



RESIDENTIAL TENANCY APPLICATION

IMPORTANT INFORMATION

Hours for submitting applications: Monday to Friday 9.00am to 4.30pm
Applications submitted out of these hours may not be accepted.

- Everyone over 18 years wanting to reside in the property must complete a Residential Tenancy Application.
- You are required to bring in one weeks rent as the Option Fee with the completed application. This must be paid by **EFTPOS, Bank Cheque or Money Order**. This application will not be processed until the Option Fee has been received by Airey & Associates.
- Applications will only be processed if completed in full, signed and the option has been received.
- If the application is rejected the Option Fee will be returned to you by way of direct deposit to your bank account, so please ensure you provide banking details.
- You must provide us with **TWO** types of Identification (these can be photocopied at our office). The first must be a Passport, Drivers License or Proof of Age Card. The other item can be anything that displays your full name other than your Drivers License, e.g. Credit card, Medicare or Private Health card, Student Id, Utility Account.
- Your application will be processed and referred to the owner for their instructions. The processing of your application may take up to 3 business days. You will be contacted once we have received instructions from the owner.
- Should you withdraw your application after acceptance it will result in the forfeiture of the option fee without prejudice to the rights of the owner.
- By submitting this application, you are acknowledging that you will be responsible the connection and payment of gas, electricity and telephone services. You will also be responsible for 100% of the water consumed at the property unless otherwise agreed.
- This document is not a residential tenancy agreement and does not grant any right to occupy the Premises.
- The applicant agrees to take the premises "as is" with no alteration, additions or extras provided by the owner unless previously agreed to in writing by all parties.
- All properties are non-smoking zones, tenants are permitted to smoke outside rented premises only, unless otherwise stated in the strata by-laws.

Airey & Associates

221 Stirling Highway, Claremont WA 6010
PO Box 400, Claremont WA 6910
Ph: 08 9384 0077 Fax: 9384 0033

PROPERTY DETAILS:

Property address: _____

 _____ Postcode _____

Lease period: Years: _____ Months: _____

Commencing: _____

Rent per week: \$ _____

Will you be applying for a Ministry of housing Bond?
 Yes No

How many people will be residing at the property?
 Adults: _____ Children: _____ Ages: _____

Please name other applicants over 18, so we can put the applications together: _____

PERSONAL DETAILS

Mr Mrs Ms Miss Dr Other

Surname: _____

Given names: _____

Preferred name: _____

Date of birth: _____

Pension/Centrelink ID: _____

Drivers License # & state: _____

Passport # _____ Country: _____

Are you a smoker?: Yes No

Contact details

Home: _____ Mobile: _____

Work: _____ Fax: _____

Email: _____

Current Address: _____
 _____ Postcode _____

PETS

If you intend having a pet at the property please complete:

Number of pets: _____ Age/s: _____

Type: _____ Breed: _____

Pet reference: _____

AMOUNTS PAYABLE

Bond (4 weeks rent)	\$.....
Pet bond (\$100.00)	\$.....
Initial rent (2 weeks)	\$.....
Subtotal:	\$.....
Less option fee paid:	- \$.....
Total due if accepted	\$.....

Payable by **EFTPOS, Bank Cheque or Money Order.**

- **Cash, Personal and business cheques are not accepted.**
- **Credit card accepted but will incur a 2% card fee**

The Applicant understands withdrawing after acceptance of the application will result in the forfeiture of the option fee

OPTION FEE REFUND DETAILS IF UNSUCCESSFUL

Account name: _____

Bank: _____ BSB: _____

Account number: _____

DECLARATION

- I am aware that the Agent will carry out ALL inspections between normal business hours at the Agent's discretion.
- I agree that the acceptance of this application is subject to approval by the Owner/Agent. I further understand that withdrawal after acceptance will result in the forfeit of the option fee without prejudice to the rights of the owner and damage.
- Should your application not be accepted by the owner the option fee will be refunded by electronic transfer direct to your bank account as nominated.
- I am over **18 years of age, not bankrupt** and declare that all information provided is true and correct.
- I understand and agree that by submitting this application and upon it's approval, we agree to the full terms and conditions of the Lease Agreement and also agree that Routine Inspections may be conducted at the property without being present. We also understand and agree that photos will be taken at all Routine Inspections of the interior and exterior of the property.
- I have inspected the premises and agree to take the premises as is with no alteration, additions or extras provided by the owner unless previously agreed to by all parties.
- The applicant will not be entitled to the property until vacant possession is provided by the current occupant, the lease is signed by the applicant; and all monies due are paid.
- I authorise the Owner/Agent to obtain personal information about me from:
 - a) The Owner or Agent of my current & previous residences
 - b) My personal & business references for this application
 - c) My current & past employers
 - d) Any person who maintains any record, listing or database of default tenants; And I authorise and consent to each of those persons providing requested personal information about me to the Agent.
- If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.
- I am aware that the Agent will use and disclose my personal information in order to:
 - a) Communicate with the owner and select a tenant
 - b) Prepare lease/ tenancy documents
 - c) Allow trades people or equivalent organisations to contact me
 - d) Lodge/claim/transfer to/from a Bond Authority
 - e) Refer to Courts & Statutory Authorities, if applicable
 - f) Refer to collection agents/lawyers, if applicable
 - g) Complete a credit check with NTD
- Airey & Associates is a subscriber to the National Tenancy Database.
- I am aware I can access my personal information on the contact details above.

Special Conditions to the lease requested by the Applicant:

Signed: _____ **Dated:** _____

Please provide us with 2 forms of Identification:

1 of:

- Passport
- Australian Drivers License
- Proof of Age Card

1 of:

- Bank or Credit Card
- Student card with photo
- Medicare Card
- Concession card
- Phone/Utilities bill

APPLICANT HISTORY

Current address:

_____ Postcode _____

Rent per week: \$ _____ Lease term: _____

Agent/Owners name: _____

Contact details: _____

Reason for leaving: _____

Previous address:

_____ Postcode _____

Rent per week: \$ _____ Lease term: _____

Agent/Owners name: _____

Contact details: _____

Reason for leaving: _____

Was your bond refunded in full? Yes No

Details: _____

EMPLOYMENT HISTORY

If you are self employed please provide your accountants details.

Your occupation: _____

Business name: _____

Address: _____

_____ Postcode _____

Contact name: _____

Contact number: _____

Weekly income: _____ Period employed: _____

If less than 12 months, name of previous employer:

Your occupation: _____

Business name: _____

Address: _____

_____ Postcode _____

Contact name: _____

Contact number: _____

Weekly income: _____ Period employed: _____

CONTACTS / REFERENCES

Please provide a contact in case of an emergency:

Name: _____

Address: _____

_____ Postcode _____

Contact numbers: _____

Relationship to you: _____

Please provide the names of 2 business references that are not related to you:

Name: (1) _____

Contact numbers: _____

Relationship to you? Friend/ Boss/ Colleague/ _____

Name: (2) _____

Contact numbers: _____

Relationship to you? Friend/ Boss/ Colleague/ _____

OTHER INFORMATION

Car make & model: _____

Colour: _____ Rego No.: _____

How did you find out about this property?

- www.reiwa.com.au
- www.rent.com.au
- www.realestate.com.au
- www.realestate.com.au
- www.airey.com.au
- www.aussiehome.com.au
- www.aussiehome.com
- Google real estate
- To Let sign
- Facebook / Twitter
- Other, please provide details: _____

EXPLANATION RESIDENTIAL TENANCY APPLICATION

The form "Residential Tenancy Application" is not the lease.

The purpose of this form is:

- To inform the owner of your details and your requirements for the lease. For example if you wish to have pets at the property.
- 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, the initial rent and the option fee.
- To make you aware of conditions associated with making the application. For example if the application is accepted, when you can take the possession.
- The Applicant acknowledges having inspected the Property and is submitting the application to lease the property in the same condition that it was inspected, unless otherwise listed under the "Special Conditions"

SUMMARY

Your action: 1. Complete the Application
2. Submit the application with option fee

Owners action 3. Accept or reject the application
If the application is rejected then the option fee will be returned to you

Your action 4. If application is accepted, then you have a period of time to enter into the lease.
5. If you withdraw after acceptance by the Owner, then you will forfeit the option fee

In accordance with privacy legislations, I authorise the recipient of this fax to provide the information as set out below to Airey & Associates and I understand that this information will be used to assess my Application for Tenancy.

Signature of Applicant	
Name of Applicant	
Date	

Office Use Only

Property Address		
Weekly Rent Paid	\$ _____	
Period Of Tenancy	From _____	To _____
Were There Any Notices Issued?	<input type="checkbox"/> Breaches Details: _____ <input type="checkbox"/> Terminations Details: _____	
Routine Inspections Comments	_____ _____	
Was The Bond Refunded In Full?	Yes <input type="checkbox"/> No <input type="checkbox"/> If no, then reasons: _____ _____ _____	
Is There Any Money Outstanding?	Yes <input type="checkbox"/> No <input type="checkbox"/> If no, then reasons: _____ _____ _____	
Were There Any Pets Kept At The Premises?	Number: _____ Comments: _____	
Names Of Tenants Or Occupants	_____ _____	
Other Comments Regarding The Tenancy	_____ _____	

If you have any questions, please do not hesitate to contact our office on 9384 0077

Please fax back to Airey & Associates on 08 9384 0033

221 Stirling Highway, Claremont WA 6010