

TENANCY APPLICATION

PLEASE READ & SIGN BEFORE SUBMITTING YOUR APPLICATION

Thank you for your enquiry on one of our available rental properties. We value your interest, and will endeavour to make the process as smooth and hassle free as possible.

You will probably already realise that not all of our properties will be suitable for you and likewise we do not accept every application we receive. In order to assist you with your search for a property and ultimately your application for tenancy, the following information might be useful:

We strongly recommend once you have received our vacancy list you do a drive-by. For your convenience, updated lists are available for viewing on our web site www.raywhiteipswich.com.au. This will help eliminate any properties that do not appeal to you and may save you time and energy. A time to view the property on the inside can then be made by registering online and booking in a time convenient to you and our leasing manager.

When you have chosen a property that you are interested in, it is our Company Policy that **each person who wishes to reside in the property complete an Application for Tenancy**. (Excluding dependant children under the age of 16). Should you require assistance with completing the form, we would be more than happy to help.

“Applications that are incomplete &/or unsigned will not be accepted”

When submitting your application you must ensure that each applicant has attached the following:

Appropriate identification

You will be required to provide at least one form of Photo ID such as Drivers Licence, Learners Permit or 18+ card.

Proof of signature

You will be required to provide proof of signature such as Healthcare, or Pension Card, Bank Card etc.

Proof of Current Address

You will be required to provide proof of current address such as a rates notice, utility bill, car registration or insurance bill or rental receipts.

Evidence of your income

You will be required to provide proof of current income. This can be in the form of pay slips, Accountant's letter (if self employed), letter from employer or Centrelink Income Statement.

Policies of Ray White Ipswich Property Management

Tenancy Check Upon authorisation, your application will be checked against a national tenancy database (TICA and NTD) for information. If you have ever had a problem with a previous tenancy, it is imperative that you advise us so that we can discuss it with you. We will also ask for your consent to confirm your information details with your employer; and discuss any previous tenancy with a former agent/lessor.

Application accepted Once your application is approved, you are required to pay a holding deposit equivalent to one week's rent to reserve or hold the property. The deposit will be held for 48hrs after this time the holding deposit will be transferred to become a part of the rental bond. If you wish to withdraw your application after the 48hrs of the holding deposit being paid the holding deposit will be forfeited (*159 of the Residential Tenancies and Rooming Accommodation Act 2008*).

Application not accepted In the event that your application is rejected, our office is not legally obliged to give reason. Our office will retain your application form for only one month after lodgement. At this point unless otherwise directed, it will be shredded as per the Privacy Act.

Condition Reports & Inspections Our company conducts photo Condition Reports & Routine Inspection Reports, taking photographic images of the outside and internal areas of the property during the term of the Tenancy Agreement.

Rental payment method Rent must be paid **IN ADVANCE at all times**. Our office **does not accept cash** in the office. **In office** payments must be either money order or cheque. We do not have eftpos facility. Our **preferred method** of payment is electronically through the Ray White Payment Gateway System. Due to the banks processing procedures payments via Payment Gateway take 3 banking days to show into our account so rent needs to be paid at least 3 banking days before it is due.

The following options and costs are available:

- By Internet: <https://payment.raywhite.com>
- By Phone: 1300 725 729
- Automated: Scheduled for your convenience
(Set the schedule yourself via the website or we can configure this for you)
- BPAY: Via your Financial Institution, enter the Biller Code and Reference number provided
- Cash/EFTPOS: Over-the-counter at Australia Post

\$1.65 fee is applicable to payments made from your bank account (automated)

2.2% fee is applicable to payments made from your credit card

\$3.00 fee is applicable to payments made via BPAY

\$4.00 fee is applicable to payments made at Australia Post

Our office also offers Centrepay as a free service to our Centrelink clients.

I have read, understand and agree with the above policies and wish to submit an application for a property through Ray White Ipswich Property Management.

Name: _____ Signature: _____

Date: _____

PRIVACY STATEMENT

PRIVACY DISCLOSURE STATEMENT

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 or previous 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 owner'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.

CONSENT

I the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise the Agent 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 the Agent 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 the Agent to disclose the personal information collected 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, bodies corporate, other agents and tenancy default databases.

Where Direct Connect is requested by me to arrange for the provision of connection and disconnection services, I consent to Direct Connect 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 Direct Connect disclosing confirmation details (including NMI, MIRN and telephone number) to the Agent. I acknowledge that neither Direct Connect 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 Direct Connect. I acknowledge that Direct Connect, the Agent and its employees may receive a fee and/or benefit from a utility service provider in relation to the connection of a utility service. There is no charge to me for the Direct Connect service; normal service provider fees or bonds may apply.

Applicant Name

Signature

Date

Ray White - Ipswich

Address: 81 Limestone Street, Ipswich QLD 4305

Phone: (07) 3281 9655

Fax: (07) 3812 2548

Email: ipswich.qld@raywhite.com

Web: www.raywhiteipswich.com.au

Ray White®

Direct Connect can help arrange for the connection or provision of the following utilities and other services:



Electricity

Gas

Phone

Internet

Pay TV

Insurance

Removalist

Truck or van hire

Cleaners

☐**Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.**

Please provide your personal details:

Title:	First Name:
Last Name:	

Date of Birth:

Day	Month	Year
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Licence/Passport/Medicare No:

State/Country:

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Please provide your contact details:

Home phone no:

Mobile phone no:

Work phone:

Fax phone no:

Email address:

Connection date:

Day	Month	Year
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Property for connection:

Unit/Floor No:	Street No:
Street Name:	
Suburb:	
State:	Post Code:

Postal address:

Unit/Floor No:	Street No:
Street Name:	
Suburb:	
State:	Post Code:

***This is a FREE service that connects all your utilities and other services.***

We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature

Date

*Please be advised that this application will only be accepted for processing once **ALL** details have been completed and copies of all supporting documents attached. Each person wishing to reside at property (other than dependents under the age of 18) must submit an individual form.*

PROPERTY DETAILS

Address of Property:

PERSONAL DETAILS

Given Name(s):

Surname:

Current Address:

Home Phone:

Work Phone:

Mobile:

Email:

Date of Birth:

Drivers Licence No.:

NEXT OF KIN (someone who is not moving in)

Given Name(s):

Surname:

Relationship:

Email:

Address:

Home Phone:

Mobile:

Work Phone:

CURRENT RESIDENCE DETAILS

Length of time at current address: From

Rent Paid:

Reason for leaving:

Name of Landlord / Agent:

Phone:

PREVIOUS RESIDENCE HISTORY

Previous Address:

Length of time at above address: From to

Rent Paid:

Name of Landlord / Agent:

Phone:

Was Bond refunded in full? ☐ Yes ☐ No If No, specify deductions:

CURRENT EMPLOYMENT DETAILS (IF APPLICABLE)

Occupation:

Current Employer:

Contact Name (payroll / manager):

Contact Number:

Length of Employment:

SELF EMPLOYMENT DETAILS (IF APPLICABLE)

Company Name:

Business Type:

Position Held:

ABN:

Accountant Name:

Phone:

SUMMARY OF INCOME

Net weekly employment income:

Net weekly income from other sources:

Source(s) of other income:

PREVIOUS EMPLOYMENT (IF CURRENT EMPLOYMENT IS LESS THAN 6 MONTHS)

Occupation:

Previous Employer:

Employer's Address:

Contact Name (payroll / manager):

Contact Number:

Length of Employment: From to

CENTRELINK INFORMATION (IF APPLICABLE)

Type of payment:

Current statement will need to be supplied with this application

How long have you been getting Centrelink payments:

REFEREES

Business referee:

Relationship:

Phone:

Mobile:

Personal referee:

Relationship:

Phone:

Mobile:

OTHER INFORMATION

Dependants to reside at premises: Number Ages

Pets to reside at premises: Number Type / Breeds

Cars to be parked at premises: Number Type Rego No's.

Do you or any other occupant smoke: ☐ Yes ☐ No You should be aware that we have a strict no smoking inside policy.

Do you currently own an investment property? ☐ Yes ☐ No

Are you looking at purchasing a property within the next 12 months? ☐ Yes ☐ No

DECLARATION

I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent as per terms inserted

Lease commencement date:

Lease term:

Rent per week:

I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property. Should this application be approved, I acknowledge that I will enter into a Residential Tenancy Agreement and will be required to pay the following amounts:

First two weeks rent in advance:	\$	within 24 hours of verbal approval from agent
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Rental Bond	\$	before hand over of keys for said property
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I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I can afford the weekly rent, and have never been bankrupt.

Applicant Name

Signature

Date

PET APPLICATION AND AGREEMENT

PROPERTY ADDRESS			
TENANT NAME			
PET DETAILS	ITEM	PET 1	PET 2
	TYPE/BREED OF PET/S		
	NAME/S		
	AGE		
	DESEXED		
	COUNCIL REG #		
	DESCRIPTION		
	PHOTO PROVIDED		
EMERGENCY PET CARER	NAME		
	ADDRESS		
	PHONE NUMBER	WORK NUMBER	MOBILE NUMBER
VETERINARIAN	NAME		PHONE NUMBER
TERMS AND CONDITIONS	The Tenant/s acknowledges and agrees to the following terms: 1. The Lessor has agreed to permit pet/s at the premises as specified in the General Tenancy Agreement and this Pet Agreement 2. Any pet other than the approved pet/s specified in the General Tenancy Agreement and this Pet Agreement must first be requested by Tenant/s in writing and then be approved in writing by the Lessor PRIOR to the pet/s being allowed onto the premises. Approval is not guaranteed 3. The Tenant shall be liable for any damage or injury whatsoever caused by the pets on the Property, whether they are the pet of a Tenant or guest, Tenant's pets or their guests pets and regardless of their approval status. 4. The Tenant accepts full responsibility and indemnifies the Lessor for any claims by or injuries to third parties or their Property caused by, or as a result of actions by their pet/s or their guests pet/s, and regardless of their approval status 5. The Tenant agrees to arrange for Flea Fumigation at the end of the tenancy or at a time during the tenancy as required or requested by the Lessor / Lessor's Agent to be carried out by a Company complying with Australian Standards.		

6. The pet/s are to be outside at all times, unless specified otherwise in the General Tenancy Agreement or this Pet Agreement
7. By signing below you are only asking for approval for the above-mentioned pet/s to be accepted at the property for which you are applying.
8. That the pet/s will not be fed on carpeted areas inside the property
9. During the tenancy, when a Routine Inspection is to be conducted, please ensure your pet/s are tied up and restrained at all times.
10. The Tenant/s are required to ensure that the Approved Pet/s are registered with the Ipswich City Council or Somerset Regional Council at all times, and all relevant laws relating to the keeping of animals are complied with at all times.
11. The tenant/s agrees that there should be evidence of pet urine or smells in the property, it will be professionally cleaned and deodorized, or if necessary the affected carpet and underlay is to be replaced at the tenant/s own expense.
12. That the pet/s shall not be allowed outside of the premises unsupervised.
13. That the pet/s will not become an annoyance or source of discomfort to other tenant/s or neighbours
14. To ensure grounds and surrounding outdoor areas are kept clean and free from animal faeces and other mess.
15. To repair any damage caused by the pet immediately, including re-turfing of lawns if there are track marks, holes or worn out areas, and any significant damage to ground level, walls, doors, carpet, fly screens, fences or furniture

ACKNOWLEDGEMENT BY APPLICANT

APPLICANT NAME

SIGNATURE

DATE

AFTER PROCOESSING APPLICATION

APPLICATION RESULT

- ☐ Application for Pet/s – **APPROVED**
- ☐ Application for Pet/s – **DECLINED**

The above mentioned pet/s have been approved by the Lessor of the property stated in this Agreement. This Agreement now forms part of the General Tenancy Agreement and the Tenant/s are now bound by the acknowledgement set out in the Application above.

AUTHORIZATION BY LESSOR / AGENT

AGENT

SIGNATURE

DATE