

Property Manager: _____

FORM 18

APPLICATION TO RENT RESIDENTIAL PREMISES

RESIDENTIAL TENANCIES ACT 1987 (WA)

ADDRESS OF THE PROPERTY: _____

DATE OF COMMENCEMENT: _____ WEEKLY RENT: \$ _____

Special conditions to lease:

Preferred Length of Lease- please circle: 6 months 12 months 18 months 24 months

APPLICANT ONE: _____

APPLICANT TWO: _____

APPLICANT THREE: _____

APPLICANT FOUR: _____

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

Type of Pet(s) _____

Bond (rent x 4 weeks): \$ _____ Rent (Initial 2 weeks): \$ _____ Pet Bond: \$260.00 Total: \$ _____

Where did you FIRST see the property advertised? (Please tick)

Professionals- bwbackhouse.com ☐ Professionals ☐ rentfind.com ☐ reiwa.com ☐

realestate.com ☐ domain.com ☐ homely.com ☐ iproperty.com ☐

westrealestate.com ☐ aussiehome.com ☐ facebook.com ☐ rent.com ☐

Other advertising not listed: _____

Signature of Applicant 1: _____

Signature of Applicant 2: _____

Signature of Applicant 3: _____

Signature of Applicant 4: _____

APPLICANT ONE

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

Phone Home: _____ Email address: _____

Phone Mobile: _____ Phone Work: _____

Current address: _____

Proof of identification supplied _____

Make, model and rego of vehicle: _____ Smoker: (Please Circle) **Yes or No**

CURRENT RENTAL HISTORY

Current 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 less than one year, give previous employer)

Please advise your Employer that you have applied for a property with the Professionals Cannington as some require authorization from you to disclose your personal details.

Occupation: _____ Employer: _____

Employer's address: _____

Employed from: ____/____/____ to ____/____/____

Contact name: _____ Phone: _____

Net income \$ _____ per week ☐ fortnight ☐

Net weekly income from other sources \$ _____ per week ☐ fortnight ☐

PERSONAL REFERENCES

1. Name: _____ Relationship to applicant: _____

Contact phone: _____ Address: _____

2. Name: _____ Relationship to applicant: _____

Contact phone: _____ Address: _____

NEXT OF KIN

Name: _____ How related: _____

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

Address: _____

EMERGENCY CONTACT

Name: _____ How related: _____

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

Address: _____

APPLICANT TWO

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

Phone Home: _____ Email address: _____

Phone Mobile: _____ Phone Work: _____

Current address: _____

Proof of identification supplied _____

Make, model and rego of vehicle: _____ Smoker: (Please Circle) **Yes or No**

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)

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Employer's address: _____

Employed from: ____/____/____ to ____/____/____

Contact name: _____ Phone: _____

Net income \$ _____ per week ☐ fortnight ☐

Net weekly income from other sources \$ _____ per week ☐ fortnight ☐

PERSONAL REFERENCES

3. Name: _____ Relationship to applicant: _____

Contact phone: _____ Address: _____

4. Name: _____ Relationship to applicant: _____

Contact phone: _____ Address: _____

NEXT OF KIN

Name: _____ How related: _____

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

Address: _____

EMERGENCY CONTACT

Name: _____ How related: _____

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

Address: _____

APPLICANT THREE

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

Phone Home: _____ Email address: _____

Phone Mobile: _____ Phone Work: _____

Current address: _____

Proof of identification supplied: _____

Make, model and rego of vehicle: _____ Smoker: (Please Circle) **Yes or No**

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: _____

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Employer's address: _____

Employed from: ____/____/____ to ____/____/____

Contact name: _____ Phone: _____

Net income \$ _____ per week ☐ fortnight ☐

Net weekly income from other sources \$ _____ per week ☐ fortnight ☐

PERSONAL REFERENCES

5. Name: _____ Relationship to applicant: _____

Contact phone: _____ Address: _____

6. Name: _____ Relationship to applicant: _____

Contact phone: _____ Address: _____

NEXT OF KIN

Name: _____ How related: _____

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

Address: _____

EMERGENCY CONTACT

Name: _____ How related: _____

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

Address: _____

APPLICANT FOUR

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

Phone Home: _____ Email address: _____

Phone Mobile: _____ Phone Work: _____

Current address: _____

Proof of identification supplied: _____

Make, model and rego of vehicle: _____ Smoker: (Please Circle) **Yes or No**

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 less than one year, give previous employer)

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Occupation: _____ Employer: _____

Employer's address: _____

Employed from: ____/____/____ to ____/____/____

Contact name: _____ Phone: _____

Net income \$ _____ per week ☐ fortnight ☐

Net weekly income from other sources \$ _____ per week ☐ fortnight ☐

PERSONAL REFERENCES

7. Name: _____ Relationship to applicant: _____

Contact phone: _____ Address: _____

8. Name: _____ Relationship to applicant: _____

Contact phone: _____ Address: _____

NEXT OF KIN

Name: _____ How related: _____

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

Address: _____

EMERGENCY CONTACT

Name: _____ How related: _____

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

Address: _____

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.

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.

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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 and Date

Applicant Three Sign and Date

Applicant Two Sign and Date

Applicant Four Sign and Date

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 any way.

Signed Applicant 1: _____

Date: _____

Signed Applicant 2: _____

Date: _____

Signed Applicant 3: _____

Date: _____

Signed Applicant 4: _____

Date: _____

Connecting Services

connectnow.
We get things sorted.

The **FREE*** connectnow moving home service.

Connectnow takes care of connecting all your core home moving needs. We'll make your move easier, saving you time and effort. All you need to do is choose the services that best suit your home and lifestyle, and we'll look after the rest.

Our connection service is complimentary to you. It's our way of ensuring the move into your new home is as seamless as possible.

You choose. We get things sorted.

We work with some Australia's leading service providers to make sure you're getting the best value for your choice.

- | | | |
|----------------------------|----------------------------------|----------------------------------|
| • Electricity | • Home Phone | • Cleaning |
| • Gas | • Pay TV | • Grocery delivery |
| • Water⁺ | • Truck & car hire | • Bottled gas[^] |
| • Internet | • Removalists[^] | • Insurance[#] |

[^]Services may not be available in every state or territory.

[^]Bottled gas connection services are only available in NSW and Qld.

⁺Water connection services are only available for residents in Victoria.

[#]Connectnow does not provide any form of insurance advice and acts in a referral capacity only. Please seek your own advice before deciding to take up an insurance product.

Note, connectnow may receive commissions or fees for referrals sent to an insurance provider.

Let's connect now.

Connecting your home has never been easier, thanks to connectnow.

We'll be in touch soon after this form is submitted, to get things sorted for you.

SIGNED: _____ **Date:** / /

YES I accept the Terms.

Please call me to connect my new home services. (Please tick.)

☐

We'll attempt to contact you within 1 working day of receiving this application to provide you with your connection service. If you don't hear from us, please call 1300 554 323 to ensure your services are connected.

PRIVACY CONSENT AND TERMS: By signing this form you consent and agree to the following: Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's Privacy Policy for further details, including your rights to access and correct the information held about you at connectnow.com.au Third party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing info@connectnow.com.au To the extent permitted by law and except where expressly guaranteed, connectnow is not responsible or liable for delayed or failed connections or service providers' connection charges, which you must pay to them directly. Connectnow may be paid a fee by service providers and may pay a fee to real estate agents relating to services provided to you. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third party terms. You warrant that you are authorized to make this application on your behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

***While our services are free to you, standard provider connection fees and charges may apply. Connectnow may receive commissions of fees from its service providers for referrals or connections.**

Tenancy Application Unfurnished Identification Checklist

To assist with the processing of your Application to Lease Residential Premises, identification is required to accompany your Application. You can assist the progress of your Application by providing as many types of identification as possible.

You must supply at least ONE form of identification from Category 1 & 3.

You must provide ALL forms of ID in Category 2.

Category 1

Birth Certificate (Original, certified copy or extract)
Current passport & Visa/international travel document (if applicable)
Citizen certificate (Original or certified copy)

Category 2

2 Current payslips
Bank statement
Centrelink income statement (if applicable)

Category 3

Driver's license
Police clearance certificate
Tertiary student ID card
Medicare card
Bank card with signature
Utilities account indicating current address (eg. Gas, water, electricity, mobile, internet)
Rental receipt from current Real Estate Agency
Any other business invoice identifying you are your current address

Other supporting documents that may assist your Application;

- Signed, written rental references
- Photos of any pets that will be residing at the property
- Rental history ledgers from current Agent/Landlord.

PLEASE NOTE:

- Please advise your Employer that you have applied for a property with the Professionals Cannington as some Employers require authorization from you, to disclose your personal details.
- THIS APPLICATION NEEDS TO BE FILLED OUT IN FULL (EVERY SECTION MUST BE COMPLETED). If not, it will delay the final outcome of your application.
- ALL SUPPORTING DOCUMENTATION MUST BE PROVIDED ON SUBMITTING YOUR APPLICATION TO THE OFFICE.
- Advise your referees that we will be contacting them
- Ensure every phone number you have provided for your reference is correct
- For personal references DO NOT use the same contact that you have provided for Work/Rental history.