE:

### DECLARATIONS

PLEASE ANSWER THE FOLLOWING QUESTIONS	APPLICANT 1	APPLICANT 2
Have you ever been evicted by any landlord or agent?	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been refused or declined another property?	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you in debt to another landlord or agent?	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is there any reason that would affect your rent payments?	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

**MISLEADING OR INCOMPLETE DETAILS MAY JEOPARDISE YOUR APPLICATION**

### FULL NAME(S) OF ALL OTHER PERSON TO OCCUPY THESE PREMISES

CHILDREN ONLY: AGES 1: 2: 3: 4: 5:

1. ADULT NAME:	PHOTO ID:
2. ADULT NAME:	PHOTO ID:
3. ADULT NAME:	PHOTO ID:

### DISCLAIMER

The following information is required to process this Application:

1. Photo Identification - Passport, Drivers Licence or 18+ Card
2. Two References from previous Lessors/Agents or Tenant Ledger/Receipts
3. Proof of last residential address - telephone or electricity account
4. Supporting proof of income - payslips, Centrelink statement

OFFICE USE ONLY - ID RECEIVED?

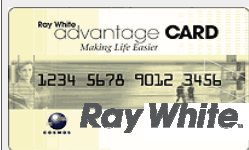
UPON APPLICATION APPROVAL, PAYMENT OF TWO WEEKS RENT BY advantageCARD, CHEQUE OR MONEY ORDER

AND SIGNING OF THE GENERAL TENANCY AGREEMENT (LEASE) IS REQUIRED WITHIN 24 HOURS OF NOTIFICATION

**RAY WHITE GLADSTONE RENTALS IS A CASH FREE OFFICE**

TENANTS MAY PAY RENTAL PAYMENTS BY CHEQUE OR MONEY ORDER OR BY RAY WHITE advantageCARD, WITH A CHOICE OF TELEPHONE, INTERNET OR DIRECT DEBIT PAYMENTS.

FURTHER DETAILS ON advantageCARD ARE AVAILABLE OUR RECEPTION UPON REQUEST (CHARGES APPLY).



### OFFICE USE ONLY

DATE PROCESSED: / /	NOTES	APPLICANT 1	APPLICANT 2
Personal References Checked?		YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
TICA Tenancy Database Checked?		YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Previous Lessor / Agent Checked?		YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Employment / Income Checked?		YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Notified or Approved by Lessor?		YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

### CONFIRMATION BY LESSOR OR AGENT UNDER AUTHORITY

PERSON CONTACTED:

COMMENTS:

APPLICATION STATUS: ACCEPTED  REJECTED

DATE: / / TIME: am/pm

PROCESSED BY:

OFFICE USE ONLY - APPROVED STAMP

PROPERTY MANAGER SIGNATURE

ALL DONE???? GO TO DECLARATIONS AND SIGNATURES ON PAGE 4



### **IMPORTANT: PRIVACY DISCLOSURES & DECLARATIONS**



#### **PRIVACY STATEMENT**

##### **PRIVACY STATEMENT OF REAL ESTATE TRADING CO. PTY LTD ABN 46 521 080 705 TRADING AS RAY WHITE GLADSTONE:**

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 employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. 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/We the Applicant acknowledge that I have read the Privacy Notice of Real Estate Trading Co. Pty Ltd trading as Ray White Gladstone.

I/We authorise Ray White Gladstone to collect information about me/us from:

(a) My/Our Previous letting agents and/or landlords;

(b) My/Our personal referees;

(c) Any Tenancy Default Database which may contain personal information about me. I/We also authorise Ray White Gladstone to disclose details about any defaults by me/us under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA ).

I/We authorise Ray White Gladstone to disclose the personal information it collects about me/us to the owner /lessor of the property even if the owner/lessor is resident outside Australia and to any third parties – valuers, contractors, salespeople, insurance companies, body corporates, other agents and tenancy default databases.

APPLICANT 1: NAME \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT 2: NAME \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

#### **DECLARATION**

I/We the applicant/s hereby offer to rent the property from the owner/lessor under a General Tenancy Agreement (Lease) to be prepared by the Agent.

I/We acknowledge that I will be required to pay rental in advance and a rental bond, and that this New Tenancy Application is subject to the approval of the owner/lessor.

I/We declare that all information contained in this New Tenancy Application (inclusive of Pages 1 to 4 contained herein) is true and correct and given of my/our own free will.

I/We declare that I/We have inspected the premises and I/We am/are not bankrupt.

I/We acknowledge that Ray White Gladstone is a cash free office and that payment method options and choices outlined on Page 3 of this New Tenancy Application are acceptable to me/us.

APPLICANT 1: NAME \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT 2: NAME \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**IMPORTANT NOTICE: RAY WHITE GLADSTONE WILL NOT ACCEPT CASH PAYMENTS.**

***Ray White Gladstone is a Cash Free Office.***