

RESIDENTIAL TENANCY APPLICATION FORM

How to apply for a Prowest Rental Property

1. After attending a viewing of the property, obtain a tenancy application form from the Property Manager at the inspection or from our office.
2. Please ensure that you complete **all parts** of your application, and provide **photo ID** consisting of either **1 photo ID and 2 other items**, eg Medicare card, Bank card or bill with current address and your name **OR 2 photo ID's** eg Driver's Licence and Passport. **Proof of income for each applicant** is also required. All parties must sign in all relevant places. (We can photocopy documents for you).
3. Option Fee. We do not require an option fee to be paid when submitting your application, however upon acceptance of your application you will be required to immediately pay 2 weeks rent in advance.
4. Once your application has been received, a Property Manager will process it. This includes the checking of references and a search of State and National defaulting tenant data bases.
5. The amount of time taken to process your application may vary, depending on the accessibility to your referees.
6. **Please allow 3 working days** after submitting your application before contacting the office. Please ring **after 4.00 pm** only as our Property Managers 'batch' their handling of phone calls to improve time management during the processing period.



If we complete processing your application earlier, we will of course contact you either by:

(a). In the case of an unsuccessful application.

SMS sent to your mobile phone. The message will read: "Unfortunately your tenancy application with Prowest Real Estate has been unsuccessful on this occasion.

(b). In the case of a successful application.

A phone call to advise of your application's acceptance. At this time we will require you to pay the first two weeks rent in advance and also arrange an appointment time to sign the lease.

PLEASE NOTE

If your application is unsuccessful – please don't be offended. We regularly have more than one quality application for the same property. Unfortunately only one can be accepted. The final selection is always at the owner's discretion and the Act does not require any reason be given.

N.B. If your application is unsuccessful we will contact you if another property we consider suitable to your requirements becomes available within 14 days.

**Once completed please lodge your application with
PROWEST Real Estate, 175 High Road, WILLETTON, Tel 9457 5733 Fax 9457 9844
Open Monday to Friday 9.00am - 5.00pm**



**Prowest Real Estate Office is
HERE
175 High Road WILLETTON**

For further information about rights and obligations as a lessor or tenant, refer to the *Residential Tenancies Act 1987* or contact the Department of Commerce on 1300 30 40 54 or www.commerce.wa.gov.au/Consumer Protection.

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.

CP02625/2012 JULY 2013 FORM 1AA version 05

10 Reasons Why You Should Rent With The Professionals Prowest Real Estate

1. We will process your application within 3 days (excluding weekends) of the closing time or submissions. (Providing that the application is fully completed and references can be contacted).
2. Our office is located in Willetton but you don't need to travel there to pay your rent. You can choose to pay via any branch of the Commonwealth Bank or simply arrange an automatic fund transfer through your bank's internet banking facility.
3. We have a large selection of properties that we manage throughout the metropolitan area.
4. You will receive a copy of the Inspection Report after every Periodic Inspection, conducted each quarter.
5. We will return your phone calls within one working day.
6. All written maintenance requests will be taken seriously and responded to within one week.
7. Emergency repairs (that cause a risk of injury to person or damage to property) will be attended to immediately.
8. Your BOND will be lodged with the Bond Administrator within 10 business days. (Providing that there is no damage or cleaning required at the property and the closing water usage account has been paid).
9. We will provide a Rental Reference when you vacate, making finding your next residence so much easier.
10. Finally we do not treat our Tenants like second class citizens. We value your feedback and take comments seriously.

Attention

This Important Notice is for the information of Tenants and DOES NOT form any part of the Lease. If a Tenant wishes to vacate the premises BEFORE the end of the tenancy, he/she may apply to the Agent for permission that MAY be granted on the following conditions:

The Tenant will pay:

1. The rent and all other outgoings on the property until it is re-let on behalf of the Owner
2. Any costs reasonably incurred by the Owner in respect of the re-letting of the premises, including:
3. Reimbursement to the Owner of the un-expired portion of the Letting Fee charged at the beginning of the Tenancy.
4. Reimbursement to the Owner for the cost of Marketing.
5. The cost of the up-keep of the property until it is re-let.
6. In the event of the property not being re-let before the expiry of this tenancy, the Tenant remains responsible for the rent and all other outgoings on the property until the expiry date.
7. All up-keep expenses to expiry date.

Prowest Lease Standard Conditions

The tenant/s is/are aware that the following conditions will form part of the Prowest Lease Agreement and any special conditions related to the property will be attached where applicable.

The Applicant will not be entitled to occupation of the Premises until:

- a. Vacant possession is provided by the current occupant of the Premises;
- b. The Lease is signed by the applicants; and
- c. The payments of all monies due to be paid by the Applicant/s being paid to the Agent prior to occupation of the premises. The Tenant agrees to pay rent punctually without any offset or deductions. You will not refuse to pay any portion of the rent with the intent of recovering this from the bond.
- d. If there is to be an increase in the rent during the period of a fixed term tenancy the amount of that increase will be disclosed in the lease and this new amount will become effective 30 days after the first six months of the lease has been fulfilled.
- e. The persons comprising the Applicant/s are over 18 years, none are bankrupt and they each declare that all of the information supplied in the Applicant's particulars are true and correct and are not misleading in any way.
- f. *The Applicant/s acknowledge having inspected the Premises and will accept possession of the premises in the condition as at the date of inspection and wish to take a tenancy of the premises on the terms and conditions of the lease.***
- g. The Applicant/s will execute the Lease. The Lease shall be the REIWA/Prowest Real Estate Standard Residential Property Lease, including any special conditions included and/or attached to this Application and the payments of all monies referred to in **Part A** of the lease.
- h. The Applicant/s agrees to pay the rent two weeks in advance.
- i. The Applicant/s acknowledges and agrees that the Owner/Agent will carry out all inspections for the Premises between normal business hours.
- j. The Applicant/s make this Application and Offer jointly and severally. Service of any notice to any one Applicant shall be deemed to be service on them all.

Special Conditions requested by the Applicants and or Owner/Managing Agent. Applicants may attach a list of requests or special conditions to the application when submitting the application to the agent.

Telephone/Internet

The owner makes no representations about the availability of telephone lines or internet lines or services to the Premises. The Tenant must make their own enquiries. The Tenant is allowed to put in cabling and lines provided no damaged is done to the Premises in installing or removing them and the Tenant pays all costs. Any cabling or lines left at the end of the tenancy with the Owner's consent, becomes the property of the Owner. If the Owner requests the cabling or lines to be removed, the Tenant must remove them and make good any damage caused by the removal.

Strata Titled Properties

The Tenant agrees to comply with all the rules and by-laws governing the use of the Premises and the common areas issued by the Owner, Strata Company or Council.

Pets

The Tenant shall not keep any animal or bird or fish in or about the Premises without the prior written permission of the Agent/Owner.

The Tenant shall not keep restricted breed dogs as defined under the Dog (Restricted Breeds) Regulations 2002 Dogo Argentine (Argentinean Fighting Dog) Fila Brasileiro (Brazilian Fighting Dog), Japanese Tosa, American Pit Bull Terrier, Pit Bull Terrier or any other dog if a mixed breed which visibly contains any of these breeds, without the prior written consent of the Owner.

At the termination of the tenancy, any damage caused by the animal/s to the property, either internally or externally shall be the Tenant's responsibility, and the cost of restoring the property to its condition at the commencement of tenancy (save fair wear and tear) shall be borne by the Tenant.

In the event that the keeping of animal/s by a Tenant results in damage, including soiling or staining of the floor coverings during the period of occupancy, then the cost of replacing the floor coverings if necessary, (less a portion allowable for depreciation) shall be borne by the Tenant.

Should a pet be approved, then, at vacation the Tenant will be required to have the dwelling professionally treated by a reputable Pest Control company (at the Tenant/s expense) for the eradication of fleas. Proof of treatment to be provided to the Owner's Agent at the time of vacating the Premises.

Pet Bond

If the Owner permits the Tenant to keep pets at the Premises as specified in **PART A** of the Residential Tenancy Agreement, then the Tenant shall deposit with the Owner a Pet Security Bond of the amount referred to in **PART A** of the Residential Tenancy Agreement. At the termination of the tenancy that amount will be applied to the cost of fumigation of the Premises. In this clause "Pet" shall not include a guide dog as defined in Section 1 of the Dog Act 1975.

Smoking

Unless otherwise agreed, smoking is not permitted inside the residential buildings of the Premises.

General Conditions

The Tenant shall keep the Premises in a clean and sanitary condition and free from dirt, oils, grease, insects and vermin. The Tenant is responsible for the eradication of insect and vermin infestations caused by the Tenant's activities or lack of cleanliness.

The Tenant agrees to replace all broken light globes and fluorescent tubes and ensure they are maintained in good working order.

The Tenant agrees; To maintain the garden, lawns, lawn edges, hedges, shrubs and trees in the same condition as at the commencement of this Lease as evidenced by the Property Condition Report. - **NOT permit any person to park motor vehicles, trailers, boats or caravans on any lawns.** To water and fertilise them regularly and adequately keep all the grounds clean and tidy and free from rubbish. To keep the flower beds and lawns free of weeds and not to remove or cut down any plants, trees or shrubs. If at any point the reticulation stops working for any reason, the tenant remains responsible for watering until such time as repairs can be effected.

If the Premises includes a swimming pool and/or spa, the Tenant agrees to maintain the pool/spa and any associated equipment in a properly treated and clean condition and observe all legal requirements during the period of this Lease. The Tenant agrees **NOT to drain** pool and/or spa without the Owner's consent.

The Tenant shall pay for any damage or repairs that arise from or are attributable to an act or omission by the Tenant or the Tenant's visitors. The Tenant agrees to report all damage and any state of disrepair to the Premises so occurring.

The Tenant shall not undertake or authorise any repairs without prior written consent of the Owner save and except where they are acting in line with Section 43 of the Act.

The Tenants shall not do or permit anything to be done or bring onto or keep on the Premises anything that may invalidate or prejudice the conditions of any insurance policies relating to the Premises or cause to be increased the premiums payable thereon.

If the Owner elects to claim on the Owner's insurance for any damage that arises or is attributable to an act or omission by the Tenant or the Tenant's visitors and the Owner is successful in relation to recovering any money for such damage, then the Owner may require the Tenant to pay any 'excess' on any such insurance claim. The Tenant acknowledges that the damage caused by a waterbed is not normally covered by insurance.

The Tenant shall not without the Owner's prior permission install any water bed, aquarium or pool on the Premises. If the Tenant has received permission to install a waterbed, aquarium, or pool on the Premises, the Tenant is liable for the cost of any damage caused by the waterbed, aquarium or pool or damage caused by the escape of water to the Owner's fixtures and/or fittings, furniture and chattels or the Premises.

The Tenant agrees to keep a drip tray/s on the garage/carport floor to prevent oil staining and to reimburse the Owner any cost incurred to remove oil stains evident on the said floor/s at vacation date providing those stains were not noted on the Property Condition Report. The Tenant also agrees not to carry out any major motor vehicle repairs on the premises, nor store/park/keep any unregistered vehicle on the premises.

The tenant/s is/are aware they are responsible for cleaning the air-conditioner filters of wall mounted air-conditioners, if deemed safe to do so.

The tenant/s agree to use protective felt to the base of any furnishings placed on timber and lino flooring to avoid any scratching and damage to the floor surfaces. NO stiletto style shoes to be worn on timber flooring.

The tenant agrees to indemnify the Lessor against any loss or any sum the lessor might at any time be liable to pay as a result of any damage to the premises or any furniture or chattels belong to the lessor; any claim made against the lessor, whether in relation to property damage or personal injury; or any other matter whatsoever arising from any breach of "Use of the Premises by Tenant" in Part B of the Lease.

The tenant must not interfere with or cause or permit interference with the reasonable peace, comfort and privacy of any person who resides in the immediate vicinity of the premises.

The Tenant agrees to pay or cause to be paid all of the monies referred to in the Summary of Monies payable, refer Page 6 of this Application.

Periodic Inspection

The Tenant/s acknowledge that an Initial Inspection of the Property will be carried out by the Agent about six (6) weeks from the initial date of commencement of this lease, and thereafter EVERY THREE MONTHS approximately. Notice in accordance with the Residential Tenancy Act (1987) shall be provided prior to each inspection. The tenants acknowledge that wet area cupboards will be opened and photos of the premises will be taken at time of the inspection.

Termination

If there is a swimming pool and/or spa at the property, the Tenant agrees to maintain same in a properly treated and clean condition during the period of the tenancy and at the termination of the Lease to return the swimming pool and/or spa and equipment to a condition comparable with that at the commencement of the Lease. If pool/spa chemicals or pool/spa analysis report are provided by the Owner at the commencement of the Lease, a comparable quantity of chemicals and a pool analysis report will be provided by the Tenant at the Tenant's expense at the end of the tenancy.

The Tenant agrees that at the end of the tenancy that the Tenant will secure all portable pool cleaning equipment in a locked area on the Premises.

The Tenant agrees to provide to the Owner a certificate from a professional pool operator stating that the pool and all its apparatus, including the filter, are in good working and in a hygienic safe condition at the end of this lease.

The Tenant agrees upon vacation of the Premises, to have all carpets professionally cleaned (at the Tenants expense) **by a contractor to be approved by the Owner/Agent** and to supply a receipt as evidence that the carpets have been cleaned **professionally**, at the time of returning keys.

The Tenant agrees to have the telephone DISCONNECTED on vacating the Property.

Providing the windows/screens were professionally cleaned at the commencement of the tenancy, they are to be professionally cleaned upon vacating the premises by the Tenant. Receipt to be provided to the Owner/Agent at the time of returning the keys.

Locks and Security Devices

The Tenant will be provided with a set of keys to the premises. Should the keys be lost the tenant is responsible for all costs and expenses to replace the keys, or to gain access to the premises. The Lessor can arrange to replace keys and arrange for access to the premises arising from lost keys only during normal business hours.

The Tenant agrees to return **all the keys of the Premises** (including any copies cut during the tenancy) to the Owner's Agent at the Agent's place of business on or prior to the end of the Lease. **This Lease is not terminated and the rent shall continue to accrue and remains the Tenant's responsibility until the keys are returned to the Agent.**

This Lease does not come to an end and the rent and obligations of maintaining the Premises shall continue to be the Tenant's responsibility until the Keys are returned to the Agent regardless of whether the Tenant has vacated or not.

If the Tenant is unable to supply the Agent with the Keys of the Premises, then the Tenant agrees to pay the Owner all costs associated with replacing the Keys and this Lease will come to an end when the replacement Keys have been provided to the Agent.

Default

If the Tenant

(a) wrongfully terminates this Lease before the end of the tenancy period or

(b) otherwise breaches the Lease, then the Owner may claim and the Tenant must pay damages and losses to the Owner that the Owner reasonably suffers or will suffer as a result of the Tenant's breach.

The Owner must endeavour to minimize the Owner's damages and losses.

Periodic Lease

If the Tenant with the prior consent of the Owner remains in possession after the expiration of the Fixed Term, then the Tenant shall remain as a periodic Tenant at a rent which shall not be less than the amount stipulated in the lease but shall otherwise be on the same terms and conditions as the Lease. Should an increase to the periodic rent, after the expiry of the fixed term, be applicable then this amount will not take effect for the first 30 days after the commencement of the periodic tenancy.

On Completion of the Lease

The Tenant agrees at the termination of the Lease to replace all fixtures, furniture, chattels, household effects, and Inventory to the original positions as may be set out in the Property Condition Report.

Application and Offer to Lease Residential Premises

This document is not a Residential Tenancy Agreement and does not grant the right to occupy Premises

Information From Applicant

(Attach a photocopy of page 9 for each additional applicant if more than 3 applicants)

Applicant 1 Mr/Mrs/Ms _____ Phone _____
Surname Given Name

Applicant 2 Mr/Mrs/Ms _____ Phone _____
Surname Given Name

Applicant 3 Mr/Mrs/Ms _____ Phone _____
Surname Given Name

(Note: If this Application is for or on behalf a Company, then details of the Company Directors including references are required so that an ASIC check can be carried out)

Tenancy Details

1. Premises _____
2. The tenancy is required for a period of _____ months. From _____ To _____
3. At a rental of \$_____ per week
4. Total number of persons to occupy premises Adults _____ Children _____ Ages _____
5. Pets – Type _____ Breed _____ Number _____ Ages _____
6. (a) Do you intend applying for a Ministry of Housing Bond? **Yes – No - Select Option**
 If yes, please state the amount and the branch where your application will/has been lodged.
 \$ _____ Branch _____
- (b) Do you intend using a waterbed? **Yes – No - Select Option**

Amounts Payable

Bond Usually an amount equal to 4 x weeks rent \$ _____
 (Payable at time of signing the lease)

Pet Bond \$260 \$ _____
 Now applies to any pet capable of carrying parasites that can affect humans (not applicable to guide dogs)
 (Payable at time of signing the lease)

Initial Rent - Two week's rent in advance \$ _____

(Payable immediately upon your application being accepted) preferably by EFT

Option Fee – Not required.

Special Conditions: _____

All Payments to be made either by EFT, Postal Order or Bank Cheque. For Staff Safety Cash is NOT Accepted

First Applicant's Particulars (all details must be fully completed)

(Surname) _____ (Given Names) _____

Present Address _____

Phone No: Work _____ Home _____ Mobile _____

Email _____ Passport No _____

Driver's Licence No _____ State _____ Date of Birth _____

Owner/Managing Agent _____

Agent/Owner Contact Name _____ Phone: _____

Current rent paid per week \$ _____ Period rented: From _____ To _____

Reason for leaving _____

Previous Address _____

Previous Owner or Managing Agent _____ Phone _____

Previous rent paid per week \$ _____ Period rented: From _____ To _____

Reason for leaving _____

Current Employment

Occupation _____ Employer _____ Phone _____

Period of employment _____ Yrs _____ Months _____ Type: Full/Part Time - Perm P/Time -Casual

Pay slips provided - Yes / No. Net Wage - (**after tax**) \$ _____ Week/Fortnight /Month

Other income \$ _____ Source: _____

Previous Employment _____

Occupation _____ Employer _____ Phone _____

Period of employment _____ Yrs _____ Months _____ Type: Full/Part Time - Perm P/Time -Casual

Vehicle/s Type _____ Reg. No _____

Type _____ Reg. No _____

Personal References

(a). _____
(Name & telephone)

(b). _____
(Name & telephone)

Next of Kin (name, address, relationship and telephone)

Emergency Contact - other than above (name, address and phone)

Second Applicant's Particulars (all details must be fully completed)

(Surname) _____ (Given Names) _____

Present Address _____

Phone No: Work _____ Home _____ Mobile _____

Email _____ Passport No _____

Driver's Licence No _____ State _____ Date of Birth _____

Owner/Managing Agent _____

Agent/Owner Contact Name _____ Phone: _____

Current rent paid per week \$ _____ Period rented: From _____ To _____

Reason for leaving _____

Previous Address _____

Previous Owner or Managing Agent _____ Phone _____

Previous rent paid per week \$ _____ Period rented: From _____ To _____

Reason for leaving _____

Current Employment

Occupation _____ Employer _____ Phone _____

Period of employment _____ Yrs _____ Months _____ Type: Full/Part Time - Perm P/Time -Casual

Pay slips provided - Yes / No. Net Wage - (**after tax**) \$ _____ Week/Fortnight /Month

Other income \$ _____ Source: _____

Previous Employment

Occupation _____ Employer _____ Phone _____

Period of employment _____ Yrs _____ Months _____ Type: Full/Part Time - Perm P/Time -Casual

Vehicle/s Type _____ Reg. No _____

Type _____ Reg. No _____

Personal References

(a).
(Name & telephone)

(b).
(Name & telephone)

Next of Kin (name, address, relationship and telephone)

Emergency Contact - other than above (name, address and phone)

Third Applicant's Particulars (all details must be fully completed)

 (Surname) (Given Names)

Present Address _____

Phone No: Work _____ Home _____ Mobile _____

Email _____ Passport No _____

Driver's Licence No _____ State _____ Date of Birth _____

Owner/Managing Agent _____

Agent/Owner Contact Name _____ Phone: _____

Current rent paid per week \$ _____ Period rented: From _____ To _____

Reason for leaving _____

Previous Address _____

Previous Owner or Managing Agent _____ Phone _____

Previous rent paid per week \$ _____ Period rented: From _____ To _____

Reason for leaving _____

Current Employment

Occupation _____ Employer _____ Phone _____

Period of employment _____ Yrs _____ Months _____ Type: Full/Part Time - Perm P/Time -Casual

 Pay slips provided - Yes / No. Net Wage - (**after tax**) \$ _____ Week/Fortnight /Month

Other income \$ _____ Source: _____

Previous Employment

Occupation _____ Employer _____ Phone _____

Period of employment _____ Yrs _____ Months _____ Type: Full/Part Time - Perm P/Time -Casual

Vehicle/s Type _____ Reg. No _____

Type _____ Reg. No _____

Personal References

 (a) _____
 (Name & telephone)

 (b) _____
 (Name & telephone)

Next of Kin (name, address, relationship and telephone)

Emergency Contact - other than above (name, address and phone)

Written Notice About Use of Tenancy Databases

Section 82C(2)

Residential tenancy databases are often used by Lessors (Landlords) and Property Managers to check applicants' 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 databases Prowest Real Estate use are

National Tenancy Database- 1300 563 826	TICA- 02 9743 1800
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To obtain information contact the numbers above.

Privacy Act 1988

COLLECTION NOTICE

Applications for Tenancy

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 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, valuers, trades people, insurers or their agents, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the Agent 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 databases and/or other agents. If the Applicant would like to access the personal information the Agent holds, they can do so by contacting the agent Professionals - Prowest Real Estate at 175 High Rd Willetton, phone: 9457 5733, fax: 9457 9844 or email: admin@prowest.com.au. The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

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.

In signing this document you are agreeing to the all the standard conditions and special conditions relating to the property and giving Prowest Real Estate permission to carry out the necessary checks.

Property Address

Applicant 1: Name _____

Signed _____ **Date:** ____/____/____

Applicant 2: Name _____

Signed _____ **Date:** ____/____/____

Applicant 3: Name _____

Signed _____ **Date:** ____/____/____

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100 Point Identity Check		App	App	App
TYPE OF IDENTIFICATION	POINTS	1	2	3

Category One				
As a proven Professionals (*Office) _____ customer in excess of 24 months	60			
Birth Certificate (Original, certified copy or Extract)	50			
Curent Passport/ International Travel Document	50			
Citizenship Certificate (Original or Certified Copy)	50			
Police Clearance Certificate	50			
Drivers Licence	50			

Category Two				
Public Service ID Card	30			
Social Security Benefits Card	30			
Veterans' Affairs Card	30			
Tertiary Student ID Card	30			
Employer ID Card	30			
Signed Written Reference from another Real Estate Agent	30			
Medicare Card	10			
Bank ATM Debit Card with Signature	10			
Bank Credit Card with Signature	10			
Store Credit Card	10			

Category Three				
Utilities Account showing current address	10			
Mobile phone account	10			
Bank Statement	10			
Rental Receipt from Current Real Estate Agent	10			
Any other business invoice identifying you at your current address	10			
TOTAL				

If the Tenant is to be a Company, then we will need to search the company and confirm the Directors but we will require ID as per above for each directors if the company is not a public company.

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Checklist for Tenancy Application Form

PROPERTY ADDRESS: _____ Date Submitted: _____ Time: _____

Name of Owner: _____ Date Completed: _____ Time: _____

Property Manager: _____ Applicant Notified: _____ Date: _____

Action of Person Accepting Application:

- Confirm Application has been completed in full and signed _____ Initial
- Privacy Policy & Disclaimer completed and signed by all applicant/s _____ Initial
- Identification provided and confirmed, copies verified and/or taken _____ Initial
- Evidence of income – copies taken (payslips, Centrelink statements, bank statements) _____ Initial
- Application includes all Lease Special Conditions / Annexures _____ Initial
- Application checked for Tenant requested special conditions _____ Initial

Action of PM Team Member Processing Application

- Previous rental history checked and confirmed _____ Initial
- Employment history checked and confirmed _____ Initial
- Personal references checked and verified _____ Initial
- TICA and other Tenant data bases searched and copy of report attached to Application _____ Initial
- Lease term and rental amount confirmed and verified against Management Authority _____ Initial
- Request for pets confirmed and verified against Management Authority _____ Initial
- Owner notified and instructions/Authority requested with details noted in REST _____ Initial

Applicant/s notified

- If accepted: date scheduled for executing lease documents and payment of monies _____ Initial
- If unsuccessful: notify applicant by SMS _____ Initial
- Confirm PCR has been completed and if not schedule time for completion _____ Initial
- Follow checklist for New Tenant _____ Initial

Checklist verified for completion: _____ **Date:** _____