

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:	
Are you or any of the occupants living with you a smoker?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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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?	<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:		Phone:
Was Bond refunded in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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:	Net Weekly Income:

CENTRELINK PAYMENTS

Are you receiving regular Centrelink Payments	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Description of Payment(s)		
Total Income per week/fortnight	\$	Commencement Date:

SELF EMPLOYMENT DETAILS

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

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:

IDENTIFICATION

You are required to meet a 100 point identification criterion upon submission of your application. The agent may photocopy any item and retain as part of your application. At least one form of **PHOTO ID** & proof of **INCOME** must be provided.

Item	<input type="checkbox"/>	Points	Item	<input type="checkbox"/>	Points
Drivers Licence	<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
Birth Certificate	<input type="checkbox"/>	30	Electricity Account	<input type="checkbox"/>	20
Previous 2 Rent Receipts	<input type="checkbox"/>	20	Car Rego	<input type="checkbox"/>	20

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 Ray White Connect is requested by me to arrange for the provision of connection and disconnection services, I consent to Ray White 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 Ray White Connect disclosing confirmation details (including NMI, MIRN and telephone number) to the Agent. I acknowledge that neither Ray White 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 Ray White Connect. I acknowledge that Ray White 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 Ray White Connect service; normal service provider fees or bonds may apply.

Applicant Name

Signature

Date

ACKNOWLEDGEMENT

I, the applicant,

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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Understand that you as the agent/lessor have collected 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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
For such purposes, I authorise you to contact the persons named in this application and to undertake such enquires and searches as you consider reasonably necessary.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons as to why.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Consent & understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the agent/lessor to pass my details onto others which may include (but is not limited to) insurance companies, body corporate, contactors, other real estate agents, sales people and tenancy default databases.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Acknowledge that I received or have available the Information Statement (Form 17a), body corporate by-laws (if applicable) before completing this application.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Acknowledge that I have been made aware of the agency's Privacy Statement (see below)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Acknowledge that the lessor and applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agents acceptance of the application.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Declare that the above information is true & correct and that I have supplied it of my own free will.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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.

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 have inspected the premises and am satisfied with the current condition and cleanliness of the property.

Applicant Name

Signature

Date

Port Douglas | 48 Macrossan St | (07) 4099 5355
 Four Mile | 366 Port Douglas Rd | (07) 4098 5222
 Mossman | 53 Front St | (07) 4098 1333

Ray White™