



www.raywhite.com

PROPERTY ADDRESS: _____

RENT PER WEEK: _____

NOTE : BEFORE WE WILL PROCESS YOUR APPLICATION, YOU MUST PROVIDE US WITH FOLLOWING IMPORTANT INFORMATION

- You MUST provide documents totaling 100 points with at least one form of ID from each category:

Category A

- *Birth Certificate 70 Points
- * Passport 70 Points
- * Citizen Certificate 70 Points
- * Photo Id card 70 Points
- * Student Id 40 Points
- * Drivers Licence 40 Points

Category B

- * Written Reference from employer stating income 35 Points
- *Pay slip 35 Points

Category C

- *Telephone Bill 25 Points
- *Bank Statement 25 Points
- *Medicare card 25 Points

ONLY IF YOU APPROVED for a rental property you will be asked to pay a holding deposit (1 week rent) by bank cheque or money order

On lease commencement you will be required to pay another 1 week's rent \$15 Lease fee and 4 weeks rent as bond (sent to Rental bond board)

I agree with the above term & Conditions: _____

Applicant's signature



GYMEA

Tenancy Application Form

88 GyMEA Bay Road GyMEA, NSW 2227
Phone: 02 9525 2911 Fax: 02 9525 6381
Email: gyMEA.nsw@raywhite.com
Web: www.raywhite.com/gyMEA

Please ensure all fields are completed so we can process your application promptly

Rental Property Details

Address:
Postcode:
Rental Amount \$ Weekly OR \$ Monthly
Bond Amount \$ Payable to RTBA
Preferred Tenancy start date: / / Term: mths
How many people will reside at the property?
Adults: Children: Age of Children:
Pets? If yes, how many? type/breed?

Current Address:
Postcode:
How long at this address: years months
If Rented - Rent paid \$ per week
Current landlord/agent:
Phone no. of landlord/agent:
Reason for leaving:

OFFICE USE ONLY Lease Connect Date: / /

PROPERTY MANAGER:

Applicant Details

Title: Family or Surname:
Given Name/s:
Date of Birth: / / Home Ph:
Work Ph: Mobile Ph:
Email address:
Australian Driver's Licence No:
State: Expiry date:
Passport No (if applicable):
Country: Expiry date:
Visa No (if applicable):
Type: Expiry date:
Own Motor Vehicle? Yes No
Car Make/Model:
Car Rego State

Previous Address:
Postcode:
How long at this address: years months
Previous landlord/agent:
Phone no. of landlord/agent:
Reason for leaving:

Current Employer:
Occupation: Full time Part time Casual
Length of Employment: years months
Net Income per week: \$
Address:
Postcode:
Contact person: Phone:
(if self, employed, please list accountant's contact details)

Previous Employer:
Length of employment: years months
Address:
Postcode:
Contact person: Phone:

I declare that the above information is true and correct to the best of my knowledge and agree that the agent may conduct independent valuation checks and use the information supplied in assessing this application. This application is accepted subject to the availability of the premises on the due date and the owner's approval.

Applicant's Signature: Date: / /

OBLIGATION-FREE UTILITY CONNECTION SERVICE

If you would like assistance, (at no additional charge) with connection and disconnection of telephones, electricity, gas and water to your new home then tick the box below. On the Move will contact you and explain the details of the services available.
YES! I would like On The Move to contact me to arrange my utility connections.
You may receive a \$15 gift voucher by using our utility connection services
NOTE: This service has no effect on your application for this rental property

Terms & Conditions: I consent to the disclosure of this page of the application form to On The Move (Aust.) ABN 84 181 648 257 for the purpose of enabling On The Move to offer connection and disconnection services to me. Where On The Move is requested to arrange for the provision of the services, I consent to On The Move disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection/disconnection. I acknowledge that neither On The Move nor the Agent accept 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. I acknowledge that the Agent, its employees and On The Move may receive a benefit in relation to the connection of a utility service. The agent will receive your new phone number for contact purposes, unless you specifically request this not to happen. If you would like to access your personal information held by On The Move, please contact our office. Normal connection fees and bonds apply. An On The Move representative will contact you to confirm your personal and property details prior to connection, if On The Move has not contacted you within 24 hrs of the application being submitted, it is the tenants responsibility to contact On The Move on 03 9272 8888 if you wish On The Move to arrange connections.
Are the mains switched off at the new premises? YES NO The mains switch must be off on the requested date for a power connection to occur.

References (No family or current employer contacts)

1. Name:.....
 Relation to the applicant:.....
 Home Ph: Work Ph:
 Mobile Ph:

2. Name:.....
 Relation to the applicant:.....
 Home Ph: Work Ph:
 Mobile Ph:

Emergency contact / Next of Kin:

1. Name:
 Relationship to the applicant:.....
 Address:.....
 Home Ph: Mobile Ph:.....

2. Name:
 Relationship to the applicant:.....
 Address:.....
 Home Ph: Mobile Ph:.....

If you receive a Centrelink Payment

(Copy of most recent payment statement to be supplied)
 Type of payment:.....
 Customer Reference Number (CRN):

If you are a student Name of Institution:.....
 Faculty / Department:.....
 Student Identification (ID) Number:.....
 Income source: Net weekly income: \$.....

APPLICATION INSTRUCTIONS

All details are to be printed clearly and completed in full.

If more than one (1) adult is to reside in the premises, an application must be completed for each applicant.

Your application can only be processed on the understanding that you have inspected the property and accept the property in its current condition.

Should your application be successful we will require the following:

- i. The first months rent payable by money order or bank cheque, (made payable to Ray White Gympie).
- ii. The bond amount payable by money order or bank cheque, (made payable to Residential Tenancies Bond Authority (RTBA).

If the required amount is not received within 24 hours the property will then be put back on the market for the next application or tenant/s to take.

TRADING REFERENCE AUSTRALIA

Agency Name:-.....

Agency Phone:-..... Agency Fax:-.....

Address Property Applied For

Suburb..... State..... Post Code.....

TRA DISCLOSURE

I understand this agent is a member of Trading Reference Australia Pty. Ltd. (TRA) and may conduct a reference check with that organisation. I authorise this Agent to provide any information about me to TRA / Landlord / Video Store for the purpose of that check and I acknowledge that such information may be kept and recorded by TRA. I realise that if a search is performed on the TRA database and my identification appears with the label "Refer to Agent" beside my name, the agency who conducted the search will call the listing agency to exchange information and establish why my details have been entered on the register. The agency that searched will then inform me of the listing, the listing agency name and contact details giving me right of reply. I accept that if I am currently listed as a defaulter with TRA, this Agency / Landlord / Video Store has the authority to reject my application. I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused. I acknowledge that if I default on my tenancy / rental obligations in future, which means in breach of my contract / lease agreement for residential property in accordance to the Property Stock and Business Agents Amendment (Tenant Databases) Regulation 2004, recently put in place for residential tenants. I may be listed with TRA, until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent / Landlord / Video store or in accord with the new regulations. The same applies to me if I am a Commercial Tenant and or Holiday Tenant and in breach of my contract whatever the stipulations are within that contract with the said agency. I hereby authorise this agent to provide information about me to TRA and my default to TRA in connection with that listing. I also understand that my agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard. I will not hold TRA accountable for the inaccurate keying in of information by TRA members therefore delivering an incorrect search as I understand faults can be made within this process due to human error. It is also understood that technical failure can cause errors and I do not hold TRA or the Agent responsible for same. I understand that if the said eventuates I may question the source and understand this will be thoroughly investigated and corrected immediately. Furthermore I authorise the agent to contact my employers past and present to confirm my employment history and my previous Landlord / Agency to verify details of my tenancy. I also authorise the agent to contact two personal referees to establish my identification / location and concede that those referees have given permission for me to use them. Those referees nominated have signed the Disclosure so that their identity can be confirmed as natural persons on the identifier sections of the TRA database. **It should be noted that if the referee signs this document they are in no way accountable for the behaviour of the tenant legally or financially.**

Print Name of Referee 1..... Gender..... DOB.....

Address..... Home Phone.....

Mobile..... Signature of Referee

Print Name of Referee 2..... Gender..... DOB.....

Address..... Home Phone.....

Mobile..... Signature of Referee

I recognize that my photo id may be scanned onto TRA for absolute identification. I, the tenant, I, the referee, do acknowledge that information provided to TRA and/or the agent by these authorities given by me may be available to: a) Real Estate Agents and Landlords to assist them in evaluating applications for leases. b) Video stores to evaluate applications for Memberships. c) Real Estate Agents, Landlords, Video stores, Banks, Utility companies, Commercial Agents, organisations or any other members for the purpose of locating me for any legal matter. Should this Agent transfer its agency business to another person, I consent to the new agent (and any further person to whom that business may be transferred) taking any step which the former agent could have taken.

(if more than one applicant, "I" means "We" in this form). "I have read and I understand the above information"

Print Name of Tenant.....

Signature of Tenant..... Date.....

TRA adheres strictly to requirements of the Privacy Laws and therefore does not use the information supplied by the tenant for advertising purposes. Trading Reference Australia may be contacted at the above address during business hours 9-5 Monday to Friday regarding any records kept concerning you. However, we do not give information out over the phone regarding whether an individual is listed or not. To validate and correct inaccurate information we require a signed Personal Disclosure form. If a personal search is required please print out the **Personal Disclosure and Application Form** located in the "Contact us" field found on the TRA website. Print your name clearly, sign the document giving us permission to do a search, fill out the application form legibly in order for us to carry out your request and send to the address below. You should have a reply within 14 days. An Urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page. Postal Address: Trading Reference Australia Pty. Ltd. P.O. Box 372, Rose Bay, NSW 2029 Phone: 02 9363 9244 Fax: 02 9328 2861 Email: info@tenantreference.com.au Web: www.tradingreference.com ABN 72 098 231 219.