

APPLICATION TO RENT RESIDENTIAL PREMISES

RESIDENTIAL TENANCIES ACT 1987 (WA)

APPLICANT ONE: _____

APPLICANT TWO: _____

APPLICANT THREE: _____

APPLICANT FOUR: _____

APPLICANT FIVE: _____

ADDRESS OF THE PROPERTY: _____

DATE OF COMMENCEMENT: _____ RENTAL AMOUNT P/W: _____

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

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

Special conditions to lease-

- 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.

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

Signature of Applicant 1: _____

Signature of Applicant 4: _____

Signature of Applicant 2: _____

Signature of Applicant 5: _____

Signature of Applicant 3: _____

OTHER 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 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.

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: _____ Registration 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 than 12 months Employer: _____ Occupation: _____
Contact details _____
Net weekly income from other sources \$ _____ per week ☐ fortnight ☐ (please provide proof of income)

PERSONAL REFERENCES

1. Name: _____ Relationship to applicant: _____
Contact phone: _____ Address: _____
2. Name: _____ Relationship to applicant: _____
Contact phone: _____ Address: _____

NEXT OF KIN/Incase of EMERGENCY CONTACT- Must be completed in full by all interstate and overseas students.

Name: _____ PARENT/ GUARDIAN (please circle)
Phone home (country & area code): _____ Phone mobile (country & area code): _____
Address: _____ Email address _____

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: _____ Registration 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 than 12 months Employer: _____ Occupation: _____

Contact details _____

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

PERSONAL REFERENCES

3. Name: _____ Relationship to applicant: _____

Contact phone: _____ Address: _____

4. Name: _____ Relationship to applicant: _____

Contact phone: _____ Address: _____

NEXT OF KIN/Incase of EMERGENCY CONTACT- Must be completed in full by all interstate and overseas students.

Name: _____ PARENT/ GUARDIAN (please circle)

Phone home (country & area code): _____ Phone mobile (country & area code): _____

Address: _____ Email address _____

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: _____ Registration 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 than 12 months Employer: _____ Occupation: _____

Contact details _____

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

PERSONAL REFERENCES

5. Name: _____ Relationship to applicant: _____

Contact phone: _____ Address: _____

6. Name: _____ Relationship to applicant: _____

Contact phone: _____ Address: _____

NEXT OF KIN/Incase of EMERGENCY CONTACT- Must be completed in full by all interstate and overseas students.

Name: _____ PARENT/ GUARDIAN (please circle)

Phone home (country & area code): _____ Phone mobile (country & area code): _____

Address: _____ Email address _____

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: _____ Registration 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/Incase of EMERGENCY CONTACT- Must be completed in full by all interstate and overseas students.

Name: _____ PARENT/ GUARDIAN (please circle)

Phone home (country & area code): _____ Phone mobile (country & area code): _____

Address: _____ Email address _____

APPLICANT FIVE

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: _____ Registration 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 than 12 months Employer: _____ Occupation: _____

Contact details _____

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

PERSONAL REFERENCES

7. Name: _____ Relationship to applicant: _____

Contact phone: _____ Address: _____

8. Name: _____ Relationship to applicant: _____

Contact phone: _____ Address: _____

NEXT OF KIN/Incase of EMERGENCY CONTACT- Must be completed in full by all interstate and overseas students.

Name: _____ PARENT/ GUARDIAN (please circle)

Phone home (country & area code): _____ Phone mobile (country & area code): _____

Address: _____ Email 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.

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. 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 Four Sign

Applicant Two Sign

Applicant Five Sign

Applicant Three Sign

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.

Signed Applicant 1 _____

Date _____

Signed Applicant 2 _____

Date _____

Signed Applicant 3 _____

Date _____

Signed Applicant 4 _____

Date _____

Signed Applicant 5 _____

Date _____

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.

TYPE OF IDENTIFICATION	Points
Category 1	
As a proven Professionals Cannington customer of 24+ months	60
Birth Certificate (Original, certified copy or extract)	50
Current passport/ international travel document	50
Citizen certificate (Original or certified copy)	50
Police clearance certificate	50
Drivers licence	50
Category 2	
Public service ID card	30
Social security benefits card	30
Veterans' affairs card	30
Tertiary student ID card	30
Employer ID card	30
Signed, written reference from another Real Estate Agency	30
Medicare card	10
Bank ATM debit card with signature	10
Bank credit card with signature	10
Store credit card	10
Category 3	
Utilities account showing current address	10
Mobile phone account	10
Bank statement	10
Rental receipt from current Real Estate Agency	10
Any other business invoice identifying you are your current address	10