

Thank you for your Tenancy Application

We will endeavour to process this application immediately because we know that you will be waiting on the result. It is preferred that you do not make an application on a second property until you have a result on this application.

With that in mind, it is our goal to advise if your application has been successful within 48 hours of receipt of your application. If the process is slower, it is generally because we have not received all the information requested, or we are waiting on return calls from referees or owners. **Please ensure that all information is completed on the application form as incomplete applications cannot be processed.** Please note that applications cannot be processed on the weekends as our office is closed.

Notification of the Result of your Application

You will be notified of the result of your application immediately after a decision is made and we have confirmed the Landlords instructions. Please ensure that we have a daytime telephone contact number for you. You will always be contacted with the outcome of your application (ie. whether you are successful or not). All unsuccessful applications will be shredded within 1 week to maintain your privacy, unless agreed otherwise. All documentation collected for successful applicants will remain on file. The approval of applications is entirely at the discretion of the Landlord and we are unable to provide reasoning for unsuccessful applications.

Securing your Tenancy

Upon your application being approved, an appointment will be made for you to come into the office to sign all relevant documentation. Please allow approximately half an hour to forty five minutes for the appointment. This is a very important step and all tenants are to attend the office for this process. You will be given a copy of the tenancy agreement and all relevant documentation to read before signing. These are vital documents and we want to ensure that you are aware of all of your obligations.

Prior to this process you will be required to deposit the bond equivalent to 4 weeks rent, and 2 weeks rent in advance (and a pet bond of \$260.00 if applicable) into our Trust Account.

We will email you your acceptance letter and provide you with these details on notifying you that your application has been accepted and required steps to take prior to your lease sign up. The funds must show in our account prior to being able to sign the documents and you taking possession of the property. Bond transfers from one property to another property are not accepted.

THIS OFFICE DOES NOT ACCEPT CASH OR CHEQUES.

References

Please notify your references that we will be contacting them to allow us to be able to contact them and process your application as soon as we can. **Your personal references cannot be family or related to you.**

Keys

Keys to the property cannot be handed over until all monies are paid in full, the Lease is signed by all parties and Lease start date has commenced.

Insurance

A reminder that insurance for your personal belongings is your responsibility.

Rent Payments

The initial payment of bond and 2 weeks rent in advance must be paid into our Trust Account. Our office is a cashless office. At your lease sign up we provide you with a letter of methods to be able to pay your rent during your tenancy.

Identification Check

100 points of identification must be provided with your application. If you cannot provide this identification, unfortunately we cannot accept your application. The identification checklist is attached.

We trust this information is of value to you. If there is anything we can do to make the “moving in” process easier for you, please let us know. It is our aim to provide you with every assistance possible to ensure that our relationship is a mutually beneficial one. Thank you.

Please note special conditions that may form part of your lease agreement if you are approved.

Vehicles

The Tenant/s are aware that vehicles are not to be parked on the lawn at any time. Should it be noticed that they are, then a Breach Notice will be issued to the Tenant/s and will be asked to remove the vehicle immediately.

The tenant/s are also aware and acknowledges that unregistered vehicles must not be kept at the premises. If it is found that there are unregistered vehicles being kept at the premises a Breach Notice will be issued and the tenant/s will be asked to remove the vehicle immediately.

Windows

The tenants are not to put aluminum foils on any windows of the property as this damages the windows. If it is found they have done so they will be required to remove and ensure all windows are residue free.

Smoke Alarms

The tenants are aware that there are 4 obligations and responsibilities in regards to the maintenance provisions of Smoke Alarms as per DFES Regulations that they are to abide by. The tenant acknowledges and agrees to adhere to these. This reflects a joint responsibility to occupant safety. The tenant is responsible for:

Regular testing of the alarm (suggested monthly so you are familiar with the signal).

Cleaning the alarm to remove dust or cobwebs which can be easily done with a vacuum cleaner soft brush head with standard pipe extension.

Not to tamper with alarm, disconnect or remove the battery or place any obstruction to restrict airflow to the alarm (this includes not painting) and the tenant will be responsible for any willful damage to the alarm.

Smoke Alarm Batteries

The Tenant/s are aware and acknowledges that they will be responsible for changing the battery in smoke alarms. If it is found that the smoke alarm does not have a battery present they will be responsible for replacement.

Ventilation of Property

The tenant/s are aware that they are required to ensure the bathroom, laundry, toilet areas are well ventilated when being used to avoid moisture build up and damage to the paint. If tenant/s fail to comply and there is build up or damage to the walls then the tenant/s will be held responsible to remove mould and build up.

Keys

The Tenant/s agree that rent may charged on the property on a daily basis until all keys and remotes are returned to the office upon vacating. Failure to return all keys and remotes may result in having new ones supplied at Tenant/s cost.

If the tenant loses keys/locks themselves out of the premises during business hours they will be responsible to obtain a set from the Agent and return them the same day. If the tenants lock themselves out/lose keys outside of business hours including weekends the tenants will be responsible to call a locksmith at their expense. The Agent will not be responsible to attend a call out outside of normal business hours.

Air Conditioners

If the property is fitted with split system air conditioners, the tenants are responsible to clean the filters on a monthly basis and upon vacating the tenant will be responsible to clean the filters and ensure the air conditioner casing is in a clean state.

Insurance

The tenant/s are aware that they are responsible to take out their own Contents Insurance for their personal furniture and belongings. Tenant belongings are not covered under the Owners Building Insurance policy in the event of fire, storm, flood, break in etc.

Furniture

If the property is furnished - The Tenant/s agrees to leave all items as per the Property Condition Report upon vacating of the property. The Tenant/s agrees to have mattresses and couches professionally steam cleaned if required and supply the Agent with receipt upon vacation for proof of completion.

Pets

Pets must be kept outside at all times during the tenancy.

Firearms

You must disclose to our office if there is a firearm kept at the premises for safety purposes. It is a requirement firearms are kept securely in a safe and the lessor must approve this alteration prior to installing this to the property. If you require this, please ensure to note this in on your application form under "Any special conditions required by you".

I/We have read the above information and agree to these terms if our application is accepted:

Signature/s:_____

Date:_____

Signature/s: _____

Date: _____

Signature/s: _____

Date: _____

Signature/s: _____

Date: _____

Suite 1, 30 Chapman Rd, Geraldton

Phone – 9920 4111

Email – rentals@geraldtonpropertyteam.com.au

NOTICE TO ALL TENANCY APPLICATIONS

100 POINT IDENTIFICATION

Prior to any Tenancy Application being processed, **each applicant** is required to produce sufficient identification that totals 100 points. Should you have difficulties providing this identification please advise our office prior to completing your application.

*** PLEASE NOTE ONLY ONE FORM OF PHOTO ID (70 POINTS) WILL BE ACCEPTED ***

PLEASE TICK
THE APPROPRIATE BOXES

| TYPE OF IDENTIFICATION | POINTS | 1 | 2 | 3 |
|--|---------------------------------------|---|---|---|
| DRIVERS LICENSE | 70 POINTS * | | | |
| PASSPORT | 70 POINTS * | | | |
| PROOF OF AGE CARD | 70 POINTS * | | | |
| TENANCY HISTORY LEDGER | 20 POINTS | | | |
| COPY - PREVIOUS TENANCY AGREEMENT | 20 POINTS | | | |
| PREVIOUS FOUR (4) RENT RECEIPTS | 20 POINTS | | | |
| RENTAL BOND RECEIPT | 20 POINTS | | | |
| CURRENT & PREVIOUS THREE (3) PAY ADVICE/S or CENTRELINK STATEMENT/S | 15 POINTS (must have this) | | | |
| MOTOR VEHICLE REGISTRATION | 15 POINTS | | | |
| TELEPHONE ACCOUNT | 15 POINTS | | | |
| ELECTRICITY & POWER ACCOUNT | 15 POINTS | | | |
| GAS ACCOUNT | 15 POINTS | | | |
| BANK OR CREDIT CARD STATEMENT | 15 POINTS | | | |
| PENSION CARD | 15 POINTS | | | |
| COUNCIL OR WATER RATES | 15 POINTS | | | |
| HEALTH CARE CARD | 15 POINTS | | | |
| MEDICARE CARD | 10 POINTS | | | |
| BIRTH CERTIFICATE | 10 POINTS | | | |
| | TOTAL | | | |

APPLICANT NAME:

SIGNATURE:

DATE:

APPLICANT NAME:

SIGNATURE:

DATE:

APPLICANT NAME:

SIGNATURE:

DATE:

APPLICANT NAME:

SIGNATURE:

DATE:

Privacy Disclosure Statement

We understand your right to privacy

Due to changes in Privacy Laws, all Property Managers must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional managers. Please take the time to read this privacy statement carefully.

On this application you have provided us with some personal information that we will use to assess the risk of providing you with a tenancy of the premises you have requested.

To carry out this role as well during the term of the tenancy, we may need to provide the information to the following:

- The Landlord
- The Landlord's Representative
- The Landlord's Mortgagee
- Nominated Referees
- Tradespeople & Organisations required to carry out maintenance to the premises
- Bond Administrator
- Residential Tenancy Tribunal/Court
- Collection Agencies
- Tenancy Database Agencies/TICA/NTD
- Geraldton Property Team Staff
- Utilities (Electricity, Gas, Water, Phone)

If your personal information is not provided to us or you do not consent to the uses of which we put your personal information, we are unable to assess the risk to our client or carry out our duties as professional Property Managers. Consequently we cannot provide you with the tenancy of the premises.

Signatures by the Applicants

Witness (Must be a Geraldton Property Team Staff Member to Witness)

Date: ____/____/____

application to enter into residential tenancy agreement

EXPLANATION FOR APPLICANTS

Only complete this APPLICATION if You are sure that You want to enter into a Residential Tenancy Agreement with the Lessor of the Premises

The Lessor of the Premises is attempting to locate the most suitable tenant; that is a tenant who pays the rent on time and takes good care of the Premises.

To enable the Lessor of the Premises to determine in their opinion, who is the most suitable person, the Lessor's Property Manager requires some background information about You.

The form "APPLICATION TO ENTER INTO RESIDENTIAL TENANCY AGREEMENT" is not the Residential Tenancy Agreement.

The purpose of this form is:

First, to inform the Lessor of Your details, and Your requirements for the Residential Tenancy Agreement; for example, if You wish to have pets at the Premises.

Second, to inform You of the Lessor's or Property Manager's usual use of one or more residential tenancy databases.

Third, to inform You of the money that is required to be paid prior to taking possession of the Premises; for example, the value of the Security Bond (which may be up to 4 weeks rent), the Pet Bond (which can be up to \$260) and the initial Rent payment (which can be 2 weeks rent in advance).

Fourth, to make You aware of the terms of the Residential Tenancy Agreement (including special conditions) associated with the Lease if Your Application is accepted.

Summary of what will happen if You apply to enter into a Residential Tenancy Agreement with the Lessor

| | |
|--|---|
| Your action if You wish to apply for the Residential Tenancy Agreement: | <ol style="list-style-type: none">1. Complete this Application.2. Submit this Application to the Property Manager together with any Option Fee that may be requested by the Property Manager. |
| Lessor's action if You do not succeed with Your Application: | <ol style="list-style-type: none">3. If You are not the successful applicant and have paid an Option Fee, the Option Fee will be refunded to You within 7 days of the decision. |
| Lessor's action if You succeed with Your Application: | <ol style="list-style-type: none">4. If You are the successful applicant, the Lessor will provide You with a proposed Residential Tenancy Agreement for the Premises which will grant You the option of entering into a Residential Tenancy Agreement. |
| What You will then need to do if You are the successful Applicant: | <ol style="list-style-type: none">5. If You sign the Residential Tenancy Agreement, comply with all the stipulated requirements for the creation of the Residential Tenancy Agreement set out in Part C of the document, and the Lessor (or the Property Manager) sign the document, a binding Residential Tenancy Agreement will exist between You and the Lessor. In the case of where an Option Fee has been paid there will be no need for the Lessor (or Property Manager) to sign the document for a binding Residential Tenancy Agreement to exist.6. If any of the events mentioned in clause 5 of this Summary above do not occur the ramifications of that are set out below in clause 18 of Part B of this Application. |

FOR: Premises Address:

| | | | | |
|-----------|--|-------|--|----------|
| Address 1 | | | | |
| Address 2 | | | | |
| Suburb | | State | | Postcode |

FROM: Proposed Tenants' Names:

| | Given Name(s) | Family Name |
|----------|---------------|-------------|
| Tenant 1 | | |
| Tenant 2 | | |
| Tenant 3 | | |
| Tenant 4 | | |

TO: The Property Manager:

| | | | |
|-------------|--------------------------------------|-----------|--------------|
| Agency Name | Geraldton Property Team | | |
| Address | 30 Chapman Rd, Geraldton, WA, 6530 | | |
| Telephone | 08 9920 4111 | Facsimile | 08 9921 2237 |
| E-mail | rentals@geraldtonpropertyteam.com.au | | |

application to enter into residential tenancy agreement



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THE REAL ESTATE INSTITUTE
OF WESTERN AUSTRALIA (INC.)
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000005768500



PART A (TO BE COMPLETED BY PROPERTY MANAGER)

| | | | | | |
|--|--|-------------------------|--|----------|--|
| 1. Premises | | | | | |
| Address 1 | | | | | |
| Address 2 | | | | | |
| Suburb | | State | | Postcode | |
| | | | | | |
| 2. Rent \$ <input type="text"/> per week | | | | | |
| 3. Option Fee (if applicable) \$ <input type="text"/> | | | | | |
| 4. If You are the successful applicant, and wish to enter into a Residential Tenancy Agreement with the Lessor, You will be required to pay the following money to the Property Manager: | | | | | |
| REQUIRED MONEY | | | | | |
| (a) Security bond of | | \$ <input type="text"/> | | | |
| (b) Pet bond (if applicable) | | \$ <input type="text"/> | | | |
| (c) First two weeks rent | | \$ <input type="text"/> | | | |
| (d) Less Option Fee (if paid) | | \$ <input type="text"/> | | | |
| (e) Total | | \$ <input type="text"/> | | | |

application to enter into residential tenancy agreement

PART B (TO BE COMPLETED BY YOU)

NOTE: This document is not a Residential Tenancy Agreement and does not grant any right to occupy the Premises

INFORMATION FROM "YOU" (the proposed tenant or tenants)

TENANCY DETAILS

5. You require the tenancy for a period of months from to
6. At a rent of \$ per week
7. Total number of persons to occupy the Premises Adults Children Ages
8. Pets - Type of Pet Breed Reg. No. Age
Type of Pet Breed Reg. No. Age
9. Do you intend on applying for a residential tenancy bond from a State Government Department? ☐ Yes ☐ No
- If Yes, \$ Branch:
10. Bank account details for refund of Option Fee (if applicable)
- Bank: BSB:
Account No.: Account Name:
11. Any Special Conditions requested by You:
-

NOTE: The Lessor is not obliged to accept any of the Your Special Conditions.

12. The address at which You wish to receive the Residential Tenancy Agreement if You are successful and/or notices relating to tenancy
- Email (optional):
- Fax (optional):
- Postal address (required):
- | | | | | | |
|-----------|--|-----------|--|----------|--|
| PO Box | | Town/City | | Postcode | |
| Address 1 | | | | | |
| Address 2 | | | | | |

13. You declare that You are not bankrupt and that all of the information supplied in this Application is true and correct and is not misleading in anyway.
14. You acknowledge that, having inspected the Premises, You will accept possession of the Premises in the condition it was in as at the date of inspection.
15. By Signing this application You are making an application to lease the Premises. The Lessor may or may not send You a proposed Residential Tenancy Agreement for the Premises.
16. If You are the successful applicant, the Lessor will send You a proposed Residential Tenancy Agreement for the Premises which will contain information about pre-requisites for the creation of a binding Residential Tenancy Agreement. The Residential Tenancy Agreement will be comprised of Parts A, B and C. Parts A and B can be viewed on reiwa.com.au. Part C will also include additional terms agreed to by the parties, a draft of which is attached to this Application.
17. If a sum for an Option Fee is stipulated in Part A, You must pay that Option Fee to the Property Manager at the same time You make this application. The Option Fee must be paid by You by cash or cheque. If You are not the successful applicant and have paid an Option Fee, the Option Fee will be refunded to You by way of an electronic transfer to Your bank account details set out in Part B within 7 days of the decision.

application to enter into residential tenancy agreement

18. If You are the successful application the Lessor will provide You with a proposed Residential Tenancy Agreement for the Premises which will grant You the option of entering into a Residential Tenancy Agreement:

- (a) if You sign the Residential Tenancy Agreement, comply with all the stipulated requirements for the creation of a binding Residential Tenancy Agreement as set out in Part C of the document (eg returning the document to the Property Manager by the stipulated time, paying full stipulated rental and bond); and;
- (i) if an Option Fee has been paid THEN a binding Residential Tenancy Agreement will exist between You and the Lessor and any Option Fee will be refunded to You or applied towards the rent; or
- (ii) if no Option Fee has been paid and if neither the Lessor nor the Property Manager sign the document THEN no binding Residential Tenancy Agreement will exist between You and the Lessor; or
- (iii) if no Option Fee has been paid and if the Lessor (or the Property Manager) signs the document, THEN a binding Residential Tenancy Agreement will exist between You and the Lessor.
- (b) if You do not sign the Residential Tenancy Agreement or if You do not comply with the pre-requisites for the existence of the Residential Tenancy Agreement You will not have entered into a binding Residential Tenancy Agreement, the option for You to enter such an agreement will lapse, and any Option Fee paid by You will be forfeited to the Lessor.

Note: Under the Residential Tenancy Act 1987 agreements to lease do not have to be in writing and may be entered verbally or by conduct. This clause 18 does not purport to remove any right of parties to reach non-written agreements. However, if the parties wish to enter an agreement on the terms set out in this form, the pre-requisites set out above must be met in order for the lease to exist.

19. **YOU MUST UNDERSTAND THAT IF YOU ARE THE SUCCESSFUL APPLICANT AND THE LESSOR PROVIDES YOU WITH A PROPOSED RESIDENTIAL TENANCY AGREEMENT BUT YOU DO NOT COMPLY WITH PRE-REQUISITES FOR THE EXISTENCE OF A BINDING RESIDENTIAL TENANCY AGREEMENT, SET OUT IN PART C OF THE RESIDENTIAL TENANCY AGREEMENT (INCLUDING SIGNING THE RESIDENTIAL TENANCY AGREEMENT, RETURNING IT TO THE PROPERTY MANAGER BY THE STIPULATED TIME, PAY ANY STIPULATED RENTAL IN ADVANCE, SECURITY BOND AND / OR PET BOND) NO RESIDENTIAL TENANCY AGREEMENT WILL COME INTO EXISTENCE AND THE LESSOR MAY ENTER INTO A RESIDENTIAL TENANCY AGREEMENT WITH ANOTHER PERSON.**

20. DEFINITIONS

- (a) **"Act"** means the *Residential Tenancies Act 1987* including any amendments.
- "Application"** means this Application to enter into a Residential Tenancy Agreement.
- "Business Day"** means any day except a Sunday or public holiday in Western Australia.
- "Lessor"** means the person/entity with the authority to lease the Premises.
- "Option Fee"** means a payment as referred to in section 27(2)(a) of the Act. The amount of the Option Fee is specified in Part A of this application. The amount of the Option Fee is capped as follows:
- (i) where the weekly rental under the Residential Tenancy Agreement is \$500 or less, an Option Fee of up to \$50 is payable;
- (ii) where the weekly rental under the Residential Tenancy Agreement exceeds \$500, an Option Fee of up to \$100 is payable;
- (iii) where the Residential Tenancy Agreement is for residential premises south of the 26th parallel of south latitude and the weekly rent is \$1,200 or more, an Option Fee of up to \$1,200 is payable.
- "Premises"** means the address specified on the first page of this document. Any items included or excluded will appear in Part A of the proposed Residential Tenancy Agreement.
- "Property Manager"** means the real estate agent appointed by the Lessor to lease and manage the Premises.
- "Residential Tenancy Agreement"** means an agreement in writing in the form prescribed by the Act, comprising of Parts A, B and C. Part C will include additional special conditions as agreed between the parties.
- "You"** or **"Your"** means the person or persons making the Application to Lease the Premises.
- (b) All acts and things that the Lessor is required or empowered to do may be done by the Lessor or their Property Manager.

21. You agree that for the purpose of this Application, the Lessor or Property Manager may make enquiries of the persons given as referees, next of kin or emergency contacts provided by You, and also make enquiries of such other persons or agencies as the Lessor may see fit.

The personal information You give in this Application or collected from other sources is necessary for the Lessor or Property Manager to verify Your identity, to process and evaluate the Application, to manage the tenancy and to conduct the Property Manager's business. Personal information 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 to the Lessor, referees, other Property Managers, prospective lessors, third party operators of residential tenancy databases, and prospective buyers of the Premises. Information already held on residential tenancy databases may also be disclosed to the Property Manager or Lessor.

If You enter into the Residential Tenancy Agreement or You fail to comply with Your obligations under any Residential Tenancy Agreement that fact and other relevant personal information collected about You during the course of this Application (including information provided separately to this application) or the Residential Tenancy Agreement may also be disclosed to the Lessor, third party operators of tenancy reference databases (to the extent permitted by law) and debt collectors, other Property Managers, prospective lessors and prospective buyers of the Premises.

If You would like to access the personal information the Lessor or Property Manager holds, You can do so by contacting the Property Manager. See also the attached notice regarding use of residential tenancy databases.

You can also correct this information if it is inaccurate, incomplete or out-of-date. If the information in this Application, is not provided, the Property Manager may not be able to process the Application, or the Residential Tenancy Agreement properly or manage the tenancy properly.

Name:

| | Given Name(s) | Family Name |
|----------|---------------|-------------|
| Tenant 1 | | |
| Tenant 2 | | |
| Tenant 3 | | |
| Tenant 4 | | |

Signature:

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

application to enter into residential tenancy agreement

NOTICE OF USE OF ONE OR MORE RESIDENTIAL TENANCY DATABASES Section 82C - *Residential Tenancies Act 1987*

1. It is the Property Manager's usual practice to use one or more residential databases for the purpose of checking an applicant's tenancy history.
2. The name of each residential tenancy database the Property Manager or Lessor usually uses, or may use, for deciding whether a residential tenancy agreement should be entered into with a person are set out below:
3. The contact details for the database operator(s) who operates the database(s) used by the PM as referred to above are as follows:

(a) **TICA** (strike out if inapplicable)

- (i) **Address:** PO Box 120, Concord NSW 2137
- (ii) **Telephone:** 190 222 0346. Calls are charged \$5.45 per minute including GST (higher for mobile or pay phones)
- (iii) **Facsimile:** (02) 9743 4844
- (iv) **Website:** www.tica.com.au

(b) **National Tenancy Database** (strike out if inapplicable)

- (i) **Address:** GPO Box 13294, George Street 120, Brisbane QLD 4003
- (ii) **Telephone:** 1300 563 826
- (iii) **Facsimile:** (07) 3009 0619
- (iv) **Email:** info@ntd.net.au
- (v) **Website:** www.ntd.net.au

(c) **Other Databases** (if applicable)

- (i) **Name:**
- (ii) **Address:**
- (iii) **Telephone:**
- (iv) **Facsimile:**
- (v) **Email:**
- (vi) **Website:**

4. The applicant may obtain information from the database operator in the following manner:

(a) as to TICA:

- (i) Postal and fax application forms can be downloaded from www.tica.com.au. Information regarding application fees can be found on the application form;

(b) as to the National Tenancy Database:

- (i) A request for rental history file can be downloaded from www.ntd.net.au. A link to the form can be found under the tab "For Tenants".
- (ii) A request for rental history may be submitted by post, fax or email.

(c) as to

- (i)
-

NOTE: This notice is required to be given regardless of whether the Property Manager intends to conduct a search on the particular applicant.

application to enter into residential tenancy agreement

YOUR (First Person's) PARTICULARS

| | | | | | | | | | | |
|---------------|------|----------------|--|--|-------------|----------------------|--|----------|--------------------|--|
| Given Name(s) | | | | | Family Name | | | | | |
| Address 1 | | | | | | | | | | |
| Address 2 | | | | | | | | | | |
| Suburb | | | | | | State | | Postcode | | |
| Phone No | Work | | | | Mobile | | | | Home | |
| Email | | | | | | Gender | | | | |
| Date of Birth | | Place of Birth | | | | Family Name at Birth | | | Australian Citizen | <input type="checkbox"/> Yes <input type="checkbox"/> No |

DOCUMENTS TO CONFIRM YOUR IDENTITY

| | | | | | | | | | |
|--------------------|--|----------------|--|-------------|--|--------|------------------|-------------|--|
| Drivers Licence No | | State of Issue | | Passport No | | | Country of Issue | | |
| Medicare Card No | | | | Ref No | | Colour | | Expiry Date | |
| Other ID | | | | | | | | | |

Vehicle Type & Registration No

Anything else to support Your Application

Smoker ☐ Yes ☐ No

Personal References

| | | | |
|---------|--|-----------|--|
| a) NAME | | TELEPHONE | |
| b) NAME | | TELEPHONE | |

(i) Name of current lessor or managing agent to whom rent is paid

| | | | | | |
|--------------------|----------|--------------------|--|----|--|
| | Phone No | | | | |
| Address | | | | | |
| Rental Paid | \$ | Period Rented From | | To | |
| Reason for leaving | | | | | |

(ii) Previous address of Applicant

| | | | | | |
|--------------------|----------|--------------------|--|----|--|
| | Phone No | | | | |
| Address | | | | | |
| Rental Paid | \$ | Period Rented From | | To | |
| Reason for leaving | | | | | |

(iii) Occupation

| | | | |
|---|---|----------|----|
| | (Note: Your Employer may be contacted to verify employment) | | |
| Employer | | Phone No | |
| Period of Employment | | Wage | \$ |
| If less than 12 months, name and address of previous employer | | | |
| | | | |
| Explanation if no employment: | | | |
| | | | |

(iv) Next of Kin (Note: These people may be contacted to verify particulars)

| | | | | |
|---|---------|--|-----------|--|
| First Next of Kin | NAME | | TELEPHONE | |
| | ADDRESS | | | |
| Second Next of Kin | NAME | | TELEPHONE | |
| | ADDRESS | | | |
| Emergency Contact (name and address and telephone) [Note: These people may be contacted to verify particulars.] | | | | |
| First Contact | NAME | | TELEPHONE | |
| | ADDRESS | | | |
| Second Contact | NAME | | TELEPHONE | |
| | ADDRESS | | | |

application to enter into residential tenancy agreement

YOUR (Second Person's) PARTICULARS

| | | | | | | | | | |
|---------------|------|----------------|--|--------|----------------------|--|----------|---|--|
| Given Name(s) | | | | | Family Name | | | | |
| Address 1 | | | | | | | | | |
| Address 2 | | | | | | | | | |
| Suburb | | | | | State | | Postcode | | |
| Phone No | Work | | | Mobile | | | Home | | |
| Email | | | | | | | Gender | | |
| Date of Birth | | Place of Birth | | | Family Name at Birth | | | Australian Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No | |

DOCUMENTS TO CONFIRM YOUR IDENTITY

| | | | | | | | | | |
|--------------------|--|----------------|--|-------------|--|--------|------------------|-------------|--|
| Drivers Licence No | | State of Issue | | Passport No | | | Country of Issue | | |
| Medicare Card No | | | | Ref No | | Colour | | Expiry Date | |
| Other ID | | | | | | | | | |

Vehicle Type & Registration No

Anything else to support Your Application

Smoker ☐ Yes ☐ No

Personal References

| | | | |
|---------|--|-----------|--|
| a) NAME | | TELEPHONE | |
| b) NAME | | TELEPHONE | |

(i) Name of current lessor or managing agent to whom rent is paid

| | | | | | |
|--------------------|----------|--------------------|--|----|--|
| | Phone No | | | | |
| Address | | | | | |
| Rental Paid \$ | | Period Rented From | | To | |
| Reason for leaving | | | | | |

(ii) Previous address of Applicant

| | | | | | |
|--------------------|----------|--------------------|--|----|--|
| | Phone No | | | | |
| Address | | | | | |
| Rental Paid \$ | | Period Rented From | | To | |
| Reason for leaving | | | | | |

(iii) Occupation

| | | | |
|---|---|----------|--|
| | (Note: Your Employer may be contacted to verify employment) | | |
| Employer | | Phone No | |
| Period of Employment | | Wage \$ | |
| If less than 12 months, name and address of previous employer | | | |
| | | | |
| Explanation if no employment: | | | |
| | | | |

(iv) Next of Kin (Note: These people may be contacted to verify particulars)

| | | | | |
|---|---------|--|-----------|--|
| First Next of Kin | NAME | | TELEPHONE | |
| | ADDRESS | | | |
| Second Next of Kin | NAME | | TELEPHONE | |
| | ADDRESS | | | |
| Emergency Contact (name and address and telephone) [Note: These people may be contacted to verify particulars.] | | | | |
| First Contact | NAME | | TELEPHONE | |
| | ADDRESS | | | |
| Second Contact | NAME | | TELEPHONE | |
| | ADDRESS | | | |

application to enter into residential tenancy agreement

YOUR (Third Person's) PARTICULARS

| | | | | | | | | | |
|---------------|------|----------------|--|--------|----------------------|--|----------|---|--|
| Given Name(s) | | | | | Family Name | | | | |
| Address 1 | | | | | | | | | |
| Address 2 | | | | | | | | | |
| Suburb | | | | | State | | Postcode | | |
| Phone No | Work | | | Mobile | | | Home | | |
| Email | | | | | | | Gender | | |
| Date of Birth | | Place of Birth | | | Family Name at Birth | | | Australian Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No | |

DOCUMENTS TO CONFIRM YOUR IDENTITY

| | | | | | | | | | |
|---|--|----------------|--|-------------|--|--------|------------------|-------------|--|
| Drivers Licence No | | State of Issue | | Passport No | | | Country of Issue | | |
| Medicare Card No | | | | Ref No | | Colour | | Expiry Date | |
| Other ID | | | | | | | | | |
| Vehicle Type & Registration No | | | | | | | | | |
| Anything else to support Your Application | | | | | | | | | |

Smoker ☐ Yes ☐ No

Personal References

| | | | |
|---------|--|-----------|--|
| a) NAME | | TELEPHONE | |
| b) NAME | | TELEPHONE | |

(i) Name of current lessor or managing agent to whom rent is paid

| | | | | | |
|--------------------|----------|--------------------|--|----|--|
| | Phone No | | | | |
| Address | | | | | |
| Rental Paid \$ | | Period Rented From | | To | |
| Reason for leaving | | | | | |

(ii) Previous address of Applicant

| | | | | | |
|--------------------|----------|--------------------|--|----|--|
| | Phone No | | | | |
| Address | | | | | |
| Rental Paid \$ | | Period Rented From | | To | |
| Reason for leaving | | | | | |

(iii) Occupation

| | | | |
|---|---|----------|--|
| | (Note: Your Employer may be contacted to verify employment) | | |
| Employer | | Phone No | |
| Period of Employment | | Wage \$ | |
| If less than 12 months, name and address of previous employer | | | |
| | | | |
| Explanation if no employment: | | | |
| | | | |

(iv) Next of Kin (Note: These people may be contacted to verify particulars)

| | | | | |
|---|---------|--|-----------|--|
| First Next of Kin | NAME | | TELEPHONE | |
| | ADDRESS | | | |
| Second Next of Kin | NAME | | TELEPHONE | |
| | ADDRESS | | | |
| Emergency Contact (name and address and telephone) [Note: These people may be contacted to verify particulars.] | | | | |
| First Contact | NAME | | TELEPHONE | |
| | ADDRESS | | | |
| Second Contact | NAME | | TELEPHONE | |
| | ADDRESS | | | |

application to enter into residential tenancy agreement

YOUR (Fourth Person's) PARTICULARS

| | | | | | | | | | |
|---------------|------|----------------|--|--------|----------------------|--|----------|---|--|
| Given Name(s) | | | | | Family Name | | | | |
| Address 1 | | | | | | | | | |
| Address 2 | | | | | | | | | |
| Suburb | | | | | State | | Postcode | | |
| Phone No | Work | | | Mobile | | | Home | | |
| Email | | | | | | | Gender | | |
| Date of Birth | | Place of Birth | | | Family Name at Birth | | | Australian Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No | |

DOCUMENTS TO CONFIRM YOUR IDENTITY

| | | | | | | | | | |
|--------------------|--|----------------|--|-------------|--|--------|------------------|-------------|--|
| Drivers Licence No | | State of Issue | | Passport No | | | Country of Issue | | |
| Medicare Card No | | | | Ref No | | Colour | | Expiry Date | |
| Other ID | | | | | | | | | |

Vehicle Type & Registration No

Anything else to support Your Application

Smoker ☐ Yes ☐ No

Personal References

| | | | |
|---------|--|-----------|--|
| a) NAME | | TELEPHONE | |
| b) NAME | | TELEPHONE | |

(i) Name of current lessor or managing agent to whom rent is paid

| | | | | | |
|--------------------|----------|--------------------|--|----|--|
| | Phone No | | | | |
| Address | | | | | |
| Rental Paid \$ | | Period Rented From | | To | |
| Reason for leaving | | | | | |

(ii) Previous address of Applicant

| | | | | | |
|--------------------|----------|--------------------|--|----|--|
| | Phone No | | | | |
| Address | | | | | |
| Rental Paid \$ | | Period Rented From | | To | |
| Reason for leaving | | | | | |

(iii) Occupation

| | | | |
|---|---|----------|--|
| | (Note: Your Employer may be contacted to verify employment) | | |
| Employer | | Phone No | |
| Period of Employment | | Wage \$ | |
| If less than 12 months, name and address of previous employer | | | |
| | | | |
| Explanation if no employment: | | | |
| | | | |

(iv) Next of Kin (Note: These people may be contacted to verify particulars)

| | | | | |
|---|---------|--|-----------|--|
| First Next of Kin | NAME | | TELEPHONE | |
| | ADDRESS | | | |
| Second Next of Kin | NAME | | TELEPHONE | |
| | ADDRESS | | | |
| Emergency Contact (name and address and telephone) [Note: These people may be contacted to verify particulars.] | | | | |
| First Contact | NAME | | TELEPHONE | |
| | ADDRESS | | | |
| Second Contact | NAME | | TELEPHONE | |
| | ADDRESS | | | |

application to enter into residential tenancy agreement



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**By Signing this document You are making an application to enter into a Residential Tenancy Agreement in relation to the Premises.
Your Application may or may not be successful.**

| | | | |
|---|-------------|------|-------------|
| Your Signature (First Person) | <div></div> | Date | <div></div> |
| Your Signature (Second Person) | <div></div> | Date | <div></div> |
| Your Signature (Third Person) | <div></div> | Date | <div></div> |
| Your Signature (Fourth Person) | <div></div> | Date | <div></div> |

ANNEXURE [☐]

PART C RESIDENTIAL PROPERTY LEASE

Special Condition for a Pet

| | | | |
|-------------------------|-------------------------|----------------------|----------------------|
| Tenant: | <input type="text"/> | | |
| Lessor/ Lessor's Agent: | Geraldton Property Team | | |
| Address of Premises: | <input type="text"/> | | |
| Type of Pet: | <input type="text"/> | Name of Pet: | <input type="text"/> |
| Age of Pet: | <input type="text"/> | Registration Number: | <input type="text"/> |

("Pet" refers only to the pet or pets referred to above).

The Lessor and Tenant agree that the Tenant may keep the above Pet at the Premises on the following conditions:

1. The Tenant must be a responsible pet owner, showing due care for the cleanliness of the Pet and the Lessor's Premises and for the amenity of the neighbourhood.
2. If the Premises are part of a strata scheme and the Strata Owners resolve that pets cannot be kept on the strata lot comprising the Premises then the Tenant must remove the Pet from the Premises.
3. If the Tenant breaches these conditions and fails to remedy any breach within 14 days after written notice of breach has been given then the Tenant must immediately remove the Pet from the Premises.
4. The Tenant agrees to abide by any laws or by-laws of the Local Government Authority relating to pets.
5. Any additional or replacement pets to the Pet must be approved by the Lessor in writing, and if approved, will be subject to these conditions.
6. The Lessor may at any time request, and the Tenant must provide, a photograph of the Pet.
7. The Lessor and Tenant agree that the Pet must:
 - a. be kept clean, quiet and controlled at all times,
 - b. be free from parasites and disease,
 - c. be domesticated,
 - d. not disturb neighbours, other tenants or other pets,
 - e. not wander unsupervised (except for a cat which must be kept indoors at night),
 - f. be toilet trained,
 - g. receive appropriate veterinary care where required,
 - h. be under control or on a lead when passing through any common property, so that the Pet does not disturb other tenants, their visitors or other pets.
8. The Tenant is responsible for keeping all areas where the Pet is housed and fed clean, fresh, safe and free from parasites.
9. The Tenant must promptly pick up and dispose of all faeces (pet droppings) in an appropriate bag and have them placed in a rubbish bin and wash away urine from outdoor areas.
10. The Tenant is liable for any damage or injury caused by the Pet to the Premises and will pay the Lessor for any costs or expenses incurred by the Lessor as a result of damage or injury to any person or property. Damage includes destruction or damage to garden, lawn, reticulation and courtyard areas.
11. The Tenant warrants that, having inspected the Premises, the fences at the Premises are adequate to enclose the Pet. If the fences are not effective at enclosing the Pet, then the Tenant must make alternative arrangements to accommodate the Pet.
12. If the fence is damaged (not by the Tenant or the Pet) and becomes inadequate to enclose the Pet, then the Tenant must (a) promptly notify the Lessors' Agent and (b) make alternative arrangements to accommodate the Pet, until the fence is repaired.
13. If the Pet is capable of carrying parasites that can affect humans then the Tenant agrees to increase the Security Bond by \$260 (Pet Bond).

Tenant's signature:

Please print name here:

Date:

Lessor/ Lessor's Agent
signature:

Please print name:

Date: