

Tenancy Application Form

Ray WhiteTM

REAL ESTATE

PROPERTY DETAILS

Address of Property:

Lease commencement date:

Lease Term:

No. occupying the property:

PERSONAL DETAILS

Given Name(s):

Surname:

Current Address:

Home Phone:

Work Phone:

Mobile:

Fax:

Email:

Date of Birth:

Drivers Licence No:

Drivers Licence State:

Passport No:

Passport Country:

NEXT OF KIN

Given Name(s):

Surname:

Relationship:

Address:

Phone:

Mobile:

Email:

CURRENT TENANCY DETAILS

Length of time at current address:

Rent Paid:

Reason for leaving:

Name of Landlord / Agent:

Phone:

PREVIOUS RENTAL HISTORY

Previous Address:

Length of time at above address:

Rent Paid:

Name of Landlord / Agent:

Phone:

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CURRENT EMPLOYMENT

Occupation:	Current Employer:
Employers Address:	
Contact Name (pay roll / manager):	Contact Number:
Length of Employment:	Net Income:

SELF EMPLOYMENT DETAILS

Company Name:	Business Type:
Business Address:	
Position Held:	ABN:
Accountant Name:	Phone:
Net Income:	

PREVIOUS EMPLOYMENT

Occupation:	Current Employer:
Employers Address:	
Contact Name (pay roll / manager):	Contact Number:
Length of Employment:	Net Income:

CURRENT EMPLOYMENT

Place of Study:	Course Name:
Course Length:	Enrolment / Student No:
Campus Contact:	Contact Number:
Course Co-ordinator:	Contact Number:

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REFEREES

Referee Name:	Relationship:
Phone:	Mobile:
Referee Name:	Relationship:
Phone:	Mobile:

PLEASE ANSWER THE FOLLOWING

Have any of your previous tenancies been termination?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you in debt to another lessor or Agent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there an existing reason that may affect your rent payment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide details:		

PRIVACY STATEMENT

PRIVACY DISCLOSURE STATEMENT OF RAY WHITE REAL ESTATE PTY [INSERT RAY WHITE OFFICE]

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. 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 DISCLOSURE STATEMENT FOR TENANT RELATED DATABASES

We will disclose your tenancy information to any defaulting tenant database used by this agency as part of the normal processing of your tenancy application.

14 June 2007

Tenant Name

Signature

Date

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PRIVACY CONSENT

I the Applicant acknowledge that I have read the Privacy Notice of Ray White Real Estate. I authorise Ray White Real Estate to collect information about me from:

1. My Previous letting agents and/or landlords;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me. I also authorize Ray White Real Estate 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 Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I authorize Ray White Real Estate to disclose the personal information it collects about me to the owner of the property even if the owner is resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, body corporates, other agents and tenancy default databases.

If box in Section F is not ticked, I consent to the disclosure of this page of the application form to UtilityOne Corporation ACN 096 897 880 for the purpose of enabling UtilityOne to offer the connection and disconnection services to me. Where UtilityOne is requested to arrange for the provision of the services, I consent to UtilityOne disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I consent to UtilityOne disclosing confirmation details (including NMI, MIRN and telephone number) to the Agent. I acknowledge that neither UtilityOne nor the Agent accepts any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. The Agent has a commercial relationship with UtilityOne. I acknowledge that UtilityOne, the Agent and its employees may receive a fee and/or benefit of up to \$50 in value (cash and/or reward points) from a utility service provider in relation to the connection of a utility service. There is no charge for the UtilityOne service; normal service provider fees or bonds may apply.

14 June 2007

Tenant Name

Signature

Date

Application Subject to Consent

Processing of this application will not commence unless all sections have been completed and relevant documentation provided at the time of submission of the application to the agency.

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HOLDING DEPOSIT (QLD ONLY)

QLD ONLY - Complete this section if you wish to reserve the property for a period of time:

In accordance with Section 87 (5) (a) of The Residential Tenancies Act QLD, if the agreement is entered into by the applicant, the holding deposit will be applied in full to the rental bond.

The Holding Deposit of \$ [Insert amount] is equivalent to one week's rent to reserve the premises in favour of you for the period of seven days

Section 85 Residential Tenancies Act Qld – A person may require a prospective tenant to pay, or accept from a prospective tenant a holding deposit for the tenancy.

Ray White Real Estate and the applicant hereby agree to the following: Upon Application approval, payment of one week rent is to be paid as a Holding Deposit on the property. The tenant agrees to the agency and the option periods (as described in the regulations). Should the applicant withdraw their application within 24 hours of payment of the holding deposit to the agency, then the deposit will be refunded in full. After the option period the applicant agrees that the holding deposit will be forfeited.

14 June 2007

Tenant Name

Signature

Date

RESERVATION FEE (NSW ONLY)

NSW ONLY - Complete this section if you wish to reserve the property for a period of time:

The Reservation Fee of \$ [Insert amount] is equivalent to one week's rent to hold the property for a period of 7 days only.

The Landlord's Agent undertakes:

- The premises will not be let during the Reservation Period, pending the agreement of a residential tenancy agreement;
- The whole fee will be refunded if the landlord does not decide to enter into a residential tenancy agreement for the premises during the Reservation Period;
- the whole fee will be refunded if the landlord does not carry out (during the Reservation Period) repairs or other work upon which is a condition to entry into a residential tenancy agreement;
- if the Applicant decides not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Reservation Period, the landlord may retain the portion of the fee representing the rent that would have been paid during the Reservation Period (based upon the proposed rent), but must refund the remainder; and
- If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.

14 June 2007

Tenant Name

Signature

Date

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DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the following amounts:

\$	rent per week. Equivalent to \$	per calendar month (NB. Per calendar month rent must be approved)
First payment of rent in advance:		\$
Rental Bond:		\$
Tenant's share of cost of preparing tenancy agreement:		\$
Sub total:		\$
Less (deduct Reservation / Holding Fee):		\$
Amount payable on Signing Tenancy Agreement:		\$

I acknowledge that this application is subject to the approval of the investor. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

14 June 2007

Tenant Name

Signature

Date

OFFICE USE ONLY

100 POINT IDENTIFICATION CHECK - The following identification has been photocopied and is attached to this application

Item	<input type="checkbox"/>	Points	Initial		<input type="checkbox"/>	Points	Initial
Drivers Licence	<input type="checkbox"/>	40		Motel Vehicle Registration Certificate	<input type="checkbox"/>	20	
Passport	<input type="checkbox"/>	40		Bank Statement	<input type="checkbox"/>	20	
Other Photo ID	<input type="checkbox"/>	20		Telephone Account	<input type="checkbox"/>	20	
Current Wage Advice	<input type="checkbox"/>	30		Electricity Account	<input type="checkbox"/>	20	
Previous Tenancy Reference	<input type="checkbox"/>	20		Gas Account	<input type="checkbox"/>	20	
Previous 2 Rent Receipts	<input type="checkbox"/>	20					

Item	<input type="checkbox"/>	Initial		<input type="checkbox"/>	Initial
Personal Reference Checked	<input type="checkbox"/>		Previous Agent Lessor Checked	<input type="checkbox"/>	
Tenancy Database Checked	<input type="checkbox"/>		Lessor Notified - Approved	<input type="checkbox"/>	
Employment Checked	<input type="checkbox"/>		Applicant Notified	<input type="checkbox"/>	

14 June 2007

Property Manager Name

Signature

Date