



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

APPLICANT ONE: \_\_\_\_\_

APPLICANT TWO: \_\_\_\_\_

APPLICANT THREE: \_\_\_\_\_

**DETAILS OF THE PROPERTY:**

Address: \_\_\_\_\_

Lease Term: (6/12 months) \_\_\_\_\_

Start Date: \_\_\_\_\_

Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Tenant Special Conditions: \_\_\_\_\_

\_\_\_\_\_

Property Special Conditions: \_\_\_\_\_

\_\_\_\_\_

**APPLICANT ONE**

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: \_\_\_\_\_

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: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

Phone home: \_\_\_\_\_ Phone work: \_\_\_\_\_ Phone mobile: \_\_\_\_\_

Address: \_\_\_\_\_

**EMERGENCY CONTACT**

Name: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

Phone home: \_\_\_\_\_ Phone work: \_\_\_\_\_ Phone mobile: \_\_\_\_\_

Address: \_\_\_\_\_

Applicant agrees and acknowledges that for this application the Lessor or Property Manager may make enquires of the persons given as a referees, next of kin or emergency contacts provided by the applicant and may also make enquires of such other persons or agencies as the Lessor or Property Manager sees 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 and to manage the tenant to conduct Property Manager business. Personal information collected about you 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 the Lessor, referees, other Property Managers and 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 complete your obligations under the residential tenancy agreement that fact and other relevant personal information collected about you during the course of this application or the residential tenancy agreement may also be disclosed to the lessor, third party operators of tenancy reference databases (to the extend allowable by law) 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.

You can also correct this information if it is inaccurate, incomplete or out of date. If any of the information is not provided, the property manager may not be able to complete the application process, or the residential tenancy agreement or manage the tenancy properly.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

**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: \_\_\_\_\_

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: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

Phone home: \_\_\_\_\_ Phone work: \_\_\_\_\_ Phone mobile: \_\_\_\_\_

Address: \_\_\_\_\_

**EMERGENCY CONTACT**

Name: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

Phone home: \_\_\_\_\_ Phone work: \_\_\_\_\_ Phone mobile: \_\_\_\_\_

Address: \_\_\_\_\_

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You can also correct this information if it is inaccurate, incomplete or out of date. If any of the information is not provided, the property manager may not be able to complete the application process, or the residential tenancy agreement or manage the tenancy properly.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICANT THREE**

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: \_\_\_\_\_

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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

**PERSONAL REFERENCES**

1. Name: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Address: \_\_\_\_\_

**NEXT OF KIN**

Name: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

Phone home: \_\_\_\_\_ Phone work: \_\_\_\_\_ Phone mobile: \_\_\_\_\_

Address: \_\_\_\_\_

**EMERGENCY CONTACT**

Name: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

Phone home: \_\_\_\_\_ Phone work: \_\_\_\_\_ Phone mobile: \_\_\_\_\_

Address: \_\_\_\_\_

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Sign: \_\_\_\_\_ Date: \_\_\_\_\_

## 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.

See next page (5 of 5) for Attachment A

**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](http://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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**ATTACHMENT A**  
Written Notice about Use of Tenancy Databases  
Section 82C(2)

Residential tenancy databases are often used by lessors (landlords) and property managers to check an applicant's tenancy history and improve their chances of finding a reliable tenant.

Under the *Residential Tenancies Act 1987*, lessors and property managers must provide written notice to prospective tenants about the residential tenancy databases that they use.

The database/s we use are:

TICA

<http://www.tica.com.au>

190 222 0346 (Calls Charged at \$5.45 per minute, higher from mobile and pay phones)

PO Box 120, Concord NSW 2137

Contact TICA if you have concerns

National Tenancy Database, NTD

<http://www.tenancydatabase.com.au/>

08 9380 8200

PO Box 8099, Subiaco East WA 6008

Contact NTD on the above number if you have any concerns

If we discover personal information about you on a tenancy database during the application process, we will advise you within 7 days of using the database.