

APPLICATION GUIDE

To enable your application to be processed as promptly and efficiently as possible, the following information must be provided.

- One weeks rent is payable upon verbal acceptance of your application
- Each applicant must provide the following - Photocopy of identification – Passport, Drivers Licence or 18+ Card
- At least two references from previous Lessors or Agents
- Proof of last residential address – Telstra Account, Energex Account or bank/credit card account
- Copies of previous rental receipts
- Supporting proof of income for payment of rental
- Students Please Note: If supported financially from parents, a letter will be required from your parents stating that this is the case
- If you are supported by Austudy or similar, please provide a bank statement and/or letter confirming your allowance from Austudy.

PLEASE NOTE: Income details remain strictly confidential and are required only to assess your ability to commit to the financial terms of the Lease.

- An application must be completed by each person wishing to occupy the premises. If during your tenancy another person wishes to reside on the property the above process must be followed.
- Applications take approximately 1-2 business days to process. You will be notified of the status of your application as soon as possible.
- An appointment will be made (Monday to Friday only) to sign the relevant tenancy documents – all tenants must be present for this appointment. At this appointment rent and bond monies are to be paid in full, in cash or bank cheque (Personal cheques not accepted). Bond transfers are not accepted by our office.

PLEASE NOTE: *Ray White Mt Gravatt is a member of The Tenancy Information Centre of Australia (TICA) and Barclays Debt Collection Agency.*

NOTICE TO ALL RESIDENTIAL TENANCY APPLICANTS

Please ensure that each applicant can achieve a minimum of 100 check points.

LAST 4 RENT RECEIPTS FROM LICENSED AGENT	# 50 POINTS
DRIVERS LICENCE WITH CURRENT ADDRESS	# 40 POINTS
PHOTO I.D.	# 30 POINTS
PASSPORT	# 30 POINTS
CURRENT M.V. REGO PAPERS	# 10 POINTS
MIN. 2 REF FROM PREVIOUS L/L/AGENT	# 20 POINTS
COPY OF PREVIOUS TELSTRA A/C, ELECTRICITY, A/C, GAS A/C, BAN K STATEMENT	# 10 POINTS (EACH)
COPY OF BIRTH CERTIFICATE	# 10 POINTS

Should you not be able to meet the 100 check points, please speak to the Property Manager.

Our Office Details:

Address:	1380 Logan Rd Mt Gravatt Q 4122
Phone:	07 3347 3888
Fax:	07 3347 3820
Email:	andrew.boman@raywhite.com

APPLICATION FOR RESIDENTIAL TENANCY

PLEASE NOTE: ONE WEEK'S RENT is required in the form of cash, bank cheque or money order once the application has been accepted and confirmed. This must be payable within 24 hours of notification. Please note, this is not a deposit and is non-refundable. Applications are processed within 1-2 Business days.
NOTE: SMOKING IS NOT PERMITTED INSIDE ANY OF OUR RENTAL PROPERTIES

ADDRESS OF PROPERTY:

FULL NAME OF APPLICANT:

CONTACT PHONE NUMBERS: Home: Work: Mobile:

EMAIL ADDRESS:..... SMOKER PLEASE CIRCLE: YES NO

NAMES OF ALL PERSONS WISHING TO OCCUPY PREMISES:

.....

PETS OWNED: TYPE:..... BREED:..... NAME:.....

ARE THE PETS REGISTERED WITH THE COUNCIL? YES NO (please supply a written reference for pets)

DRIVERS LICENCE/PASSPORT/18+ CARD DATE OF BIRTH.....

WOULD YOU LIKE A CALL FROM OUR IN-HOUSE MORTGAGE BROKER TO DETERMINE WHETHER OR NOT YOU WOULD BE IN A POSITION TO PURCHASE A HOME WITHIN THE NEXT 12 MONTHS? YES NO
THIS SERVICE IS COMPLIMENTARY.

PRESENT ADDRESS:
 PERIOD OF OCCUPANCY: PHONE:
 REASON FOR LEAVING:..... RENT PAID \$
 NAME OF AGENT OR OWNER:
 ADDRESS OF AGENT OR OWNER:
 BUSINESS HOURS PHONE:

PREVIOUS ADDRESS:
 PERIOD OF OCCUPANCY: PHONE:
 REASON FOR LEAVING: RENT PAID \$
 NAME OF AGENT OR OWNER:
 ADDRESS OF AGENT OR OWNER:
 BUSINESS HOURS PHONE:

OCCUPATION: INCOME:
 NAME OF EMPLOYER: EMPLOYER ADDRESS.....
 STUDENT Yes No INSTITUTION..... COURSE..... DURATION.....
 PERIOD OF EMPLOYMENT: BUSINESS PHONE:

PERSONAL REFERENCES: (No relatives. Names given must be contactable during business hours)

1. Phone:

2. Phone:

3. Phone:

Name of person to contact in case of emergency: Phone:.....

**PRIVACY DISCLOSURE STATEMENT OF
NETWORK AGENCIES (QLD) PTY LTD T/AS RAY WHITE MT GRAVATT
1380 LOGAN RD, MT GRAVATT QLD 4122
PHONE (07) 3347 3888**

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 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 website at 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 landlords 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 (see contact details above). 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 Applicant acknowledge that I have read the Privacy Notice of Network Agencies (Qld) Pty Ltd Trading as Ray White Mt Gravatt. I authorise Ray White Mt Gravatt to collect information about me from:

- (a) My previous letting agents and/or landlords;
- (b) My personal referees; and
- (c) Any Tenancy default Database (including TICA) which may contain personal information about me. I also authorise Ray White Mt Gravatt 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 TICA.

I authorise Ray White Mt Gravatt to disclose the personal information it collects about me to the owner of the property, even if the owner is resident outside Australia.

SIGNED DATE

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 161 (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 7 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 48 hour 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.

I acknowledge by signing below that the Agency has provided me with a copy of the General Tenancy Agreement 18a, including the Standard Terms 1-44 and also any special conditions pertaining to the particular property I am applying for.

Applicant Name

Signature

Date

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

Applicant Name

Signature

Date

Thank you for your Application for Tenancy.....

We will endeavour to process this application immediately because we know that you will be waiting on an answer. It is imperative that you do not make an application on a second property *anywhere* until you have an answer on this application. The reason for this is simple – **should this application be successful then the agreement is legally binding -**
Congratulations you have found a property!

With that in mind, it is our goal to obtain a definite answer for you within 48 hours of receipt of your application. If the process is slower, it is generally because we have not received all the information requested, or we are waiting on answers from referees or owners. In any event we will keep you posted.

Notification of the results

You will be notified of the result of your application immediately a decision is made and we have confirmed the lessor's instructions. Please ensure that we have a daytime telephone contact number for you.

Securing your Tenancy

Once the application has been approved, you will be required to pay one weeks rent to secure the property in your name. It will be credited to your rental account commencing with the first day of your tenancy. This payment is required in the office within 24 hours of your notification.

Once this process is complete, you should go ahead and arrange the connection of services to the property from the following companies:

Telephone: Telstra	132 200
Electricity: Origin	132 461
Gas: Elgas Ltd	131 161

Signing your agreements

When you pay your first week's rent, we will confirm an appointment time with you to come into the office and complete the paperwork. Please allow approximately 30 minutes. This is an important appointment and should be completed prior to moving in day. All tenants are to attend the office for this process. You will be given a copy of the tenancy agreement to read before signing. We consider this to be a vital document and want to ensure that you are aware of all of your obligations before making a commitment.

Bond and Rent

Prior to moving in you will be required to pay a full bond of 4 times the weekly rental and a second week's rent. This is not negotiable. Bond transfers are NOT accepted. Payment of this money must be in cleared funds – **Cash or bank cheque or Money Order only**. No personal cheques can be accepted.

Keys

Keys to the property will not be handed over until all monies are paid in full and the lease signed by all parties.

Insurance

A reminder that insurance of your personal belongings is your responsibility.

We hope this information is of value to you. If there is anything we can do to make the 'moving in' process easier for you, please let us know. It is our aim to provide you with every assistance to ensure that your association with this office is an enjoyable one.

Thank you
RAY WHITE MT GRAVATT
(07) 3347 3888