

# APPLICATION OFFER OF OPTION TO LEASE FURNISHED RESIDENTIAL PREMISES

## Your Details

1 Your full name in English

Family name

Given names

2 Sex Male ☐ Female ☐

3 Date of birth

4 Contact details

Telephone

Email

5 Your overseas or emergency contact address

6 Details from your passport

Passport number

Country of passport

Issue Date  Expiry date

Student Visa Number

Student Visa Expiry date

7 University/Educational Institution

Details Name

Undergraduate ☐ Postgraduate ☐ Other ☐

Major

Initial Course Start Date

8 Vehicle Registration Number

9 Previous residential address

Rental paid \$ Period rented from to

10 Previous Owner / Agent contact details

Name

Telephone

11 Emergency contact details - ie parents/family

Name

Phone

Mobile

Email

12 Your occupation (if applicable)

Position

Status Part time ☐ Full time ☐

Employer

Address

Wage \$ Employed since / /

13 Personal Reference (name & telephone)

## Premises To Rent

Property Address:

Room # or House

(Please Circle one)

Rent: \$ p.w.

Start Date

Lease Fixed Term

Day Month Year

6 Months or 12 Months

**PRIVACY ACT 1998  
COLLECTION NOTICE**  
Management / Leasing Agreements

The Agent uses personal information collected from the Applicant or Tenant to act as the Owner's agent and to perform their obligations under the Tenancy Agreement and Management Agreements. The Agent may also use such information collected to promote the services of the Agent and/or seek potential clients.

The Agent may disclose information to other parties including courts, on the internet, or to clients of the Agent both existing and potential, as well as to tradespeople, owners' corporations, government and statutory bodies, and to third parties as required by law.

Further, the Agent may disclose the information to other real estate and business agents who may in the future be purchasing or considering purchasing the Agent's real estate business, rent roll or other goodwill portion of the Agent's business.

The Agent will only disclose information in this way to other parties as required to perform their duties under this agreement, to achieve the purposes specified above or as otherwise allowed under the Privacy Act 1988.

If the Owner or Tenant would like to access this information, they can do so by contacting the Agent at the address and contact numbers contained in the Agreement. The Agent can also correct this information if it is inaccurate, incomplete or out-of-date.

Real estate and tax law requires some of this information to be collected. If the information is not provided, the Agent may not be able to act effectively on the Owner's behalf or at all.

### Important Information

- ✓ The applicant will not be entitled to occupation of the Premises until:
  - a) Vacant possession is provided by the current occupant of the Premises
  - b) The Lease is signed by the Applicant; and
  - c) The payment of all monies due to be paid by the Applicant being paid by the Applicant prior to occupation of the Premises.
- ✓ The Applicant acknowledges having inspected the Premises and if the Option is exercised, will accept possession of the Premises in the condition as at the date of inspection.
- ✓ The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including to the landlord, referees, other agents and third party operators of tenancy reference databases.
- ✓ Information already held on tenancy reference databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents.

### 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*.

### 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.

### 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.**

**Please supply your personal bank details in case refund is required**

BSB

Account no.

Account Name

### Documents Checklist

Please ensure the following documents are presented when you lodge this application:

#### For International Applicants:

- 🍏 Passport
- 🍏 Student Visa / eVisa
- 🍏 Confirmation of Enrolment (CoE)
- 🍏 Bank Statement

#### For local applicants:

- 🍏 Refer to 100 points id checklist
- 🍏 Bank Statement
- 🍏 Proof of Income OR Letter of Employment

#### Do you have a medical condition?

If yes, please elaborate:

**I declare that all of the information supplied in the Applicant's Particulars are true and correct and are not misleading in anyway. I have read and understand the Information provided for me on and with this Application Form.**

Signature

Date

Day Month Year

## INFORMATION FOR LESSORS (LANDLORDS) AND APPLICANTS

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.**

Please supply your banking details in case refund is required

BSB : \_\_\_\_\_ Account number : \_\_\_\_\_ Account Name : \_\_\_\_\_

### 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. See next page (5 of 5) for 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.

**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](http://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

### 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** \_\_\_\_\_

Date \_\_\_\_\_

## 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](http://www.tica.com.au)**

**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.**

**Tenancy Application  
100 Point Identification Checklist**

To assist with the processing of your Application & Offer of Option to Lease Residential Premises, a minimum of 100 points of identification is required to accompany your Offer of Option & Application to Lease Residential Premises. You can assist the progress of your Application by providing as many types of identification as possible.

You must provide as least **ONE** form of identification from each category and at least one form of photo ID.

<b>TYPE OF IDENTIFICATION</b>	<b>Points</b>
<b>Category 1</b>	
Is a proven Professionals Cannington customer of 24+ months	<b>60</b>
Birth Certificate (Original, certified copy or extract)	<b>50</b>
Current passport/ international travel document	<b>50</b>
Citizen certificate (Original or certified copy)	<b>50</b>
Police clearance certificate	<b>50</b>
Drivers licence	<b>50</b>

<b>Category 2</b>	
Public service ID card	<b>30</b>
Social security benefits card	<b>30</b>
Veterans' affairs card	<b>30</b>
Tertiary student ID card	<b>30</b>
Employer ID card	<b>30</b>
Signed, written reference from another Real Estate Agency	<b>30</b>
Medicare card	<b>10</b>
Bank ATM debit card with signature	<b>10</b>
Bank credit card with signature	<b>10</b>
Store credit card	<b>10</b>

<b>Category 3</b>	
Utilities account showing current address	<b>10</b>
Mobile phone account	<b>10</b>
Bank statement	<b>10</b>
Rental receipt from current Real Estate Agency	<b>10</b>
Any other business invoice identifying you are your current address	<b>10</b>