

# TENANCY APPLICATION



AGENCY NAME Right Way Realty  
ADDRESS Shop 2/23 Railway Parade, Darra QLD 4076  
PHONE 07 3375 7766 FAX 07 3375 6611

Thank you for choosing to rent through **Right Way Realty** We will process your application within 12hrs of receiving your fully completed application form with the relevant identification. If the application is approved, within 24 hrs of acceptance, all applicants will be required to sign the General Tenancy Agreement and pay the first weeks rent. The remaining 1 week rent + bond (bond is equal to 4 weeks rent) is to be paid within 24hrs of the agreement being signed.

Please read prior to completing your application:

- One application is to be complete per person over the age of 18yrs.
- This application cannot be processed until it is fully completed and all supporting documents attached as required following the below checklist
- Prior to submitting your application, please ask to sight a *General Tenancy Agreement* or you can view this on the Residential Tenancies Authority Website: [www.rta.qld.gov.au](http://www.rta.qld.gov.au) and look under *Forms for General Tenancies*.

## ACCEPTED DOCUMENTS FOR SUPPORTING IDENTIFICATION

- ☐ Australian Drivers license **and/or** Passport **and/or** 18+Card (Proof of identification)
- ☐ Bank Statement **or** Current vehicle registration **or** Telephone / Electricity / Gas Account **or** Credit card statement **or** Pension / Health care card (Proof of current address)
- ☐ Two (2) most recent payslips if employed **or** Centrelink statement if receiving Centrelink benefits **or** Most recent financial year statement & business bank statement if self employed **or** Pension income statement if on a Pension (Proof of ability to pay rent)

You must provide **at least** one of each of the above criteria when submitting your application so that it can promptly processed.

## Applicant Checklist – Before I submit my application, I have...

- ☐ Inspected the property internally with an agent of Right Way Realty
- ☐ Completed the application form fully, including the privacy statement and providing all relevant pieces of identification
- ☐ Been given a copy of the General Tenancy Agreement, Terms and any special terms to read. NB If not, please contact Agent.

## DECLARATIONS

Have you ever been evicted by any lessor or agent?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Are you in debt to another lessor or agent?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Is there any reason known to you that would affect your ability to pay rent on time?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Was your last bond refunded in full?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Was the property in satisfactory condition when you inspected it? If not please provide a list of items in writing.	No <input type="checkbox"/>	Yes <input type="checkbox"/>

**I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia. I declare I am not bankrupt or an undischarged bankrupt.**

I understand that if I am approved for the property of which I am applying for, I am to sign the General Tenancy Agreement and to pay an amount equal to six (6) weeks rent (being bond + 2 weeks rent). The tenant is then bound to the Terms of the agreement and the property will cease to be available for rent. Pre-moving in costs are to be paid by bank cheque or money order as itemised below. Cash is not permitted.

Item	Calculation	\$ Payable	Important Notes
Rent – first 2 weeks rent	2x \$	= \$	<i>Must be paid at signing of lease</i>
Bond – 4 times weekly rent	4x \$	= \$	<i>Full bond must be paid prior to start of lease</i>
TOTAL PRE-MOVING IN COST		= \$	<i>Total to be paid prior to collecting keys</i>

I understand that the Agent recommends the use of direct deposit or internet banking for future rental payments as **cash is not permitted**. Please note the tenants bank may charge them (the tenant) a fee for each transaction.

## PROPERTY ADDRESS FOR RENT:

I am applying for the rental property situated at: \_\_\_\_\_

I wish to apply for a tenancy of \_\_\_\_\_ months, at a rental of \$\_\_\_\_\_ per week commencing on the \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

How did you find out about this property?

☐ Website ☐ Agency Contact ☐ Referral ☐ Other Agent ☐ Sign ☐ Newspaper ☐ Other

**APPLICANTS SIGNATURE** ➡

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

APPLICANT				
Name:				
Date of Birth:		Place of Birth:		
Drivers license No:		Expiry:	Passport No:	Expiry:
CONTACT DETAILS:				
Mobile:		Business:	Home:	
Email:				
CURRENT ADDRESS <input type="checkbox"/> Renting <input type="checkbox"/> Own this home (Current council rates notice required) <input type="checkbox"/> Friends or family				
Address:				
Rent per week \$		Period of occupancy	Years	Months
Agent / Landlord		Business ph	Fax	
Do you expect the bond to be refunded in full? <input type="checkbox"/> Yes <input type="checkbox"/> No Why				
PREVIOUS ADDRESS <input type="checkbox"/> Renting <input type="checkbox"/> Own this home (Council rates notice required) <input type="checkbox"/> Friends or family				
Address:				
Rent per week \$		Period of occupancy	Years	Months
Agent / Landlord		Business ph	Fax	
EMPLOYMENT				
Current Employer				
<input type="checkbox"/> Full Time		<input type="checkbox"/> Part Time	<input type="checkbox"/> Casual	<input type="checkbox"/> Contract
Your Position		Length of Employment	Years	Months
Payroll/Manager's Name		Business Ph	Fax	
Net Weekly Income \$		per <input type="checkbox"/> week <input type="checkbox"/> fortnight <input type="checkbox"/> month		
IF SELF EMPLOYED				
Company Name		Trading As		
Address		ABN		
Period self employed		Years	Months	Industry / Nature of Business
Total Annual Income (as declared to Australian Taxation Office) \$		Attach income statement by Accountant or ATO return		
Accountant Name		Business Ph	Fax	
Creditor Referee		Business Ph	Mobile	
STUDENTS				
Institution		Course	Faculty	
Duration	Years	Student ID #	Receiving payments? <input type="checkbox"/> No <input type="checkbox"/> Yes (Please attach proof of income)	
Months				
NOT CURRENTLY EMPLOYED				
<input type="checkbox"/> Centrelink Document		<input type="checkbox"/> Austudy Document	<input type="checkbox"/> Bank Statement	<input type="checkbox"/> Other
OCCUPANCY DETAILS OF ALL PERSONS TO RESIDE AT PROPERTY (incl children)				
Name		Address		Age
2.				
3.				
4.				
PETS <input type="checkbox"/> No <input type="checkbox"/> Yes: All pets must be approved by agent.				
Type:		Type:	No:	
No:				
PERSONAL REFEREE WHO IS NOT A RELATIVE				
Name		Occupation	Business hour contact	
EMERGENCY CONTACT DETAILS OF CLOSEST RELATIVE WHO WILL NOT BE RESIDING WITH YOU				
Name		Business Ph	Mobile	
Relationship		Address		
Electronic Transmission				
<input type="checkbox"/> By ticking this box I give consent to receive documentation relevant to the tenancy by electronic communication methods such as email or facsimile.				
Direct Connect				
To save you time when you're moving house, Ray White can assist you by arranging your utility connections. It's a FREE service and there's NO obligation. Please tick the box below if you would like Direct Connect to contact you further.				
<input type="checkbox"/> Yes I would like to be contacted by Direct Connect				
Direct Connect will use the information in this application to undertake any connection and disconnection services authorised (including the provision of information to utility companies). Personal information collected by Direct Connect may be accessed by contacting them. While the Direct Connect service is FREE, normal service provider fees or bonds may apply for utility connections.				
APPLICANT SIGNATURE ➡			Date: ____ / ____ / ____	

## RIGHT WAY REALTY

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### 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. Your consent to us collecting this information is set out below.

### COLLECTION NOTICE

The personal information you provide in this application or that our Agency collects from other sources is necessary for Right Way Realty to verify your identity, to process and evaluate the application and to manage the application. If the application is successful, the personal information we have collected about you in this application and during the course of the tenancy may be disclosed for the purpose for which it was collected to other parties including the Lessor, referees, other agents, tradesperson and third party operators of Tenancy Databases. Information already held on Tenancy Databases may be disclosed to our Agency and / or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, all relevant personal information collected about you during the course of your tenancy may also be disclosed to the Lessor, other Agents and / or third part operators of Tenancy Databases. You have the right to access personal information that we hold about you by contacting our office. You may correct or update any information we hold about you by providing the new details in writing to our office.

If your application is not successful, we will hold your personal information for a period of one (1) month only. If you decide not to retrieve your personal information from our office, we will destroy your documents to comply with the Privacy Legislation.

If you do not complete this form or do not sign the consent below, then your application for tenancy may not be considered by the owner of the relevant property or may be rejected due to insufficient information to assess your suitability for the relevant property.

### PRIVACY CONSENT

I, the Applicant acknowledge that I have read and understood the Privacy Disclosure Statement and Collection Notice. I authorise the Agent to collect information about me from:

1. My previous letting agents and / or landlords
2. My previous employer and / or accountant
3. Any Tenancy Default Database which may contain personal information about me. I also authorise 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 authorise the Agent to disclose personal information collected about me to the owner of the property even if the owner is a resident outside of Australia and to any third parties – valuers, contractors, sales people, insurance companies, body corporate, other agents and tenancy default databases.

Where Direct Connect is requested by me to arrange for the provision of connection and disconnection of services, I consent to Direct Connect disclosing personal information it has collected about me to utility providers for that purpose and to obtain confirmation of the connection or disconnection. I consent to Direct Connect disclosing confirmation details (including NMI, MIRN and telephone number) to the Agent. I acknowledge that the agent, Right Way Realty accepts any responsibility for; any delay in, or failure to arrange or provide for any connection or disconnection of utility, or for any loss in connection with such delay or failure. I acknowledge that Direct Connect, the Agent and its employees may receive a fee and / or benefit from a utility provider in relation to the connection of a utility service. There is no charge to me for the Direct Connect service; normal service provider fees or bonds may apply

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 condition and cleanliness of the property. If for any reason there is an issue with the property that I am not satisfied with, I acknowledge that this will need to be presented to the Agent in writing when submitting my application and will not be taken into consideration if the Agreement has already been signed by all parties.

### ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name

**Applicant Signature**

Date