

Dear Prospective Tenants

Our office does not accept an application without it being fully completed. All phone numbers and addresses of references and all sections of the application must be completed before we can accept the application and begin processing.

Please note that we will not accept an application until you have viewed the properties and are applying for one in particular.

A minimum of two working days are required to process the application. Our office will be in contact with you once the application has been processed (please make sure you supply the appropriate contact numbers for us to contact you on).

Before your application will be considered, you need to provide our office with 100 points of application. Please find below a list of identification items we accept.

Item	Points	Item	Points
Drivers License	40	Medicare Card	20
Passport	40	Bank Debit/Credit Card	20
Other Photo ID	40	Bank Statement	20
Previous Rental Ledger / Receipts (x 4)	20	Telephone Account / Electricity Account	20
Previous 2 Pay Slips	20	Centrelink Statement (Required If Applicable)	20

All applications for tenancy will be referred to the tenancy database of National Tenancy Database (NTD) to confirm the details you have supplied to our office.

Unless a successful tenancy is reached, all applications are destroyed two weeks after the date they were received.

Once an application has been approved and accepted by the owner a deposit of one (1) weeks rent is required to secure the property within 24 hours of confirmation.

Please allow for approximately 30 minutes for the signing of your agreement if you are the successful applicant.

Prior to moving in you are required to pay the bond plus two (2) weeks rent, which is equivalent to six (6) weeks rent (*i.e. four (4) weeks rent for the bond + two (2) weeks rent*). ***Please note we accept cash or cheque only, no EFTPOS facilities available.***

Keys for the property will not be handed over until all monies are paid in full and the lease is signed and the lease start date has commenced.

Privacy Act Acknowledgement For Tenants

I, the applicant, declare that the information provided in this application is true and correct and that I have supplied this information on my own free will.

I acknowledge that my personal contents insurance is not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings.

I understand that you as the agent/lessor have to collect this information for the purpose of determining whether I am a suitable tenant for the property – in particular to check my identification, my ability to care for the property, my character and my creditworthiness. For such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy database searches) as you consider reasonably necessary. In doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties.

I acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons why. I also consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the lessor/agent to pass my details onto others which may include (but not limited to) insurance companies, body corporate, contractors, other real estate agents, salespeople and tenancy default databases.

Applicant Name

Signature

Date

Tenancy Application Form

Please be advised that this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form.

PLEASE TICK

- I acknowledge that I have received or have had available from the lessor/s or lessor/s agent a Form 17a and Form 18a **before** signing this application. (Please ask our Property Management team for these forms if required).
- I acknowledge that one application form has been completed per adult who will be residing at the property.
- I acknowledge that I have received or have had available the Privacy Act Acknowledgement from the agent.
- I acknowledge that both the lessor and I, as the tenant, are bound by this application immediately on communication of the lessor/s or lessor/s agent's acceptance of it.

PROPERTY DETAILS

Address of Property:

Lease commencement date:

Lease term:

Rent per week:

Number and type of pets:

Names of all other occupants for the property:

Names and ages of any children to occupy the property:

Number of vehicles to be kept at 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 (EMERGENCY CONTACT – SOMEONE NOT LIVING WITH YOU)

Given Name(s):

Surname:

Relationship:

Address:

Phone:

Mobile:

Email:

CURRENT ADDRESS

Address:		
I am the current <input type="checkbox"/> owner / <input type="checkbox"/> tenant of this address.		
Length of time at current address:	Rent Paid:	
Reason for leaving:		
Name of Landlord / Agent:		
City / Suburb:	Phone:	Fax:

PREVIOUS RENTAL HISTORY 1

Previous Address:		
Length of time at above address: From	to	Rent Paid:
Name of Landlord / Agent:		
City / Suburb:	Phone:	Fax:
Was Bond refunded in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, please specify reasons why:		

PREVIOUS RENTAL HISTORY 2 (IF CURRENT TENANCY IS LESS THAN 6 MONTHS)

Previous Address:		
Length of time at above address: From	to	Rent Paid:
Name of Landlord / Agent:		
City / Suburb:	Phone:	Fax:
Was Bond refunded in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, please specify reasons why:		

CURRENT EMPLOYMENT DETAILS

<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Government Assistance <input type="checkbox"/> Other	
Occupation:	Current Employer:
Employer's Address:	
Contact Name (payroll / manager):	
Contact Number:	Fax Number:
Length of Employment:	Net weekly employment income:

SELF EMPLOYMENT DETAILS (IF APPLICABLE)

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

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

Occupation:	Previous Employer:
Employer's Address:	
Contact Name (payroll / manager):	
Contact Number:	Fax Number:
Length of Employment:	Net weekly employment income:

PLEASE ADVISE THE FOLLOWING

Was Bond refunded in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there any reason known to you that may affect your ability to pay rent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was your rental bond at your last address refunded in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you in debt to another agent / lessor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please advise what deductions were made from your rental bond, and / or why you are in debt to your past agent / lessor?

REFEREES (YOU MUST SUPPLY A MIN. OF 2 REFEREES – NON FAMILY MEMBERS)

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

Fax

TO:	COMPANY:	FAX NO:
DATE:	FROM: Ray White Biloela	PAGES: 2 pages incl. cover
RE: EMPLOYMENT CONFIRMATION		

To Whom It May Concern;

I, _____, hereby give permission for my employer to disclose specific employment details to Ray White Biloela.

Signature of Applicant:

EMPLOYER USE ONLY

Please find attached a declaration form signed by the prospective tenant.

It would be greatly appreciated if you could complete the below section and return fax to 07 4992 1802 as soon as possible.

Employment Status:

Period of Employment (Incl. Start Dates):

Net Weekly Income:

Company Name:

Signature of Person Verifying Employment:

Thank you in advance for taking the time to provide us with this employment confirmation.

Kind regards,

RAY WHITE BILOELA

Property Management

Disclaimer / Authority

I, the said applicant, do solemnly and sincerely declare that the information contained in this application is true and correct and that all the information was given of my own free will. I further authorize the letting agent to contact and / or conduct any inquiries and / or searches with regard to the information and references supplied in this application.

I, the said applicant, do solemnly and sincerely declare that I am in a stable / secure financial position and eligible to enter this agreement.

I, the said applicant, do solemnly and sincerely declare:

1. I have inspected the property located at _____.
2. I have, of my own accord, decided that I wish to rent the abovementioned property commencing ___ / ___ / _____ for a period of _____.
3. I have been informed, understand and agree that the rental for the abovementioned property is to be \$ _____ per week and that this rental is within my means to support.
4. I have been informed, understand and agree that the bond for the aforesaid property will be \$ _____ and I further agree and undertake to pay the said bond on / before signing the tenancy agreement. I further authorize the letting agent to attend to all details regarding the lodgment of the said rental bond with the appropriate authority.
5. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on the tenancy application submitted by me.
6. I have been informed, understand and agree that should there be a requirement to commence proceedings for recover of rent, repairs or damage to aforesaid property during the term or at the expiration of the tenancy agreement, all costs associated with these proceedings shall be recovered from me.
7. I have been informed, understand and agree that should this application not be accepted, the agent is NOT required or obligated to disclose why or supply any reason for rejection of this application. Upon receipt, this tenancy application form will take approximately 24 to 48 hours to process. I understand that this tenancy application form cannot be processed until all details are completed and sufficient identification is proved for the 100 point check.
8. This tenancy application form remains the property of Ray White Biloela.

Applicant Name

Signature

Date

OFFICE USE ONLY

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

Item	<input checked="" type="checkbox"/>	Points	Initial		<input checked="" type="checkbox"/>	Points	Initial
Drivers License	<input type="checkbox"/>	40		Medicare Card	<input type="checkbox"/>	20	
Passport	<input type="checkbox"/>	40		Bank Debit/Credit Card	<input type="checkbox"/>	20	
Other Photo ID	<input type="checkbox"/>	40		Bank Statement	<input type="checkbox"/>	20	
Previous Rental Ledger / Receipts (x 4)	<input type="checkbox"/>	20		Telephone Account / Electricity Account	<input type="checkbox"/>	20	
Previous 2 Pay Slips	<input type="checkbox"/>	20		Centrelink Statement	<input type="checkbox"/>	20	