

Suite 15, 83 Mends Street  
SOUTH PERTH WA 6151

PO Box 566  
SOUTH PERTH WA 6951

Phone: (08) 9368 1855

Fax: (08) 9367 5040

Email: admin@primusrealty.com.au

### APPLICANT CHECKLIST

- 100 points of ID each
- Signed privacy statement
- Signed declaration
- Option fee deposited
- Min 2 character references each
- Min 1 rental reference each
- Employment reference
- Length of lease indicated
- Commencement date

### APPLICATION TIPS

Provide as many references as possible.

Contact your references prior to making an application to ensure they are expecting a phone call from us.

If you do not have any rental references, any dealings you have had with Real Estate Agents may be useful, for example a sales agent who helped with the sale of your home

If faxing / posting your application it is a good idea to call our office to ensure it has been received.

### MAKING AN APPLICATION

Applications will only be processed on a fully completed and signed Tenancy Application form from our office together with 100 points of identification per applicant and an option fee of one weeks rent deposited into the Primus Realty Trust Account. We will not process an incomplete application.

We are not obligated to give any reason for non-acceptance if your application is not approved for tenancy. If your application is not approved you will be informed by phone, email or SMS.

Should your application be accepted, you will be asked to pay the bond, first two weeks rent and sign the lease as soon as possible. You will be required to pay the monies by direct deposit or by bank cheque.

It is a tenant responsibility to arrange the connection of electricity, gas and telephone to the property, once the application is approved.

### 100 POINT IDENTIFICATION (must submit at least one photo ID)

Current rental ledger	50 points
Current driver license (front & back)	40 points
Passport (if non-resident)	40 points
Proof of age card	40 points
Other photo ID	30 points
Latest electricity/gas account	30 points
Telephone account (landline)	30 points
Current vehicle registration	30 points
Bank statement (with address)	30 points
Passport (Australian)	20 points
Proof of income	10 points
Birth certificate	10 points
Medicare card	10 points
Debit / credit card	10 points

### OPTION FEE DEPOSIT

In order to process your application, an option fee equivalent to one weeks rent is required to be deposited with Primus Realty.

The option fee may be deposited directly into the Primus Realty Trust Account or given as cash when the application is made in person. Sorry, no personal cheques will be accepted.

Bank	Bankwest South Perth
Account name	Primus Realty Trust Account
BSB	306 – 095
Account number	016 083 3

Please ensure when depositing money into the Primus Realty Trust Account you inform the teller your name and property street address so that we can identify your deposit.

If the application is successful the option fee will be deducted from the total moving in costs, however, if the application is successful and the applicant does not sign a Tenancy Agreements the option fee will be forfeited to the Landlord and is not refundable. If the application is unsuccessful the option fee will be refunded by cheque or direct deposit into your nominated bank account.

### SIGNING THE PRIVACY STATEMENT

The privacy statement at the back of each applicant details page must be SIGNED BY EACH APPLICANT in order for this application to be processed.



**APPLICANT ONE**

First name/s	Surname	
Current address		
Phone (home)	Phone (work)	Mobile
Email		
Date of birth	Driver Licence number	
Passport number	Passport country	
Are you an Australia citizen? If not, we require a copy of your current VISA		Yes / No
Other ID	Are you a smoker?	Yes / No

**NEXT OF KIN / EMERGENCY CONTACT (cannot be another applicant)**

First name/s	Surname	Relationship
Address		
Phone (home)	Phone (work)	Mobile

**CHARACTER REFERENCE ONE (cannot be related)**

First name/s	Surname	Relationship
Contact details		

**CHARACTER REFERENCE TWO (cannot be related)**

First name/s	Surname	Relationship
Contact details		

**CURRENT TENANCY DETAILS**

Landlord name	Contact details
Rent paid \$	Term of tenancy
Reason for leaving	

**PREVIOUS RENTAL HISTORY ONE**

Address of rented premises	
Landlord name	Contact details
Rent paid \$	Term of tenancy
Reason for leaving	

**PREVIOUS RENTAL HISTORY TWO**

Address of rented premises	
Landlord name	Contact details
Rent paid \$	Term of tenancy
Reason for leaving	

**CURRENT EMPLOYER**

Occupation	Name of employer	Manager name
Business address		
Contact number	Length of employment	Net weekly income \$
If unemployed / student please provide copies of Centrelink statements / proof of income		

**PREVIOUS EMPLOYER (if employed for less than twelve months)**

Occupation	Name of employer	Manager name
Business address		
Contact number	Length of employment	Net weekly income \$

**SELF EMPLOYMENT DETAILS**

Business name	Business type	ABN
Business address		
Accountant name	Accountant phone number	
Net weekly income from		

**STUDENT INFORMATION**

Place of study	Course name
Course length	Student number

**PRIVACY STATEMENT OF PRIMUS REALTY**

We are an independently owned and operated business. We are bound by the National Privacy principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use databases operated by TICA Default Tenancy Control Pty Ltd (TICA) and National Tenancy Databases (NTD). You can find out more information about these databases on their websites [www.tica.com.au](http://www.tica.com.au) and [www.ntd.com.au](http://www.ntd.com.au). Your consent to us collecting information is set out in the Privacy Consent section below.

The personal information you provide in this application or our Agency collects from other sources is necessary for Primus Realty to verify your identity, to proceed and evaluate the application and to manage the tenancy. If the application is successful, personal information collected about you in this application and during the course of your tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor/s, referees, other Agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to Primus Realty and/or the Lessor. If you enter into a Residential Tenancy Agreement and if you fail to comply with your obligations under this agreement, the facts and other relevant personal information collected about you during the course of your tenancy may also be disclosed to the Lessor, third party operators of tenancy databases and/ or other Agents. You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your application is not successful it will be stored securely for a period of one month only. If you decide not to collect your application Primus Realty will destroy your documents to comply with privacy legislation.

**PRIVACY CONSENT**

I, the Applicant, acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of Primus Realty. I authorise Primus Realty to collect information about me from:

- My previous letting Agents and/or Lessors;
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I authorise Primus Realty to refer my name and contact details to arranger or service provider including tradespeople (to attend to work required at this property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, body corporate officers, insurance

<b>APPLICANT ONE NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>
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**APPLICANT TWO**

First name/s	Surname	
Current address		
Phone (home)	Phone (work)	Mobile
Email		
Date of birth	Driver Licence number	
Passport number	Passport country	
Are you an Australia citizen? If not, we require a copy of your current VISA	Yes / No	
Other ID	Are you a smoker?	Yes / No

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Contact details		

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Contact details		

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<b>APPLICANT TWO NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>
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**APPLICANT THREE**

First name/s	Surname	
Current address		
Phone (home)	Phone (work)	Mobile
Email		
Date of birth	Driver Licence number	
Passport number	Passport country	
Are you an Australia citizen? If not, we require a copy of your current VISA		Yes / No
Other ID	Are you a smoker?	Yes / No

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First name/s	Surname	Relationship
Address		
Phone (home)	Phone (work)	Mobile

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First name/s	Surname	Relationship
Contact details		

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<b>APPLICANT THREE NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>
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**DECLARATION**



**SPECIAL CONDITIONS**

Addendum 1 to Tenancy Agreement

Addendum 2 – Pets (if applicable)

Strata by-laws (if applicable)

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**DECLARATION**

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the following amounts:

Two weeks rent in advance	\$ _____
Four weeks bond	\$ _____
Pet Bond if applicable (\$100)	\$ _____
SUB TOTAL	\$ _____
- Option Fee (one weeks rent)	(\$ _____ )
<b>TOTAL</b>	<b>\$ _____</b>

I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will and that the persons comprising the Applicant are not bankrupt. I have inspected the premises and am satisfied with the current condition and cleanliness of the property.

APPLICANT ONE NAME	SIGNATURE	DATE
APPLICANT TWO NAME	SIGNATURE	DATE
APPLICANT THREE NAME	SIGNATURE	DATE

**OPTION FEE REFUND**

In the event that the application is declined or you withdraw prior to acceptance please advise how you would like your option fee refunded:

Cheque Payable to \_\_\_\_\_  
Address \_\_\_\_\_

Direct deposit Account name \_\_\_\_\_  
BSB \_\_\_\_\_ Account # \_\_\_\_\_