FORM 18

APPLICATION TO RENT RESIDENTIAL PREMISES

RESIDENTIAL TENANCIES ACT 1987 (WA) **PROPERTY MANAGER:**

APPLICANT ONE: _____

APPLICANT TWO: _____

APPLICANT THREE: _____

APPLICANT FOUR: _____

ADDRESS OF THE PROPERTY: _____
DATE OF COMMENCMENT:_____

No. of Adults _____ **No. of children** _____ **Age(s) of Children** _____ **No. of Pet(s)** _____

Type of pet(s) _____

Bond:$**   **Rent (Initial 2 weeks):$ **Pet Bond: $**

Total:

              Preferred Length of Lease: 6 months   12 months 18 months 24 months

Special conditions to lease-

_____

_____

            I/we accept the condition of the property as sighted on ____/____/____

Signature of Applicant 1:_____

Signature of Applicant 2:_____

Signature of Applicant 3:_____

Signature of Applicant 4:_____

APPLICANT ONE

Name:_____ Date of birth_____/_____/_____ Age _____

Phone Moblie:_____ Phone work: _____ _____

Email address: _____ _____

Current address: _____

Proof of identification eg: driver's licence:_____ Passport:_____

Other/s:_____ Smoker: (Please Circle) **Yes or No**

Make of car:_____ Model of car:_____ Registaration of car:_____

CURRENT RENTAL HISTORY

Address:_____

Rent paid $_____per week ☐   fortnight ☐

Rent paid to:_____Phone: _____
        (property manager or lessor's name)

Address: _____
                            (property manager or lessor's address)

Rented from_____/_____/_____to_____/_____/_____

Reason(s) for leaving: _____

PREVIOUS RENTAL HISTORY

Address:_____

Rent paid $_____per week ☐   fortnight ☐

Rent paid to:_____Phone: _____
                            (property manager or lessor's name)

Address: _____
                            (property manager or lessor's address)

Rented from_____/_____/_____to_____/_____/_____
.

Reasons for leaving: _____

EMPLOYMENT DETAILS (if self-employed please provide tax statement)

Occupation:_____ Employer/Self employed: _____

Employer's address: _____ _____

Employed from: _____/_____/_____to_____/_____/_____ ____

Contact name:_____Phone: _____

Net income $_____per week ☐   fortnight ☐

If less that 12 months Employer:_____ Occupation:_____

Contact details_____

Net weekly income from other sources $_____per week ☐   fortnight ☐   (please provide poof of income)

PERSONAL REFERENCES

1.   Name:_____Relationship to applicant: _____

Contact phone:_____ Address: _____

2.   Name:_____Relationship to applicant: _____

Contact phone:_____ Address: _____ ___

NEXT OF KIN/EMERGENCY CONTACT

Name:_____Relationship: _____

Phone home:_____Phone work:_____Phone mobile: _____

Address: _____Email adress_____

APPLICANT TWO

Name: _____ Date of birth ____/____/____ Age _____

Phone Moblie: _____ Phone work: _____

Email address: _____

Current address: _____

Proof of identification eg: driver's licence: _____ Passport: _____

Other/s: _____ Smoker: (Please Circle) **Yes or No**

Make of car: _____ Model of car: _____ Registaration of car: _____

CURRENT RENTAL HISTORY

Address: _____

Rent paid $_____per week ☐   fortnight ☐

Rent paid to: _____ Phone: _____
          (property manager or lessor's name)

Address: _____
                              (property manager or lessor's address)

Rented from _____/_____/_____to_____/_____/_____

Reason(s) for leaving: _____

PREVIOUS RENTAL HISTORY

Address: _____

Rent paid $_____per week ☐   fortnight ☐

Rent paid to: _____ Phone: _____
          (property manager or lessor's name)

Address: _____
                              (property manager or lessor's address)

Rented from _____/_____/_____to_____/_____/_____

Reasons for leaving: _____

EMPLOYMENT DETAILS (if self-employed please provide tax statement)

Occupation: _____ Employer/Self employed: _____

Employer's address: _____

Employed from: _____/_____/_____to_____/_____/_____

Contact name: _____ Phone: _____

Net income $_____per week ☐   fortnight ☐

If less that 12 months Employer: _____ Occupation: _____

Contact details_____

Net weekly income from other sources $_____per week ☐   fortnight ☐   (please provide poof of income)

PERSONAL REFERENCES

3.   Name: _____ Relationship to applicant: _____

Contact phone: _____ Address: _____

4.   Name: _____ Relationship to applicant: _____

Contact phone: _____ Address: _____

NEXT OF KIN/EMERGENCY CONTACT

Name: _____ Relationship: _____

Phone home: _____ Phone work: _____ Phone mobile: _____

Address: _____ Email adress_____

APPLICANT THREE

Name:_____ Date of birth_____/_____/_____ Age _____

Phone Moblie:_____ Phone work: _____ _____

Email address: _____ _____

Current address: _____

Proof of identification eg: driver's licence:_____ Passport:_____

Other/s:_____ Smoker: (Please Circle) **Yes or No**

Make of car:_____ Model of car:_____ Registaration of car:_____

CURRENT RENTAL HISTORY

Address:_____

Rent paid $_____per week ☐   fortnight ☐

Rent paid to:_____Phone: _____
            (property manager or lessor's name)

Address: _____
                        (property manager or lessor's address)

Rented from_____/_____/_____to_____/_____/_____

Reason(s) for leaving: _____

PREVIOUS RENTAL HISTORY

Address:_____

Rent paid $_____per week ☐   fortnight ☐

Rent paid to:_____Phone: _____
            (property manager or lessor's name)

Address: _____
                        (property manager or lessor's address)

Rented from_____/_____/_____to_____/_____/_____
.

Reasons for leaving: _____

EMPLOYMENT DETAILS (if self-employed please provide tax statement)

Occupation:_____ Employer/Self employed: _____

Employer's address: _____

Employed from: _____/_____/_____to_____/_____/_____

Contact name:_____Phone: _____

Net income $_____per week ☐   fortnight ☐

If less that 12 months Employer:_____ Occupation:_____

Contact details_____

Net weekly income from other sources $_____per week ☐   fortnight ☐   (please provide poof of income)

PERSONAL REFERENCES

5.   Name:_____Relationship to applicant: _____

Contact phone:_____ Address: _____

6.   Name:_____Relationship to applicant: _____

Contact phone:_____ Address: _____

NEXT OF KIN/EMERGENCY CONTACT

Name:_____Relationship: _____

Phone home:_____ Phone work:_____ Phone mobile: _____

Address: _____ Email adress_____

APPLICANT FOUR

Name: _____ Date of birth ____/____/____ Age _____

Phone Moblie: _____ Phone work: _____

Email address: _____

Current address: _____

Proof of identification eg: driver's licence: _____ Passport: _____

Other/s: _____ Smoker: (Please Circle) **Yes or No**

Make of car: _____ Model of car: _____ Registaration of car: _____

CURRENT RENTAL HISTORY

Address: _____

Rent paid $_____ per week ☐   fortnight ☐

Rent paid to: _____ Phone: _____
       (property manager or lessor's name)

Address: _____
       (property manager or lessor's address)

Rented from _____/_____/_____ to _____/_____/_____

Reason(s) for leaving: _____

PREVIOUS RENTAL HISTORY

Address: _____

Rent paid $_____ per week ☐   fortnight ☐

Rent paid to: _____ Phone: _____
       (property manager or lessor's name)

Address: _____
       (property manager or lessor's address)

Rented from _____/_____/_____ to _____/_____/_____
.
Reasons for leaving: _____

EMPLOYMENT DETAILS (if self-employed please provide tax statement)

Occupation: _____ Employer/Self employed: _____

Employer's address: _____

Employed from: _____/_____/_____ to _____/_____/_____

Contact name: _____ Phone: _____

Net income $_____ per week ☐   fortnight ☐

If less that 12 months Employer: _____ Occupation: _____

Contact details_____

Net weekly income from other sources $_____ per week ☐   fortnight ☐   (please provide poof of income)

PERSONAL REFERENCES

7.   Name: _____ Relationship to applicant: _____

Contact phone: _____ Address: _____

8.   Name: _____ Relationship to applicant: _____

Contact phone: _____ Address: _____

NEXT OF KIN/EMERGENCY CONTACT

Name: _____ Relationship: _____

Phone home: _____ Phone work: _____ Phone mobile: _____

Address: _____ Email adress_____

INFORMATION FOR LESSORS (LANDLORDS) AND APPLICANTS

The Application Form

This application form will assist the lessor (landlord) to select a tenant to rent the premises.
The lessor/property manager will require some information about the applicant in this form, such as rental history and how the rent will be paid. The application may not be approved if not enough information is provided.
This form does not form part of a tenancy agreement. The rights and obligations of the tenant and lessor are governed by the *Residential Tenancies Act 1987*.

Option fee

An option fee is a sum of money that may be paid by an applicant to a lessor or their property manager when lodging a rental application**. For most properties, the option fee is capped at $50 or $100 depending on the weekly rent (refer to the Residential Tenancies Regulations 1989). If the lessor/property manager decides not to offer the applicant the tenancy, they must return the option fee by cash or EFT within 7 days of the decision to refuse the application.** If the applicant takes up the tenancy, the lessor/property manager can either return the option fee in full or credit it towards the first rent payment. The applicant may apply to the Magistrates Court for the return of any option fee owed to them by the lessor.

If the applicant decides not to rent the property after being offered the tenancy, the option fee may be forfeited.
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Tenancy databases

Private tenancy databases are used to check a tenant's rental history. When a prospective tenant applies for a tenancy, the lessor/property manager must provide a written notice outlining the databases they use and the contact details. This written notice is provided at Attachment A. Other database obligations include: advising tenants if personal information about them is listed on a database, updating listings for accuracy, and only listing a tenant if the tenancy has ended and the amount owing is more than the bond or a court has made an order terminating the residential tenancy agreement. For more information about tenancy databases refer to the Department of Commerce's publications *Tenancy databases* or *Renting out your property*. The tenancy database provisions are consistent with the National Privacy Principles established by the *Privacy Act 1988* (Cth).

Equality

All applicants must be considered in accordance with the *Equal Opportunity Act 1984* (WA). There must be no discrimination based on: sex, marital status, pregnancy, gender history, parental or carer status, sexual orientation, race, religious or political conviction, disabilities, mental health, age or discrimination by personal association with someone else who may be treated unfairly on the basis of any of the above.

See next page (7 of 7) for Attachment A

For further information about tenancy rights, refer to the *Residential Tenancies Act 1987* or contact the Department of Commerce on 1300 30 40 54 or **www.commerce.wa.gov.au/ConsumerProtection.**

For Translating and Interpreting Services please telephone TIS on 13 14 50 and ask to speak to the Department of Commerce (1300 30 40 54) for assistance. CP02625/2012 JULY 2013 FORM 18 version 05

ATTACHMENT A

Written Notice about Use of Tenancy Databases
Section 82C(2)

Residential tenancy databases are often used by lessors (landlords) and property managers to check an applicant's tenancy history and improve their chances of finding a reliable tenant.

Under the *Residential Tenancies Act 1987*, lessors and property managers must provide written notice to prospective tenants about the residential tenancy databases that they use.

The database/s we use are:

TICA

_____

Phone: 1902 220346
Mail: PO Box 120 CONCORD NSW 2137

_____

www.tica.com.au

_____

(how to obtain information from the database operator)

If we discover personal information about you on a tenancy database during the application process, we will advise you within 7 days of using the database.

_____   _____

Applicant One Sign   Applicant Three Sign

_____   _____

Applicant Two Sign   Applicant Four Sign

Privacy act statement

In accordance with the Privacy Act, I (the applicant) agree that for the purpose of assessing this application, the owner/managing agent may make enquiries of the person given as referees, and of other such persons or agencies as the owner sees fit. I declare that all of the information supplied is true and correct and is not misleading in anyway.

Signed Applicant 1_____   Date _____

Signed Applicant 2_____   Date_____

Signed Applicant 3_____   Date_____

Signed Applicant 4_____   Date _____