



Phone: (08) 9845 6789 Fax: (08) 9841 3577

Total Due \$.....

TENANCY APPLICATION

Dear prospective tenant,

Our agency welcomes your application and any queries you may have about the property or tenancy process. The following information will assist you to complete the Tenancy Application so it can be processed promptly.

This application cannot be processed until all areas are completed. Upon submitting your application form we will require a copy of identification such as a drivers license from all parties applying. We endeavour to assess your application and provide an answer within 24 working hours after submission.

If successful a deposit of \$50 is required to be paid to our office **within 24 hours of acceptance** to secure the property otherwise the property may be offered to another applicant. Alternatively we may require you to sign the tenancy agreement immediately upon approval.

This application is subject to the Lessor's approval. We will notify you as soon as we receive the Lessor's instructions.

Please read prior to completing and submitting your application:

Move in costs

Bond Equivalent to 4 weeks rent

Rent First two weeks rent (less any deposit paid)

Pet Bond \$260.00 where approved by the lessor/agent

Homeswest bonds are acceptable. Please ensure we have been provided with the necessary paperwork from Homeswest at least two days prior to your anticipated move in date.

Signing the tenancy agreement

Once your application is approved you will be required to sign a Standard REIWA Tenancy Agreement on the day that you are moving in to the property. Payment will be required at this time by way of **cash** or **bank cheque**. We do have **EFTPOS** facilities however we do not accept credit card.

Payment of Rent

Our Agency has implemented RentPay as our primary and preferred method of collecting rent. At the time of signing the lease agreement you will be required to complete a RentPay Enrolment Form at which time you will be provided with a RentPay card and number.

Using RentPay allows you to pay your rent in multiple ways, securely, 24 hours a day 7 days a week and is a convenient and cost effective way of paying your rent.

You will be able to pay your rent by automatic direct debit, via the internet, via phone, bpay or using your debit card or at any Australia post outlet.

Happy Renting

NOTICE TO TENANT REGARDING USE OF NATIONAL TENANCY DATABASE

We take this opportunity to advise you that our office is a member of TICA – Tenancy Information Centre Australasia Holdings Pty Ltd. As the name suggests it is a national information service throughout Australia and New Zealand to the Real Estate Industry reporting on defaulting tenants.

Our office is a supporter of this service and advises that when we receive an application for tenancy we will check the TICA database to ascertain whether you have been a defaulting tenant at another property.

If your details are lodged on TICA we will inform of you this including who lodged the information and why it has been lodged (if noted). If you disagree with the lodgement you can contact TICA direct.

Contact details for TICA are:

190 222 0346 (CALLS CHARGES AT \$5.45 PER MINUTE, HIGHER FROM MOBILE AND PAY PHONES)

PO Box 120, Concord NSW 2137

We also advise that if your application is accepted and your tenancy is not conducted in accordance with your lease agreement, we may lodge your details with TICA in accordance with the Residential Tenancies Act.

This will increase difficulties when relocating as TICA has a strong membership throughout Australia and New Zealand.

Should you be unable to meet any rental payment on the due date it is suggested you contact your Property Manager immediately so that no action becomes necessary.

We look forward to a long and harmonious association and advise that action is only taken when absolutely necessary.

Property Management Department

Dear Applicant, please find following a list of special conditions that will form part of the tenancy agreement should your application be successful.

- * A routine inspection will be carried out 8 weeks into the tenancy and three monthly thereafter
- * The tenant agrees that there is to NO smoking inside the property and butts are NOT to be disposed of around the yard
- * The tenant acknowledges that the house may/does contain asbestos
- * The tenant acknowledges and agrees that in the event a reinspection is required due to the tenant not maintaining the property in accordance with the tenancy agreement, the tenant will be liable for the reinspection fee in the sum of \$22.00 which will be payable within 7 days of being invoiced.
- * The tenant acknowledges that they have inspected the property prior to making an application and agree to take the property as inspected.
- * Unless otherwise agreed by the Agent/Lessor, the tenant agrees there is to be no parking on the lawns or gardens.
- * The tenant acknowledges and agrees that it is the tenants responsibility to ensure that any reticulation to the property is set in accordance with the Water Corporation's regulations. Any fine imposed by the Water Corporation for watering outside of the regulations will be payable by the tenant.
- * The tenant is aware and agrees that on occasion the agency may contact the tenant via sms.
- * The tenant acknowledges and agrees that where written notice is required under the Residential Tenancies Act, the Agent may issue this notice via email.
- * The tenant agrees that should the property be listed for sale during the term of the tenancy or should the tenant give notice to vacate the property, the tenant agrees that a For Sale or For Lease sign will be erected at the property.
- * The tenant agrees to allow the Agent to take photographs of the inside of the property where necessary either for marketing purposes or for the purpose of providing photos to the Lessor during a routine inspection of the property or for any other reason as deemed necessary.

Should the Lessor agree to a pet at the property the following condition will apply unless otherwise approved by the Lessor:

- * The Lessor agrees to an outside dog/cat at the property. At no time is the dog/cat to be kept inside the premises. Upon vacation the tenants are required to have the property treated for fleas. A copy of the receipt will be required

If the property is currently listed for sale the following condition will apply:

- * The tenant acknowledges that the property is listed for sale and agrees to allow prospective purchasers through the property when accompanied by a Sales Representative and after being given notice in accordance with the Residential Tenancies Act.

Should a rent review apply to the tenancy the following condition will apply:

- * The tenant acknowledges & agrees that a rent review will be carried out six months into the tenancy and may be increased. The tenant will be given 60 days notice of any increase. The increase will be based on either a cpi increase, fixed percentage or fixed amount.

There may be other conditions applicable depending on the property. Please ask the Property Manager

EXPLANATION FOR APPLICANTS

Only complete this Offer and pay the Option Fee if you are sure you want to enter into a Lease with the Lessor for 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 Agent requires some background information about you.

The form “OFFER OF OPTION TO LEASE RESIDENTIAL PROPERTY” is not the lease.

The purpose of this form is to:

First; to inform the Lessor your details, and your requirements for the lease; for example, if you wish to have pets at the Premises.

Second; 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 can be up to 4 weeks rent), the Pet Bond and the initial Rent payment (which can be 2 weeks rent).

Third; to make you aware of the terms of the Lease (including Special Conditions) associated with the Lease if the Offer is accepted and the Option is accepted.

Fourth; if your Offer is accepted, to create an Option to Lease the Premises. If the Lessor accepts your offer, then the Lessor gives you the Option to Lease the Premises. You will have two (2) Business Days from the time when the Lessor's Agent informs you that your offer has been accepted in which to make a final decision if you want to enter into the Lease. This is a holding period. If you enter into the Lease, then the Option Fee can be credited to the rent payable. If you decline the opportunity to enter into the Lease during the two (2) Business Days, then the Owner will keep the Option Fee.

1ST APPLICANTS PARTICULARS

Name
First Middle Surname
Mobile No Work No A/H
Email Driver Licence No
Type of Vehicle and Registration No
Date of Birth/...../..... Are you a smoker YES / NO

PRESENT ADDRESS

Name of current owner or managing agent
Rental paid per week \$ Period Rented From To
Agent/ Owner Phone Number Reason why leaving
.....

PREVIOUS ADDRESS

Name of current owner or managing agent
Rental paid per week \$ Period Rented From To
Agent/ Owner Phone Number Reason why leaving
.....

EMPLOYMENT – you are required to provide evidence that you can pay the weekly rent

Occupation Employer
Name and contact number
Period of employment Average Weekly Wage \$.....
If less than 12 months please provide name, address and contact number for previous employer
.....

**** If you are self employed you must provide your Accountants details or attach your last tax return**
.....

You must provide **TWO** people, who are **NOT** a relative to provide a reference for you

Name Relationship Contact Number
Name Relationship Contact Number

You must provide contact details for **TWO** next of kin/Emergency Contacts

Name Relationship Contact Number
Postal Address
Name Relationship Contact Number
Postal Address

2ND APPLICANTS PARTICULARS

Name
First Middle Surname
Mobile No Work No A/H
Email Driver Licence No
Type of Vehicle and Registration No
Date of Birth/...../..... Are you a smoker YES / NO

PRESENT ADDRESS

Name of current owner or managing agent
Rental paid per week \$ Period Rented From To
Agent/ Owner Phone Number Reason why leaving
.....

PREVIOUS ADDRESS

Name of current owner or managing agent
Rental paid per week \$ Period Rented From To
Agent/ Owner Phone Number Reason why leaving
.....

EMPLOYMENT – you are required to provide evidence that you can pay the weekly rent

Occupation Employer
Name and contact number
Period of employment Average Weekly Wage \$.....
If less than 12 months please provide name, address and contact number for previous employer
.....

**** If you are self employed you must provide your Accountants details or attach your last tax return**
.....

You must provide **TWO** people, who are **NOT** a relative to provide a reference for you

Name Relationship Contact Number
Name Relationship Contact Number

You must provide contact details for **TWO** next of kin/Emergency Contacts

Name Relationship Contact Number
Postal Address
Name Relationship Contact Number
Postal Address

PRIVACY

The Applicant agrees that for the purpose of this Application, the Lessor/Managing Agent may make enquiries of the persons given as referees by the Applicant, and also make enquiries of such other persons or agencies as the Lessor may see fit.

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, to manage the tenancy and to conduct the Agent's business. 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, third party operators of tenancy reference databases, and prospective buyers of the Premises. Information already held on tenancy reference databases may also be disclosed to the Agent and/or Lessor. 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 lessor, third party operators of tenancy reference databases and/or other real estate agents.

**** If the information is not provided, the Agent may not be able to process the application and manage the tenancy.**

.....

INITIALS

Special Conditions to the lease requested by the applicant

(NOTE: The lessor may not accept any of the applicant/s special conditions)

[illegible]

Applicants Signature

Date

Applicants Signature

Date

Applicants Signature

Date

TENANT QUALIFICATION

(office use only)

Applicant 1 – Name:

Current Agent/Lessor Name: Applicant 1 – Name:

Period of Lease: Rent per week:

Rent payment comments:

Breaches/ Terminations:

Inspections/ grounds maintained:

.....

Pets/ Comments:

Would rent to again/ Other comments?

.....

.....

Previous Agent/Lessor Name: Applicant 1 – Name:

Period of Lease: Start Date: Lease end Date:

Rent per week: Rent payment comments:

Breaches/ Terminations:

Inspections/ grounds maintained:

.....

Pets/ Comments:

Would rent to again/ Other comments?

.....

.....

PERSONAL REFERENCES

Reference 1

Name: Relationship:

Comments:

.....

Reference 2

Name: Relationship:

Comments:

.....

EMPLOYMENT

Temporary / Part Time / Permanent / Other

Confirmed by: Length of employment:

Income confirmed:

TENANCY DATABASE:

Applicant 2 – Name:

Current Agent/Lessor Name: Applicant 1 – Name:

Period of Lease: Start Date: Lease end Date:

Rent per week: Rent payment comments:

Breaches/ Terminations:

Inspections/ grounds maintained:

.....

Pets/ Comments:

Would rent to again/ Other comments?

.....

.....

Previous Agent/Lessor Name: Applicant 1 – Name:

Period of Lease: Start Date: Lease end Date:

Rent per week: Rent payment comments:

Breaches/ Terminations:

Inspections/ grounds maintained:

.....

Pets/ Comments:

Would rent to again/ Other comments?

.....

.....

.....

PERSONAL REFERENCES

Reference 1

Name: Relationship:

Comments:

.....

Reference 2

Name: Relationship:

Comments:

.....

EMPLOYMENT

Temporary / Part Time / Permanent / Other

Confirmed by: Length of employment:

Income confirmed:

TENANCY DATABASE:

LANDLORD DECISION

Lessor decision on application: Dated: / /

Lessor decision: Approved / Not approved

Lessor notified of pets Yes ☐

Lessor notified of rental amount Yes ☐

Confirm details if approved: Tenancy Start Date: / /

Lease Term: 6 months / 12 months / other

Rental Amount: \$

Rent Review: YES / NO

Comments / Special Conditions:
.....

Processing Completed / Tenant Contacted – **Date** / /

Property Manager: