

## RESIDENTIAL TENANCY APPLICATION

### IMPORTANT INFORMATION

- Each applicant is required to complete a separate application form.
- Each person over the age of 18 intending to reside at the premises is required to complete an application form.
- Applications won't be processed unless all information is supplied and 100 points of identification is provided
- Applications are usually processed within 48 business hours depending on reference checks.
- **Ray White Narangba is a Cashless office.** Approved methods of rent payments are via
  - Direct Debit
  - Payment Gateway (Using phone, internet banking and Cash payments at bill express outlets).  
Terms and Conditions available from Ray White Narangba
  - Visa and Mastercard payments (2% Merchant fee applies)

### APPROVAL OF AN APPLICATION

Once the Application has been approved all monies are payable and all lease documents are to be signed by all parties **within 24 hours** of acceptance.

Two (2) weeks rent \$ \_\_\_\_\_

Bond (4) weeks rent \$ \_\_\_\_\_ (Bond may vary if weekly rent is more than \$500 per week)

**Total \$ \_\_\_\_\_ = Payable within 24 hours of acceptance**

- **The Property will not be secured unless all monies are paid and all documents are signed.**

### IDENTIFICATION

Before any application will be considered, each applicant must achieve a minimum of 100 points of id.

**One form must be photo identification and proof of income.**

#### **IDENTIFICATION NOT ACCEPTABLE:**

- EXPIRED IDENTIFICATION, ATM CARDS, CREDIT CARDS,
- cash converter photo id, marriage certificate, medicare cards

<b><u>THE FOLLOWING DOCUMENTS ARE ACCEPTABLE:</u></b>	<b><u>Points</u></b>	
LAST 4 RENT RECEIPTS OR RENT LEDGER	50	
DRIVERS LICENCE	40	
18+ CARD, STUDENT ID, MILITARY PHOTO ID	30	
PASSPORT	30	
HEALTH CARE CARD/PENSION CARD	30	
BIRTH CERTIFICATE	20	
PREVIOUS REAL ESTATE AGENT <b><u>WRITTEN</u></b> REFERENCE	20	
CURRENT PAY SLIP	20	
CURRENT MOTOR VEHICLE REGISTRATION PAPERS	10	
ACCOUNTS FOR: PHONE, ELECTRICITY, GAS, MOBILE PHONE	10	
BANK STATEMENT, CREDIT CARD STATEMENT, LOAN STATEMENT	10	
CURRENT RATES NOTICE	10	
INSURANCE POLICIES, SUPERANNUATION STATEMENT	10	
SHOOTERS LICENCE	10	
	<b>TOTAL</b>	<b>100</b>

**Ray White Narangba  
RESIDENTIAL TENANCY APPLICATION**

**Proposed Property:** \_\_\_\_\_  
**Rent Per week: \$** \_\_\_\_\_ **Bond (4 Weeks): \$** \_\_\_\_\_ (bond may vary if weekly rent is more than \$500 per week)  
**Lease start date (date collecting keys):** \_\_\_\_\_ **Lease term:** \_\_\_\_\_

**Surname:** \_\_\_\_\_ **Given Names:** \_\_\_\_\_  
Have you been known by any other names (i.e. Maiden name): \_\_\_\_\_  
**D.O.B:** \_\_\_\_\_ **Marital Status:** \_\_\_\_\_  
Non Smoker  Smoker  Inside  Outside  Social  Moderate  Heavy   
**Contact Details: Home:** \_\_\_\_\_ **Work:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Number of dependents:** \_\_\_\_\_ **List details of dependants to be living or regularly staying:**  
1) Full Name: \_\_\_\_\_ Dob: \_\_\_\_\_ Age: \_\_\_\_\_  
2) Full Name: \_\_\_\_\_ Dob: \_\_\_\_\_ Age: \_\_\_\_\_  
3) Full Name: \_\_\_\_\_ Dob: \_\_\_\_\_ Age: \_\_\_\_\_  
4) Full Name: \_\_\_\_\_ Dob: \_\_\_\_\_ Age: \_\_\_\_\_  
**PERSONS, other than children wishing to occupy premises. Including other applicants:**

**Pet(s):** Number of Pets to be on premises: \_\_\_\_\_ Give Details:  
1) Type & Breed: \_\_\_\_\_ Name(s): \_\_\_\_\_ Male  Female  Desexed: \_\_\_\_\_  
Inside  Outside  Registered with which council: \_\_\_\_\_  
2) Type & Breed: \_\_\_\_\_ Name(s): \_\_\_\_\_ Male  Female  Desexed: \_\_\_\_\_  
Inside  Outside  Registered with which council: \_\_\_\_\_  
3) Type & Breed: \_\_\_\_\_ Name(s): \_\_\_\_\_ Male  Female  Desexed: \_\_\_\_\_  
Inside  Outside  Registered with which council: \_\_\_\_\_

**Total number of vehicles (inc unregistered) to be at the property:** \_\_\_\_\_  
Rego no: \_\_\_\_\_ Make/model: \_\_\_\_\_ Year: \_\_\_\_\_ Colour: \_\_\_\_\_  
Rego no: \_\_\_\_\_ Make/model: \_\_\_\_\_ Year: \_\_\_\_\_ Colour: \_\_\_\_\_  
Is the car/s financed Yes  No  with who: \_\_\_\_\_  
Additional vehicles to be kept at property: Boat  Trailer  Motorbike  Details: \_\_\_\_\_

## CURRENT DETAILS

ADDRESS: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Period of occupancy: Years: \_\_\_\_\_ Months: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

**COMPLETE ONLY 1) ONE OF THE (3) THREE OPTIONS LISTED BELOW** (i.e. renting, boarding or owning)

**1) RENTING:** Real Estate  Private Landlord  Housing Commission  Caravan Park   
Lessor/Agents Name: \_\_\_\_\_ Rent per week: \$ \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**2) BOARDING:** Full name of person boarding from: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Phone number: \_\_\_\_\_ Board Paid: \$ \_\_\_\_\_  
Do they rent  or own  if renting name and address of Landlord/Agent they rent from:  
\_\_\_\_\_

**3) OWNING:** Is the property still owned by yourself: Yes  No   
If selling, sold or renting out through which Real Estate Agent: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## PREVIOUS DETAILS

ADDRESS: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Period of occupancy: Years: \_\_\_\_\_ Months: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

**COMPLETE (1) ONE OF THE (3) THREE OPTIONS LISTED BELOW** (i.e. renting, boarding or owning)

**1) RENTING:** Real Estate  Private Landlord  Housing Commission  Caravan Park   
Lessor/Agents Name: \_\_\_\_\_ Rent per week: \$ \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Was the Bond refunded in full Yes  No  If no Explain: \_\_\_\_\_

**2) BOARDING:** Full name of person boarding from: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Phone number: \_\_\_\_\_ Board Paid: \$ \_\_\_\_\_  
Do they rent  or own  if renting name and address of Landlord/Agent they rent from:  
\_\_\_\_\_

**3) OWNING:** Is the property still owned by yourself: Yes  No   
If selling, sold or renting out through which Real Estate Agent: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Have you rented from any other Real Estate Agent (not already listed above):** Yes  No

**Property:** \_\_\_\_\_

Real Estate Agents name & address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Period of occupancy / / to / /

**Property:** \_\_\_\_\_

Real Estate Agents name & address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Period of occupancy / / to / /

## INCOME DETAILS

<b>Current Employment:</b>	Full time <input type="checkbox"/>	Casual <input type="checkbox"/>	Part Time <input type="checkbox"/>
Occupation: _____			
Employer: _____	Net Salary \$ _____ Per _____		
Address: _____	Phone: _____	Fax: _____	
Manager: _____	Length of Employment: _____		
<b>Previous employer if employed for less than six months:</b>			
Employer: _____	Net Salary \$ _____ Per _____		
Address: _____	Phone: _____	Fax: _____	
Manager: _____	Length of Employment: _____		
<b>Self Employed:</b> Name of Business: _____ Industry: _____			
Address: _____	Phone: _____	Fax: _____ Net _____	
Weekly Salary: \$ _____	A.B.N: _____	A.C.N: _____	
Name and address of Accountant: _____			

<b>Student:</b> Name of College, TAFE, University: _____	Student ID number: _____
Austudy: \$ _____ Faculty/Course: _____	

<b>Other sources of income:</b> (Including Pensions, Family allowance, Rent assistance, Investments, Shares etc: Source: _____ Amount: \$ _____ per: _____ Other Information: _____
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<b>Next of Kin:</b> <u>Relative to Contact in case of emergency (full names &amp; not other applicant)</u> Name: _____ Relationship: _____ Address: _____ Phone number(s): Home: _____ Work: _____ Mobile: _____
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<b>Personal References:</b> <u>(Not already listed and not living with you)</u> 1) Name: _____ Relationship: _____ Address: _____ How long known: _____ Phone number(s): Home: _____ Work: _____ Mobile: _____ 2) Name: _____ Relationship: _____ Address: _____ How long known: _____ Phone number(s): Home: _____ Work: _____ Mobile: _____
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<b>Yes / No</b> Have you ever been evicted by any Lessor or Agent? <b>Yes / No</b> Are you in debt to another Lessor or Agent? <b>Yes / No</b> Have you ever been declared bankrupt? <b>Yes / No</b> Are there currently any Judgments filed against you? <b>Yes / No</b> Are you aware of any blacklisted lodgments made by another Real Estate Agent or Debt Collection Agencies? If you answered <b>Yes</b> to any of the above please <b>give details:</b> _____ _____ Is there any other information which may effect your application? _____ _____ <b>Yes / No</b> I, the applicant, have viewed the property internally and externally and accept the property in its present condition.  <b>How did you find out about the Rental Property?:</b> Internet <input type="checkbox"/> For rent sign <input type="checkbox"/> Rental List <input type="checkbox"/> Telephoned <input type="checkbox"/> Window Card <input type="checkbox"/> Newspaper <input type="checkbox"/> Other <input type="checkbox"/>
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**DECLARATION:**

I the applicant do solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my own free will. I declare that I have inspected the premises and am not bankrupt. I do solemnly and sincerely declare that I am over 18 years of age and eligible to enter into this agreement. I declare that a copy of the Form 18a General Tenancies Agreement was given to me along with this application form.

**PRIVACY DISCLOSURE STATEMENT OF RAY WHITE NARANGBA:**

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. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use the database operated by TICA Default Tenancy Control Pty Ltd. You can find out more information about this database on its web site at [www.tica.com.au](http://www.tica.com.au). 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. 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, the Application acknowledge that I have read the Privacy Notice of Ray White Narangba. I authorise Ray White Narangba to contact and or conduct any inquires and/or searches with regard to the information and references supplied in this application including:

- 1) My previous letting agents and / or Landlords
- 2) My current and previous Employer(s)
- 3) My personal referees: and
- 4) Any Tenancy Default Database which may contain personal information about me. I also authorise Ray White Narangba to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribed including TICA.

In accordance with Section 18n(1)(b) of the Privacy Act I authorise you to give information to and obtain information from all credit providers and references named in this application. I understand this can include information about my credit worthiness, credit standing, credit history or credit capacity. I understand this information may be used to assess my application.

Applicants Signature:

Applicants Full Name: \_\_\_\_\_ Date: \_\_\_\_\_



Phone: 1300 554 323  
Fax: 1300 889 598  
Email: [info@connectnow.com.au](mailto:info@connectnow.com.au)

**A free service – Connecting Your Utilities Has Never Been Easier**

connectnow is a simple and convenient time saving service assisting you to connect your Electricity, Gas, Phone, Internet and Pay-TV to a choice of Australia’s leading providers. connectnow can also assist with discounted quotes for removalists, van/truck hire, cleaning services and security monitoring. No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you – with the one phone call. This is a value-added service independent of your tenancy application—you are not obligated to use connectnow.

A connectnow representative will make all reasonable efforts to contact you within **One** working day of receiving an application. If connectnow was unable to contact you within this period please contact connectnow on 1300 554 323 to ensure connection is completed. While the connectnow service is **FREE**, standard service provider connection fees and charges still apply. You pay **NO** extra charges as a result of using the connectnow service

**Declaration:**

If you agree, you will be consenting to connectnow Pty. Ltd. A.B.N. 79 097 398 662 arranging for the connection and disconnection of the nominated home services and to providing information contained in this application to the service providers for this purpose. I agree that neither connectnow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames, terms and conditions once agreeing to use the chosen service provider. I authorise the obtaining of a National Metering Identifier on my residential address to obtain supply details. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that connectnow will be paid a fee by the service provider .

Call me to connect my utilities  Yes

Signature: \_\_\_\_\_ Date / / ID: 10035

# **IMPORTANT NOTICE:**

The Form 18a General Tenancies Agreement has been included with this application form as per legislation requirements.

**The form 18a is for your perusal only.**

**Please DO NOT COMPLETE the Form 18a.**

We would advise you take the time to read the form 18a and draw your attention to any special conditions listed on page 10 of the form 18a.

Once your application has been accepted our office will complete another Form 18a General Tenancies Agreement with your details.

