

OFFICE USE ONLY:

DATE RECEIVED:
TIME RECEIVED:

APPLICATION RECEIVED BY:

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:

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:

CONTACT PERSON FOR EMERGENCIES:

PHONE:

PETS

DO YOU INTEND TO KEEP PETS AT THE PREMISES: YES NO

NUMBER OF PETS

TYPE OF PET/S

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"/>
Are you a smoker?	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

MISLEADING OR INCOMPLETE DETAILS MAY JEOPARDISE YOUR APPLICATION

DEPENDANTS

DO YOU HAVE ANY DEPENDANTS: YES NO

DEPENDANT FULL NAME/S	DATE OF BIRTH	RELATIONSHIP TO APPLICANT/S
1.		
2.		
3.		
4.		

ANY OTHER PERSON/S TO OCCUPY THE PREMISES

WILL THERE BE APPROVED OCCUPANTS AT THE PREMISES: YES NO

OCCUPANTS FULL NAME/S	DATE OF BIRTH	CONTACT NUMBER
1.		
2.		
3.		

EACH APPROVED OCCUPANT MUST SUPPLY ONE ID DOCUMENT FROM COLUMN A

DISCLAIMER

The following information is required to process this Application:

1. Name Identification - Passport, Drivers Licence , 18+ Card, Birth Certificate & Medi-Pass
2. Two References from Previous Lessors/Agents or Tenant Ledger/Receipts
3. Proof of Current Residential Address - Telephone or Electricity Account, rates, Bank Statement
4. Proof of Income - Pay slips, Centrelink Statement, Letter of Offer, Bas Statement
5. Supporting Identification - Medicare Card, Concession Card, Bank Card, Credit Card

UPON APPLICATION APPROVAL, PAYMENT OF TWO WEEKS RENT BY ADVANTAGE CARD, 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 ADVANTAGE CARD, WITH A CHOICE OF TELEPHONE, INTERNET OR DIRECT DEBIT PAYMENTS. FURTHER DETAILS ON ADVANATGE CARD ARE AVAILABLE OUR RECEPTION UPON REQUEST (CHARGES APPLY).

OFFICE USE ONLY

DATE PROCESSED: / /	NOTES	APPLICANT 1	APPLICANT 2
		YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
		YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
		YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
		YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
		YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

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

I/We declare that
I/We:
Have
Have Not
Inspected the
property

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 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.

TO:

FAX No:

APPLICANTS DETAILS

APPLICANT NAME(S):

FORMER ADDRESS:

APPLICANT AUTHORISATION

I / We, HEREBY AUTHORISE Ray White Gladstone Rentals, as the letting agent, to conduct any inquiries and/or searches so as to verify My/Our Application.

SIGNED:

DATE: / /

WITNESS:

(Ray White Property Manager)

FORMER TENANCY VERIFICATION

	YES	NO
Were the Applicant/s listed as Tenant (s)?	<input type="checkbox"/>	<input type="checkbox"/>
Did your office terminate the tenancy?	<input type="checkbox"/>	<input type="checkbox"/>
During the tenancy was the Applicant ever in arrears?	<input type="checkbox"/>	<input type="checkbox"/>
Did the Applicant (s) ever receive any Notice to Remedy?	<input type="checkbox"/>	<input type="checkbox"/>
Where periodic inspections of the property acceptable?	<input type="checkbox"/>	<input type="checkbox"/>
Were pets kept on premises without permission?	<input type="checkbox"/>	<input type="checkbox"/>
Did the Applicant (s) leave the property in good order?	<input type="checkbox"/>	<input type="checkbox"/>
Was the bond refunded in full to the Applicant (s)?	<input type="checkbox"/>	<input type="checkbox"/>
Would you rent to the Applicant (s) again?	<input type="checkbox"/>	<input type="checkbox"/>

PERIOD OF OCCUPANCY:

START DATE:

END DATE:

RENT: \$

p/w

CAN YOU PLEASE FAX THROUGH A TENANT LEDGER ALONG WITH THIS REFERENCE

COMMENTS

Thank you for completing this New Tenancy Reference, your assistance is appreciated.

YOUR AGENCY DETAILS

AGENCY NAME:

PHONE:

PROPERTY MANAGER:

EMAIL:

SIGNATURE:

DATE:

PLEASE FAX BACK TO RAY WHITE GLADSTONE (07) 4972 3393