



APPLICATION FORM FOR PROPERTY

ADDRESS:

IMPORTANT – PLEASE PROVIDE ALL INFORMATION

By lodging this application form and following the acceptance of your application, you are agreeing to take the property in the same condition as when you viewed it, unless, you have otherwise stated in the 'Special Conditions' part of this application.

Please ensure the application is fully completed to ensure prompt processing. When you bring your application form into the office, please ensure that you pay your option fee EFT to our Bank Account.

For properties that are \$500 p/w or less the option fee is \$50.00

For properties over \$500 p/w the option fee is \$100.00

Centrepointherealty Trust Account BSB: 016 022 A/C No: 199 029 467

Without payment, your application will not be processed.

YOUR APPLICATION **CANNOT** BE PROCESSED WITHOUT FULFILLING THE FOLLOWING REQUIREMENTS.

- Self employed – please provide a copy of your last tax return or a profit and loss statement from your accountant. Employee – Please provide your last three (3) pay slips as well as your employers details filled out in the employment section of this application. If not currently employed or a student please provide a bank statement to show your current financial status.
- If you have no references from a Real Estate agent but previously rented privately. Please provide the landlords full name, phone number and property address.
- If you have never rented before, please provide two (2) references or phone numbers from a friend, colleague or employer who is a permanent resident of Australia.
(Please Note: These referees cannot be related to you)
- If you have a pet please attach a photo to this application
- All applicants over 18 years of age must fill in their details
- Please bring in photo identification – Drivers License or Passport and two other forms of identification – Medicare Card and current Utility Bills

If your application is unsuccessful, please note, the owner (or Agent) is not obliged to explain why your application was not accepted.

If you have any questions about the application or are unsure how to fill in any items, please either call our office or e-mail rentals@centrepointherealty.com.au

EXPLANATION FOR APPLICANTS

Only complete this APPLICATION if You are sure that You want to enter into a Residential Tenancy Agreement with the Lessor of the Premises

The Lessor of the Premises is attempting to locate the most suitable tenant; that is a tenant who pays the rent on time and takes good care of the Premises.

To enable the Lessor of the Premises to determine in their opinion, who is the most suitable person, the Lessor's Property Manager requires some background information about You.

The form "APPLICATION TO ENTER INTO RESIDENTIAL TENANCY AGREEMENT" is not the Residential Tenancy Agreement.

The purpose of this form is:

First, to inform the Lessor of Your details, and Your requirements for the Residential Tenancy Agreement; for example, if You wish to have pets at the Premises.

Second, to inform You of the Lessor's or Property Manager's usual use of one or more residential tenancy databases.

Third, 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 (which may be up to 4 weeks rent), the Pet Bond (which can be up to \$260) and the initial Rent payment (which can be 2 weeks rent in advance).

Fourth, to make You aware of the terms of the Residential Tenancy Agreement (including special conditions) associated with the Lease if Your Application is accepted.

Summary of what will happen if You apply to enter into a Residential Tenancy Agreement with the Lessor

Your action if You wish to apply for the Residential Tenancy Agreement:	<ol style="list-style-type: none"> 1. Complete this Application. 2. Submit this Application to the Property Manager together with any Option Fee that may be requested by the Property Manager.
Lessor's action if You do not succeed with Your Application:	<ol style="list-style-type: none"> 3. If You are not the successful applicant and have paid an Option Fee, the Option Fee will be refunded to You within 7 days of the decision.
Lessor's action if You succeed with Your Application:	<ol style="list-style-type: none"> 4. If You are the successful applicant, the Lessor will provide You with a proposed Residential Tenancy Agreement for the Premises which will grant You the option of entering into a Residential Tenancy Agreement.
What You will then need to do if You are the successful Applicant:	<ol style="list-style-type: none"> 5. If You sign the Residential Tenancy Agreement, comply with all the stipulated requirements for the creation of the Residential Tenancy Agreement set out in Part C of the document, and the Lessor (or the Property Manager) sign the document, a binding Residential Tenancy Agreement will exist between You and the Lessor. In the case of where an Option Fee has been paid there will be no need for the Lessor (or Property Manager) to sign the document for a binding Residential Tenancy Agreement to exist. 6. If any of the events mentioned in clause 5 of this Summary above do not occur the ramifications of that are set out below in clause 18 of Part B of this Application.

FOR: Premises Address:

FROM: Proposed Tenants' Names:

TO: The Property Manager: Riverstar Investments Pty Ltd (ACN 076 586 019) ATF The PGK Manios Family Trust (ABN 53 152 114 105)
T/A Centrepoint Realty - Ground Floor, 99 Royal Street, East Perth WA 6004

PART A (TO BE COMPLETED BY PROPERTY MANAGER)

1. Premises
2. Rent \$ per week
3. Option Fee (if applicable) \$

4. If You are the successful applicant, and wish to enter into a Residential Tenancy Agreement with the Lessor, You will be required to pay the following money to the Property Manager:

REQUIRED MONEY

- | | | |
|-------------------------------|----|----------------------|
| (a) Security bond of | \$ | <input type="text"/> |
| (b) Pet bond (if applicable) | \$ | <input type="text"/> |
| (c) First two weeks rent | \$ | <input type="text"/> |
| (d) Less Option Fee (if paid) | \$ | <input type="text"/> |
| (e) Total | \$ | <input type="text"/> |

PART B (TO BE COMPLETED BY YOU)

NOTE: This document is not a residential tenancy agreement and does not grant any right to occupy the Premises

INFORMATION FROM "YOU" (the proposed tenant or tenants)

TENANCY DETAILS

5. You require the tenancy for a period of months from to
6. At a rent of \$ per week
7. Total number of persons to occupy the Premises Adults Children Ages
8. Pets - Type of Pet Breed Number Age
Type of Pet Breed Number Age
9. Do You intend applying for a residential tenancy bond from a State Government Department? Yes No
If Yes, \$ Branch:
10. Bank account details for refund of Option Fee (if applicable)
Bank: BSB:
Account No.: Account Name:
11. Any Special Conditions requested by You:

NOTE: The Lessor is not obliged to accept any of the Your Special Conditions.

12. The address at which You wish to receive the Residential Tenancy Agreement if You are successful and/or notices relating to tenancy
Email (optional):
Fax (optional):
Postal address (required):
13. You declare that You are not bankrupt and that all of the information supplied in this Application is true and correct and is not misleading in anyway.
14. You acknowledge that, having inspected the Premises, You will accept possession of the Premises in the condition it was in as at the date of inspection.
15. By Signing this application You are making an application to lease the Premises. The Lessor may or may not send You a proposed Residential Tenancy Agreement for the Premises.
16. If You are the successful applicant, the Lessor will send You a proposed Residential Tenancy Agreement for the Premises which will contain information about pre-requisites for the creation of a binding Residential Tenancy Agreement. The Residential Tenancy Agreement will be comprised of Parts A, B and C. Parts A and B can be viewed on reiwa.com.au. Part C will also include additional terms agreed to by the parties, a draft of which is attached to this Application.
17. If a sum for an Option Fee is stipulated in Part A, you must pay that Option Fee to the Property Manager at the same time you make this application. The Option Fee must be paid by you by cash or cheque. If You are not the successful applicant and have paid an Option Fee, the Option Fee will be refunded to you by way of an electronic transfer to your bank account details set out in Part B within 7 days of the decision.

application to enter into residential tenancy agreement



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18. If You are the successful application the Lessor will provide you with a proposed Residential Tenancy Agreement for the Premises which will grant You the option of entering into a Residential Tenancy Agreement:
- (a) if You sign the Residential Tenancy Agreement, comply with all the stipulated requirements for the creation of a binding Residential Tenancy Agreement as set out in Part C of the document (eg returning the document to the Property Manager by the stipulated time, paying full stipulated rental and bond); and:
 - (i) if an Option Fee has been paid THEN a binding Residential Tenancy Agreement will exist between You and the Lessor and any Option Fee will be refunded to You or applied towards the rent; or
 - (ii) if no Option Fee has been paid and if neither the Lessor nor the Property Manager sign the document THEN no binding Residential Tenancy Agreement will exist between You and the Lessor, and any Option Fee will be refunded to You within 7 days of the decision; or
 - (iii) if no Option Fee has been paid and if the Lessor (or the Property Manager) signs the document, THEN a binding Residential Tenancy Agreement will exist between You and the Lessor.
 - (b) if You do not sign the Residential Tenancy Agreement or if You do not comply with the pre-requisites for the existence of the Residential Tenancy Agreement You will not have entered into a binding Residential Tenancy Agreement, the option for you to enter such an agreement will lapse, and any Option Fee paid by You will be forfeited to the Lessor.

19. **YOU MUST UNDERSTAND THAT IF YOU ARE THE SUCCESSFUL APPLICANT AND THE LESSOR PROVIDES YOU WITH A PROPOSED RESIDENTIAL TENANCY AGREEMENT BUT YOU DO NOT COMPLY WITH PRE-REQUISITES FOR THE EXISTENCE OF A BINDING RESIDENTIAL TENANCY AGREEMENT, SET OUT IN PART C OF THE RESIDENTIAL TENANCY AGREEMENT (INCLUDING SIGNING THE RESIDENTIAL TENANCY AGREEMENT, RETURNING IT TO THE PROPERTY MANAGER BY THE STIPULATED TIME, PAY ANY STIPULATED RENTAL IN ADVANCE, SECURITY BOND AND / OR PET BOND) NO RESIDENTIAL TENANCY AGREEMENT WILL COME INTO EXISTENCE AND THE LESSOR MAY ENTER INTO A RESIDENTIAL TENANCY AGREEMENT WITH ANOTHER PERSON.**

20. DEFINITIONS

- (a) **"Act"** means the *Residential Tenancies Act 1987* including any amendments.
 - "Application"** means this Application to enter into a Residential Tenancy Agreement.
 - "Business Day"** means any day except a Sunday or public holiday in Western Australia.
 - "Lessor"** means the person/entity with the authority to lease the Premises.
 - "Option Fee"** means a payment as referred to in section 27(2)(a) of the Act. The amount of the Option Fee is specified in Part A of this application. The amount of the Option Fee is capped as follows:
 - (i) where the weekly rental under the Residential Tenancy Agreement is \$500 or less, an Option Fee of up to \$50 is payable;
 - (ii) where the weekly rental under the Residential Tenancy Agreement exceeds \$500, an Option Fee of up to \$100 is payable;
 - (iii) where the Residential Tenancy Agreement is for residential premises south of the 26th parallel of south latitude and the weekly rent is \$1,200 or more, an Option Fee of up to \$1,200 is payable.
 - "Premises"** means the address specified on the first page of this document. Any items included or excluded will appear in Part A of the proposed Residential Tenancy Agreement.
 - "Property Manager"** means the real estate agent appointed by the Lessor to lease and manage the Premises.
 - "Residential Tenancy Agreement"** means an agreement in writing in the form prescribed by the Act, comprising of Parts A, B and C. Part C will include additional special conditions as agreed between the parties.
 - "You"** or **"Your"** means the person or persons making the Application to Lease the Premises.
- (b) All acts and things that the Lessor is required or empowered to do may be done by the Lessor or their Property Manager.

21. You agree that for the purpose of this Application, the Lessor or Property Manager may make enquiries of the persons given as referees, next of kin or emergency contacts provided by You, and also make enquiries of such other persons or agencies as the Lessor may see 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, to manage the tenancy and to conduct the Property Manager's 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 to the Lessor, referees, other Property Managers, 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 comply with Your obligations under any Residential Tenancy Agreement that fact and other relevant personal information collected about You during the course of this Application (including information provided separately to this application) or the Residential Tenancy Agreement may also be disclosed to the Lessor, third party operators of tenancy reference databases (to the extent permitted 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. See also the attached notice regarding use of residential tenancy databases.

You can also correct this information if it is inaccurate, incomplete or out-of-date. If the information in this Application, is not provided, the Property Manager may not be able to process the Application, or the Residential Tenancy Agreement properly or manage the tenancy properly.

Initials

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

1. It is the Property Manager's usual practice to use one or more residential 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 PM as referred to above are as follows:

(a) TICA (strike out if inapplicable)

- (i) Address: PO Box 120, Concord NSW 2137
- (ii) Telephone: 190 222 0346. Calls are charged \$5.45 per minute including GST (higher for mobile or pay phones)
- (iii) Facsimile: (02) 9743 4844
- (iv) Website: www.tica.com.au

(b) National Tenancy Database (strike out if inapplicable)

- (i) Address: GPO Box 13294, George Street 120, Brisbane QLD 4003
- (ii) Telephone: 1300 563 826
- (iii) Facsimile: (07) 3009 0619
- (iv) Email: info@ntd.net.au
- (v) Website: www.ntd.net.au

(c) Other Databases (if applicable)

- (i) Name:
- (ii) Address:
- (iii) Telephone:
- (iv) Facsimile:
- (v) Email:
- (vi) Website:

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 the 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) A request for rental history may be submitted by post, fax or email.

(c) as to

- (i)
-

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

application to enter into residential tenancy agreement



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YOUR (First Person's) PARTICULARS

Your Name
(SURNAME) (FIRST NAME) (MIDDLE NAME)

Present Address

Phone No Work Phone No Home

Mobile Email

Date of Birth Australian Citizen Yes No

DOCUMENTS TO CONFIRM YOUR IDENTITY

Drivers Lic'ence No State Passport No

Other ID

Proof of Identification (licence number/bankcard etc)

Vehicle Type & Registration No

Anything else to support Your Application

Smoker Yes No

Personal References

a)
NAME TELEPHONE

b)
NAME TELEPHONE

(i) Name of current lessor or managing agent to whom rent is paid

Address Phone No

Rental Paid \$ Period Rented From To

Reason for leaving

(ii) Previous address of Applicant

Name of previous lessor or managing agent to whom rent was paid

Address Phone No

Rental Paid \$ Period Rented From To

Reason for leaving

(iii) Occupation: (Note: Your Employer may be contacted to verify employment)

Employer Period of Employment

Phone No Wage \$

If less than 12 months, name and address of previous employer

Explanation if no employment:

(iv) Next of Kin (Note: These people may be contacted to verify particulars)

First Next of Kin
NAME ADDRESS TELEPHONE

Second Next of Kin
NAME ADDRESS TELEPHONE

Emergency Contact (name and address and telephone) [Note: These people may be contacted to verify particulars.]

First Contact
NAME ADDRESS TELEPHONE

Second Contact
NAME ADDRESS TELEPHONE

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YOUR (Second Person's) PARTICULARS

Your Name
(SURNAME) (FIRST NAME) (MIDDLE NAME)

Present Address

Phone No Work Phone No Home

Mobile Email

Date of Birth Australian Citizen Yes No

DOCUMENTS TO CONFIRM YOUR IDENTITY

Driver's Licence No State Passport No

Other ID

Proof of Identification (licence number/bankcard etc)

Vehicle Type & Registration No

Anything else to support Your Application

Smoker Yes No

Personal References

a)
NAME TELEPHONE

b)
NAME TELEPHONE

(i) Name of current lessor or managing agent to whom rent is paid

Address Phone No

Rental Paid \$ Period Rented From To

Reason for leaving

(ii) Previous address of Applicant

Name of previous lessor or managing agent to whom rent was paid

Address Phone No

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Reason for leaving

(iii) Occupation: (Note: Your Employer may be contacted to verify employment)

Employer Period of Employment

Phone No Wage \$

If less than 12 months, name and address of previous employer

Explanation if no employment:

(iv) Next of Kin (Note: These people may be contacted to verify particulars)

First Next of Kin
NAME ADDRESS TELEPHONE

Second Next of Kin
NAME ADDRESS TELEPHONE

Emergency Contact (name and address and telephone) [Note: These people may be contacted to verify particulars.]

First Contact
NAME ADDRESS TELEPHONE

Second Contact
NAME ADDRESS TELEPHONE

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YOUR (Third Person's) PARTICULARS

Your Name
(SURNAME) (FIRST NAME) (MIDDLE NAME)

Present Address

Phone No Work Phone No Home

Mobile Email

Date of Birth Australian Citizen Yes No

DOCUMENTS TO CONFIRM YOUR IDENTITY

Drivers Lic'ence No State Passport No

Other ID

Proof of Identification (licence number/bankcard etc)

Vehicle Type & Registration No

Anything else to support Your Application

Smoker Yes No

Personal References

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NAME TELEPHONE

b)
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(i) Name of current lessor or managing agent to whom rent is paid

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Rental Paid \$ Period Rented From To

Reason for leaving

(ii) Previous address of Applicant

Name of previous lessor or managing agent to whom rent was paid

Address Phone No

Rental Paid \$ Period Rented From To

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Employer Period of Employment

Phone No Wage \$

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NAME ADDRESS TELEPHONE

Second Next of Kin
NAME ADDRESS TELEPHONE

Emergency Contact (name and address and telephone) [Note: These people may be contacted to verify particulars.]

First Contact
NAME ADDRESS TELEPHONE

Second Contact
NAME ADDRESS TELEPHONE

application to enter into residential tenancy agreement

By Signing this document You are making an application to enter into a Residential Tenancy Agreement in relation to the Premises. Your Application may or may not be successful.

Your Signature (**First Person**)

Date / /

Your Signature (**Second Person**)

Date / /

Your Signature (**Third Person**)

Date / /

Annexure 'A'

Special Conditions to Form Part of the Tenancy Agreement

1. Insurance

Tenants acknowledge they must arrange their own contents insurance. The Owner's building/contents insurance does not cover their possessions under any circumstances.

2. Periodic Inspections

The Tenant acknowledges that an initial inspection of the property will be carried out by the Agent approximately 6 (six) weeks from the initial date of commencement of this lease, and thereafter EVERY THREE MONTHS at owners discretion. Notice in accordance with the Residential Tenancies Act (1987) shall be provided for to each inspection.

The Tenants are aware that access will be gained with the office key held to enter the property should the Tenant not be in attendance at the time set for the inspection; if necessary.

3. Rent Arrears

Tenants have been made aware this Agency has a zero tolerance rent arrears policy. Rent MUST be paid before the due date and **1 week in advance at all times**. A Form 1B Termination Notice will be issued on the third day the rent is in arrears. Tenants are further aware they may be registered on both National and International defaulting tenant database, which may result in it being very difficult to be placed in any future rental property should their tenancy be terminated.

4. Stainless Steel Appliances

Tenants are made aware and agree to clean any stainless steel appliances eg: hotplate, oven, dishwasher, range hood etc only with reputable stainless steel cleaning products and further agree that at no time are they to use any scourers or abrasive products that may cause any kind of damage to stainless steel in the home. The tenant's failure to undertake this will result in the tenants being held responsible for the cost to remedy or replace said item within 7 days of being presented with an invoice.

5. Property flooring

Where a property has wooden floor boards or laminate floors, the tenant agrees to ensure that felt strips/padding/carpet squares will be placed beneath all furniture at all times. Tenants are responsible for cost to repair/remedy any & all damage. Tenants are made aware that no steam mop should be used on timber or laminate floors nor excess water used when mopping as this is likely to cause damage. Tenants acknowledge that any imported furniture placed on carpet areas must have carpet squares/protection under legs due to timber stain/colour possibly seeping into carpet.

6. Candles

Tenants accept they will be responsible for the full cost to repair/replace any property/chattel damaged by the Tenant or their guests from the burning of candles &/or smoke damage, including removal of candle wax left on paving or replacement of pavers, painting etc.

7. Indoor Plants

Indoor plants are not to be placed on carpeted areas unless placed on water catchment trays. Tenant acknowledges they are responsible for the cost to repair or replace any damaged floor covering due to watering plants indoors.

8. Reticulation & Sprinklers

The reticulation fittings, including sprinklers & piping is to be maintained by the Tenant & kept in good working order. Tenant is made aware they are to water as per their water days as per Water Corporation. Failure to comply with Water Corporation water restrictions may incur a fine which the Tenant will be responsible for.

9. Water & Electricity Meter reading fee

The tenant agrees to pay the Water Corporation meter reading cost at the end of the tenancy.

10. Blinds

The Tenant will be responsible for the cost of repairs and replacement of all blind components including blades, weights, chains etc if damaged by the Tenant, pets or guests. The Tenant must also have the blinds professionally cleaned if they are stained by the Tenant, pets or their guests.

11. Security Screens/Flyscreens

The Tenant will be responsible for the cost of repairs and/or replacement of damaged/buckled security screens/flyscreens and replace all flywire if they are catches/rips or tears. The Tenant will not be held responsible for damage resulting from a break in that has been reported to the Police with a Police Report Number being issued and provided to Agent within 2 working days.

12. Filters

It is Tenant's responsibility to keep clean where applicable any filters to i.e air conditioning, wall units, range hood's & exhaust fans within the property. At no time is a Tenant or their guests allowed to climb onto the roof/pergola/patio/garage/shed etc.

13. Mail

Agent will take no responsibility for mail once a tenant vacates. It is the tenant's responsibility to organize the appropriate mail redirection.

14. Mildew

The Tenant agrees to regularly air the dwelling to ensure mildew does not appear. Should mildew appear it is the tenant's responsibility to remedy at the tenant's expense.

15. Premises Use

A Tenant is not allowed to run a business from the premises without owner's permission, council approval and correct and adequate insurances in place with copies to be provided to Centrepont Real Estate of all these documents. It is at the owners discretion if they will allow a business to be run from their premises. Failure to comply with above will be deemed a breach of the tenancy agreement.

16. Smoke Alarms

Under no circumstances are tenants to interfere with the operation of smoke alarms or remove batteries on any smoke alarm installed on the property except with reasonable excuse. Batteries in smoke alarms are, and remain, the property of the landlord. The tampering or removal of a smoke alarm battery places you in serious risk of injury or harm in the event of a fire and can leave you liable to prosecution or fines.

17. Non- smoking at the property

The Owners stipulate that the Tenants and their visitors observe the Owners requirement that the property be a no smoking inside the house (including bedrooms) at any time. Any cigarette butts outside to be adequately disposed of and not into the garden area. Should the tenant not adhere to this clause the tenant will be then responsible for any smoke damaged property being the cleaning or replacement of eg: curtains, walls to be painted or furniture.

18. Carpets

The tenant is aware that at the end of the tenancy and prior to the vacate of the unit that the carpets are to be cleaned by a professional registered carpet cleaning company that meets the approval of Centrepont Realty.

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____