

## 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.

### 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:	

### 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 1

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, 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:

Phone:

Was Bond refunded in full?

Yes

No

If No, please specify reasons why:

## CURRENT EMPLOYMENT DETAILS

Occupation:

Current Employer:

Employer's Address:

Contact Name (payroll / manager):

Contact Number:

Length of Employment:

## SELF EMPLOYMENT DETAILS

Company Name:

Business Type:

Business Address:

Position Held:

ABN:

Accountant Name:

Phone:

Accountant Address:

## 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	Net weekly income:

## STUDENT INFORMATION

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

## REFEREES

Business referee:	Relationship:
Phone:	Mobile:
Personal referee:	Relationship:
Phone:	Mobile:

## RAY WHITE CONNECT – FREE SERVICE

To save you time when you're moving house, Ray White can assist you by arranging your utility connections, discounts on your insurance and discounts on removal and self storage services.

It's a FREE service and there's NO obligation. Please tick the box below if you would like Ray White Connect, Ray White Insurance and Zippy Shell (removals and self storage) to call you and explain how the service works.

**Yes, I would like to be contacted by Ray White Connect, Ray White Insurance and Zippy Shell**

Ray White Connect:

Phone: 1300 556 325                      Email: [connect@raywhite.com](mailto:connect@raywhite.com)                      Fax: 1300 111 111                      Web: [www.raywhiteconnect.com.au](http://www.raywhiteconnect.com.au)

Ray White Insurance :

Phone : 1800 221 773                      Email : [insurance@raywhite.com](mailto:insurance@raywhite.com)                      Fax : 07 3257 4386                      Web : [www.raywhiteinsurance.com.au](http://www.raywhiteinsurance.com.au)

Zippy Shell :

Phone : 1800 467 826                      Web : [www.zippysell.com.au](http://www.zippysell.com.au)

Ray White Connect, Ray White Insurance and Zippy Shell will use the information in this application to explain the services offered and to undertake any connection and disconnection services authorized (including the provision of information to utility companies). Personal information collected by Ray White Connect, Ray White Insurance or Zippy Shell may be accessed by contacting them on the contact details above. While the Ray White Connect service is FREE, normal service provider fees or bonds may apply for utility connections.

## HOLDING DEPOSIT (to be completed for QLD properties 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 a tenancy agreement is entered into by the Applicant, the Holding Deposit will be applied in full to the rental bond.

The Holding Deposit is equivalent to one week's rent, and holds the premises in favour of the Applicant for a period of seven days, starting from the date the Holding Deposit is paid to the Agent. The Applicant must exercise the option to enter into a tenancy agreement by no later than the end of the seven day option period.

The Applicant agrees to pay a Holding Deposit of \$\_\_\_\_\_. The Applicant agrees that, should they withdraw their application within the seven day option period, then the deposit will be refunded in full. After the option period expires the Applicant agrees that the Holding Deposit will be forfeited.

## RESERVATION FEE (to be completed for NSW properties only)

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

The Reservation Fee is equivalent to one week's rent to hold the property for a period of 7 days only, starting from the day the Reservation Fee is paid to the Agent (the Reservation Period).

The Agent undertakes that:

- No other Reservation Fee has been received for the premises;
- The whole Fee will be refunded if the landlord decides not to enter into a residential tenancy agreement with the Applicant 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 it is a condition to entry into a residential tenancy agreement with the Applicant;
- If a residential tenancy agreement is entered into with the Applicant, the Fee will be applied in full towards rent for the premises.

The Applicant agrees to pay a Reservation Fee of \$\_\_\_\_\_. The Applicant understands that, should they 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.

I have read, agreed to and understood all of the above terms and conditions that are relevant to me.

\_\_\_\_\_  
**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"/>	20		Bank Statement	<input type="checkbox"/>	20	
Current Wage Advice	<input type="checkbox"/>	30		Telephone Account	<input type="checkbox"/>	20	
Previous Tenancy Reference	<input type="checkbox"/>	20		Electricity Account	<input type="checkbox"/>	20	
Previous 2 Rent Receipts	<input type="checkbox"/>	20		Gas Account	<input type="checkbox"/>	20	

Item	<input checked="" type="checkbox"/>	Initial		<input checked="" 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"/>	

---

**Property Manager Name**

---

**Signature**

---

**Date**