

APPLICATION FOR LEASING OF RESIDENTIAL PREMISES

To ensure your application is processed ASAP, please read and comply with the following:

1 If you have rented from another agency in the past, we require the following details:

- * Name of Agency and Property Manager, Telephone Number
- * Amount of rent paid per week
- * Full address of property rented
- * Period of Tenancy

2. Employee details:

- * Full name of Business you are employed by
- * Contact name of your Superior/Supervisor
- * Length of employment and details of previous employer if less than 12 months with the above

3. Personal Reference:

- * Personal reference must not be personal friends or family members
- * Telephone numbers for contact during the day

4. Additional Requirements:

- * At least 2 Copy of photo ID for every applicant. Suitable ID includes VALID Photo Driver's License, Passport or Birth Certificate
- * Minimum three recent salary slips with bank statement for same period
- Students to provide copy of their UNI admission enrolment

A deposit in cash MAY be required as a holding deposit. This will be either \$50 or \$100 depending on the property. This deposit can be deducted from total cost to move in if your application is accepted.

If your application is not successful the deposit is refunded via electronic transfer - not cash.

The deposit is forfeited if you change your mind after the application has been approved.

Please ensure every page is initialed and/or signed. Failure to do so will result in your application being unable to be processed.

If you are applying for a property which requires holding deposits and are not accepted the funds will be reimbursed to your bank account

If unsuccessful, to ensure that you get your holding deposit back quickly, please fill in the form below so we can transfer the money into your bank account ASAP.

NB — ONLY COMPLETE FOLLOWING DETAILS IF YOU ARE PAYING OPTION FEE

ACCOUNT NAME:	BANK NAME:
BANK BSB:	BANK BRANCH:
ACCOUNT #:	DEPOSIT REF: First Name-Prop Address

Please answer following before you proceed to the next page:

Applications pending on other properties?		Deductions ever taken from your bond?	
Has your tenancy been ever terminated?		Anything affecting future rental payments?	
Have you ever been refused rental property?		Considering buying a property soon?	
Are you in debt to another Landlord / Agent?		Do you currently own a property?	



FORM 18
APPLICATION TO RENT RESIDENTIAL PREMISES
RESIDENTIAL TENANCIES ACT 1987 (WA)

PROPERTY ADDRESS _____

Tenancy Preference Period (tick) 6 Months 12 Months Date Property Required: _____

At a Total Rent of \$ _____ PW Total Number of Persons to Occupy including children: _____

Number of Adults: _____ Age of each Adult: _____ Age of each Child: _____

Did you pay Option Fee: [] No [] Yes \$50 for rent up to \$500PW, \$100 for rent over \$500

Option Fee paid by: [] Cash [] EFT to All Time Real Estate Trust A/c BSB: 302-162 A/C: 0728997
Deposit Ref: Your name-property address

APPLICANT ONE

Name: _____ Date of birth ____/____/____

Phone Home: _____ Phone work: _____

Phone Mobile: _____ Email address: _____

Current address: _____

Proof of identification cited eg: driver's license _____ passport _____ birth certificate _____

PREVIOUS RENTAL HISTORY

Address: _____

Rent paid \$ _____ per week fortnight month

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)

Occupation: _____ Employer: _____

Employer's address: _____

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

Contact name: _____ Phone: _____

Net income \$ _____ per week fortnight month

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

APPLICANT ONE Continued

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

Name: _____ Date of birth ____/____/____

Phone home: _____ Phone work: _____

Phone mobile: _____ Email address: _____

Current address: _____

Proof of identification cited eg: driver's licence _____ passport _____ birth certificate _____

PREVIOUS RENTAL HISTORY

Address: _____

Rent paid \$ _____ per week fortnight month

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)

Occupation: _____ Employer: _____

Employer's address: _____

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

Contact name: _____ Phone: _____

APPLICANT TWO Continued

Net income \$ _____ per week fortnight month

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

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: _____

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.

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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version 05

**PRIVACY STATEMENT
FOR RESIDENTIAL TENANCY AGREEMENT**

PRIVACY ACT 1988 — COLLECTION NOTICE

Personal information collected by the lessor's Property Manager through the management of the tenancy including but not limited to the Application form is necessary to manage the tenancy verify your identity. The personal information collected by the lessor's Property Manager in this lease, in the application form and during the period of the management of the tenancy is collected for the purpose of being used in managing the lease of the premises and the applicant hereby consents to that collection and use. The information collected in this application form, in the Lease and during the period of the management of the tenancy may be disclosed by the lessor's Property Manager to other parties as permitted by the Privacy Act 1988 including to the existing lessor, subsequent lessors, courts of law and other real estate agents.

The information provided throughout this application by the applicant is subject to verification and by signing the below section, the applicant/s agree that for the purpose of this Application, the Property Manager may make enquiries of the persons given as references, next of kin, emergency contacts, employer, past and current lessor/Property Manager/s, and also make enquiries of such other persons or agencies as the Lessor may see fit.

I/We hereby acknowledge and agree to the above Special Condition Clauses that form part of the terms of tenancy for the property

situated at: _____

(Tenant) (Date)

(Tenant) (Date)

(Tenant) (Date)

Accepted by - Signed:(Property Manager/Lessor) (Date)