



Suite 10 / 52 Hatherley Parade
WINTHROP WA 6150

Phone: (08) 9313 9111
Fax: (08) 9313 9191
Email: rentals@realtyone.com.au
ABN: 85 114 233 518

APPLICATION FOR TENANCY

COMPLETION OF THE APPLICATION

ALL pages to the Tenancy Application MUST be completed (insert "not applicable" if the item referred to does not apply to you and/or your partner or co-applicant/s.)

IDENTIFICATION REQUIREMENT

Please provide copies of identification as below totalling 100 points;

PRIMARY DOCUMENTS

- Australian Birth Certificate 70 points
- Australian Citizenship Certificate 70 points
- Australian Passport (current) 70 points
- International Passport 70 points

Only 1 secondary ID document will attract 40 points, subsequent secondary ID will attract 25 points per item.

Secondary ID with a photo will be accepted as primary ID but only attract the points listed below.

SECONDARY DOCUMENTS

- Australian Photo Drivers License 40 or 25 points
- Australian Photo Firearms License 40 or 25 points
- State or Federal Govt Employee Photo Id 40 or 25 points
- Centrelink or Social Security Card 40 or 25 points
- Dept. of Veteran's Affairs Card 40 or 25 points
- Tertiary Education Institution Photo Id 40 or 25 points
- Australian Learner's Permit 40 or 25 points
- Medicare Card 25 points
- Utilities Bill (power/phone/mobile/water/gas) 25 points
- Debit or Credit Cards 25 points
- Statement from Financial Institute 25 points
- Motor Vehicle Registration or Insurance 25 points

ADDITIONAL INFORMATION/REFERENCES

- Copy of visa/s
- Copy of a recent wage slips / salary advice
- Copies of any recent Bank Account Statements – (required for self- employed applicants and recently arrived applicants to WA)
- Written copies of any previous or current rental references (including pet references, if applicable)

OPTION FEE AND PAYMENT

Please note that an Option Fee **MUST** be paid when lodging your Tenancy Application Form.

An Option Fee of \$50.00 will apply if your application relates to a rental value of \$0-\$500 per week.

An Option Fee of \$100.00 will apply if your application relates to a rental value of \$500-\$1200 per week.

An Option Fee of \$1200.00 will apply if your application relates to a rental value of \$1200 per week or more.

Realty One's method of payment of the Option Fee is;

- Bank Cheque (available from a Bank) made payable to "**Realty One Trust Account**"
- Australia Post Money Order made payable to "**Realty One Trust Account**"
- Credit Card (see attached form for completion).

No personal cheques and business cheques will be accepted.

If your application has been accepted by the Lessor the Option Fee will be retained as a credit towards the first week's rental payment. If your application is not successful a refund of your Option Fee will be refunded to your account as provided on page 11 .

Should you withdraw your Application after acceptance has been conveyed to you by our Office, then the Option Fee will be forfeited and retained for the credit of the Lessor.

LODGEMENT OF APPLICATION

Once you have completed and signed the Application Form, it can be lodged by visiting the offices of Realty One Property Management located at;

Winthrop Professional Centre
1st Floor – Suite 10, 52 Hatherley Parade
WINTHROP WA 6150

Or you may wish to lodge the application by email: rentals@realtyone.com.au or Fax to: 9313 9191.

The office hours are Monday to Friday 8:30am to 5:00pm. Please note that the office is closed on weekends and Public Holidays.

ACCEPTANCE OF APPLICATION

The Property Manager will advise you immediately the Lessor has considered your application for approval.

The amount required to pay on commencement of your Tenancy will be discussed with you by the Property Manager.

You will be required to attend the office to sign a standard Residential Tenancy Agreement and other documentation relating to the Tenancy. The Property Manager will contact you to make an appointment.

The balance of funds on commencement of your tenancy is to be paid by way of Bank Cheque or an Australia Post Money Order made payable to "**Realty One Trust Account**". Credit Card payment is acceptable by submitting a completed credit card form three (3) days prior to your appointment to sign the Tenancy Agreement.

Please direct any enquires to the office on 9313 9111.

INFORMATION FOR LESSORS AND APPLICANTS

THE APPLICATION FORM

This application form will assist the Lessor 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 is paid by the 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 decide not to offer the applicant the tenancy they must return the option fee by EFT within 5 business days of the decision to refuse the application. If the applicant proceeds with the tenancy, the Lessor/Property Manager will credit it towards the first rent payment. The applicant may apply to the Magistrates Court for the return of the 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 in 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.

Sign: _____

Sign: _____

Sign: _____

Sign: _____

PRIVACY

The Applicant _____
(Full names of All Applicants)

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

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Property Manager to verify the Applicants 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 database may also be disclosed to the Property Manager 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 database and/or other agents.

If the Applicant would like to access the personal information the Property Manager holds, they can do so by contacting the Property Manager at Realty One.

The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, the Property Manager may not be able to process the application and manage the Tenancy.

Sign: _____

Sign: _____

Sign: _____

Sign: _____

ATTACHMENT A

NOTICE OF USE OF ONE OR MORE RESIDENTIAL TENANCY DATABASES *Section 82C(2)- Residential Tenancies Act 1987*

1. It is the Property Manager's usual practice to use one or more residential tenancy 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 Property Manager as referred to above are as follows:
 - (a) **TICA**
 - (i) **Address:** PO Box 120, Concord NSW 2137
 - (ii) **Telephone:** 190 222 0346. Calls charged \$5.45 per minute including GST (higher for mobile or pay phone)
 - (iii) **Facsimile:** (02) 9743 4844
 - (iv) **Website:** www.tica.com.au
 - (b) **National Tenancy Database**
 - (i) **Address:** GPO Box 13294, George Street, Brisbane QLD 4003
 - (ii) **Telephone:** 1300 563 826
 - (iii) **Facsimile:** (07) 3009 0619
 - (iv) **Email:** info@ntd.net.au
 - (iv) **Website:** www.ntd.net.au
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 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) The request for rental history file may be submitted by post, fax or email.

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



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APPLICATION AND OFFER OF OPTION TO LEASE RESIDENTIAL PREMISES

This document is NOT a Residential Tenancy Agreement and does not grant any right to occupy the premises

Complete this Application and pay the Option Fee if you are sure that you want to enter into a Tenancy Agreement with the Lessor for the premises or hold the premises for a period

PREMISES: _____

Rent: \$ _____ per week

Option Fee Payable: \$ _____

INFORMATION FROM APPLICANT

- 1) Applicant Title: _____ Given Names: _____ Surname: _____
- 2) Applicant Title: _____ Given Names: _____ Surname: _____
- 3) Applicant Title: _____ Given Names: _____ Surname: _____
- 4) Applicant Title: _____ Given Names: _____ Surname: _____

Your required tenancy period of _____ months - from ____/____/____ to ____/____/____

Total number of persons to occupy: Adults: _____ Ages: _____

Children: _____ Ages: _____

Pets: Type: _____ Breed: _____ Age: _____

Type: _____ Breed: _____ Age: _____

Do you intend applying for a Residential Tenancy Bond from a State Government Department? Yes / No

FIRST APPLICANT'S DETAILS

Title _____ Given Names _____ Surname _____
Current address _____
Phone No. (Home) _____ (Work) _____ (Mobile) _____
Email: _____ Are you a smoker YES / NO
Date of Birth ___/___/___ Nationality _____
Are you an Australian Citizen YES / NO Visa No. _____
Driver's Licence No. _____ State _____ Passport No. _____
Other ID _____ Vehicle Type _____ Registration No. _____

REFERENCES

Personal References a) Name _____ Phone No. _____
b) Name _____ Phone No. _____

CURRENT Owner/Agent Rent is paid to _____
Property Address _____
Phone/Mobile Contact No. _____
Rent paid \$ _____ pw/pf/pm Period Rented ___/___/___ to ___/___/___
Reasons for vacating _____

PREVIOUS Owner/Agent Rent was paid to _____
Property Address _____
Phone/Mobile Contact No. _____
Rent Paid \$ _____ pw/pf/pm Period Rented ___/___/___ to ___/___/___
Reasons for vacating _____

EMPLOYMENT (your employer will be contacted to verify employment)

Occupation _____ Employer/Company _____
Contact Person _____ Phone No. _____
Period of Employment _____ Years _____ Months Salary \$ _____
Explanation of No Employment _____
If less than 12 month, name & contact of previous Employer _____

EMERGENCY CONTACTS (Other than parties to this application)

Name _____ Phone No. _____ Relationship _____
Name _____ Phone No. _____ Relationship _____

SECOND APPLICANT'S DETAILS

Title _____ Given Names _____ Surname _____

Current address _____

Phone No. (Home) _____ (Work) _____ (Mobile) _____

Email: _____ Are you a smoker YES / NO

Date of Birth ____/____/____ Nationality _____

Are you an Australian Citizen YES / NO Visa No. _____

Driver's Licence No. _____ State _____ Passport No. _____

Other ID _____ Vehicle Type _____ Registration No. _____

REFERENCES (not the same as applicant 1)

Personal References a) Name _____ Phone No. _____

b) Name _____ Phone No. _____

CURRENT Owner/Agent Rent is paid to _____

Property Address _____

Phone/Mobile Contact No. _____

Rent paid \$ _____ pw/pf/pm Period Rented ____/____/____ to ____/____/____

Reasons for vacating _____

PREVIOUS Owner/Agent Rent was paid to _____

Property Address _____

Phone/Mobile Contact No. _____

Rent Paid \$ _____ pw/pf/pm Period Rented ____/____/____ to ____/____/____

Reasons for vacating _____

EMPLOYMENT (your employer will be contacted to verify employment)

Occupation _____ Employer/Company _____

Contact Person _____ Phone No. _____

Period of Employment _____ Years _____ Months Salary \$ _____

Explanation of No Employment _____

If less than 12 month, name & contact of previous Employer _____

EMERGENCY CONTACTS (Other than parties to this application)

Name _____ Phone No. _____ Relationship _____

Name _____ Phone No. _____ Relationship _____

THIRD APPLICANT'S DETAILS

Title _____ Given Names _____ Surname _____

Current address _____

Phone No. (Home) _____ (Work) _____ (Mobile) _____

Email: _____ Are you a Smoker YES / NO

Date of Birth ____/____/____ Nationality _____

Are you an Australian Citizen YES / NO Visa No. _____

Driver's Licence No. _____ State _____ Passport No. _____

Other ID _____ Vehicle Type _____ Registration No. _____

REFERENCES (not the same as applicant 1 & 2)

Personal References a) Name _____ Phone No. _____

b) Name _____ Phone No. _____

CURRENT Owner/Agent Rent is paid to _____

Property Address _____

Phone/Mobile Contact No. _____

Rent paid \$ _____ pw/pf/pm Period Rented ____/____/____ to ____/____/____

Reasons for vacating _____

PREVIOUS Owner/Agent Rent was paid to _____

Property Address _____

Phone/Mobile Contact No. _____

Rent Paid \$ _____ pw/pf/pm Period Rented ____/____/____ to ____/____/____

Reasons for vacating _____

EMPLOYMENT (your employer may be contacted to verify employment)

Occupation _____ Employer/Company _____

Contact Person _____ Phone No. _____

Period of Employment _____ Years _____ Months Salary \$ _____

Explanation of No Employment _____

If less than 12 month, name & contact of previous Employer _____

EMERGENCY CONTACTS (Other than parties to this application)

Name _____ Phone No. _____ Relationship _____

Name _____ Phone No. _____ Relationship _____

FOURTH APPLICANT'S DETAILS

Title _____ Given Names _____ Surname _____

Current address _____

Phone No. (Home) _____ (Work) _____ (Mobile) _____

Email: _____ Are you a smoker YES / NO

Date of Birth ____ / ____ / ____ Nationality _____

Are you an Australian Citizen YES / NO Visa No. _____

Driver's Licence No. _____ State _____ Passport No. _____

Other ID _____ Vehicle Type _____ Registration No. _____

REFERENCES (not the same as application 1, 2 & 3)

Personal References a) Name _____ Phone No. _____

b) Name _____ Phone No. _____

CURRENT Owner/Agent Rent is paid to _____

Property Address _____

Phone/Mobile Contact No. _____

Rent paid \$ _____ pw/pf/pm Period Rented ____ / ____ / ____ to ____ / ____ / ____

Reasons for vacating _____

PREVIOUS Owner/Agent Rent was paid to _____

Property Address _____

Phone/Mobile Contact No. _____

Rent Paid \$ _____ pw/pf/pm Period Rented ____ / ____ / ____ to ____ / ____ / ____

Reasons for vacating _____

EMPLOYMENT (your employer will be contacted to verify employment)

Occupation _____ Employer/Company _____

Contact Person _____ Phone No. _____

Period of Employment _____ Years _____ Months Salary \$ _____

Explanation of No Employment _____

If less than 12 month, name & contact of previous Employer _____

EMERGENCY CONTACTS (Other than parties to this application)

Name _____ Phone No. _____ Relationship _____

Name _____ Phone No. _____ Relationship _____

OPTION FEE

Should the owner not accept your application your option fee will be refunded into a nominated account within 5 business days, please provide us with the following information in order to process the refunds promptly.

TO RENT Property Address:

Name/s of Applicant/s: _____

Phone Number: _____

Mobile: _____

Home Address: _____

Financial Institution: _____

Name of Account: _____

BSB: _____

Account Number: _____

Option Fee Paid:\$ _____

Date Paid: _____

Signed Applicant: _____

Date: _____

Signed Applicant: _____

Date: _____

Signed Applicant: _____

Date: _____

Signed Applicant: _____

Date: _____

For Office Use Only

OPTION FEE TO BE: REFUNDED TRANSFERRED TO TENANT CARD

Receipt No: Date Received: Amount Received: \$.....

Approved by Property Manager: (Signature)

Date of approval:

Trust Account Department

OPTION FEE HAS BEEN: REFUNDED TRANSFERRED TO TENANT CARD

Date of Refund/Transfer: Amount \$.....

Signed by Trust Account Operator: (Signature)

Special Conditions to the lease requested by the Applicant

Special Conditions that will apply to the lease (if application accepted, and option exercised)

Applicants are advised to make own enquiries with Telstra as to the status of the telephone and internet services available at the property prior to submitting an application as all connection fees are the responsibility of the tenant/s.

The Applicant/s is/are aware the Application WILL NOT be processed unless it has been fully completed and signed.

The Applicant/s acknowledges that special conditions will form part of any Tenancy Agreement.

Applicant's Signature _____ Name _____ Date _____

Applicant's Signature _____ Name _____ Date _____

Applicant's Signature _____ Name _____ Date _____

Applicant's Signature _____ Name _____ Date _____

Agents Signature as acceptance of the Application _____ Date _____

OFFICE USE ONLY:

NOTES AND COMMENTS

Credit Card Payment Authorisation Form

Complete in full before processing payment online.
For ongoing rent payments, complete a Rental Rewards Registration Form.



1. Customer Details:

| | | |
|-------------|-----------|---------|
| First Name: | Surname: | |
| Address: | | |
| Suburb: | Postcode: | Mobile: |

2. Payment Details:

\$, .
Payment Amount

3. Credit/ Debit Card Details:

| | | | | | | | | | | | | | | | |
|----------------------|----------------------|----------------------|----------------------|---|----------------------|----------------------|----------------------|----------------------|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | - | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | - | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|---|----------------------|----------------------|----------------------|----------------------|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|

Card Type:    Expiry Date: /

Name On Card: _____

Card Verification No.:

Visa/MC: Last 3 digits on card back. AMEX: 4 digits on card front.
AGENT: Obscure card verification number once payment processed.

I confirm that this information is true and correct & I authorise the debit of my credit/debit card for the amount stated above. I understand that a non-refundable card convenience fee applies to all transactions; most cards: 1.76%, some cards (e.g. premium/ international): 2.64%. I am aware that any future queries about this transaction must be raised directly with this Real Estate Agent office. Note: This transaction will appear on your card statement as: **"REAL ESTATE PAYMENT-RR, AUSTRALIA"**

Cardholder Signature

Payment Type:

Property Management: Option Fee Rent Bond
Sales: Advertising Deposit Selling Fees
Strata Manager: Strata Levies

Other: _____

Property Address: _____

Property Manager/Sales Rep: _____

AGENT OFFICE USE ONLY:

Payment Processed By:

Processing Date:

Store form securely for future record

Trust Account Receipt Number:

Web Authorisation No: