TENANCY APPLICATION FORM

Sanctuary Real Estate
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**PLEASE NOTE: Applications must not be scanned or emailed, original copies
of identity documents must be photocopied by our office.**

Sanctuary Real Estate is a member of REIWA and we use the service of both NTD (National Tenancy Database) and TICA. To process your application you are requested to answer all questions to the best of your ability. Any false or misleading information may jeopardize your application. Any information provided in your application may be passed on to REIWA Rent Check National Database in the event of a default occurring. Upon approval and acceptance of your application, all monies must be paid in full.

CUSTOMER IDENTIFICATION DETAILS

In order for us to complete the application selection process, you are required to complete a 100 Point Identification Check. You are required to present original documents and they MUST be current, contain your FULL NAME and add up to at least 100 points according to the following scale.

PRIMARY IDENTIFICATION DOCUMENTS
YOU MUST PROVIDE ONLY ONE OF THESE DOCUMENTS

- Passport (Current or expired within the last two (2) years)   70 Points
- Birth Certificate/Extract   70 Points
- Citizenship Certificate   70 Points

SECONDARY INDENTIFICATION DOCUMENTS
YOU MAY PROVIDE SEVERAL OF THESE DOCUMENTS (40 points if using as Primary ID)

- License issued under Australian Law with Photo and Signature   40 or 25 Points
- Government Authority or Public Service Employee's ID Card   40 or 25 Points
- Social Security, Health Care or Pension Card   40 or 25 Points
- Tertiary Education Institution ID Card   40 or 25 Points
- Medicare Card   25 Points
- Utilities – Telephone/Gas/Electricity Accounts   25 Points

COMPULSORY IDENTIFICATION DOCUMENTS

- 2 x Written or Verbal References from previous Landlords or Agents
- 2 x Copies of previous Rent Receipts
- Current Bank Statement
- Current Salary of Pay Slip from your Employer

PLEASE NOTE: A Guarantor may be required to co-sign your lease if satisfactory rental history is available

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

ADDRESS OF RENTAL PROPERTY: _____

LENGTH OF LEASE REQUIRED: _____

PROPOSED LEASE START DATE: _____

RENT AMOUNT:_____

ANY SPECIAL CONDITIONS REQUESTED BY YOU:_____

_____

NOTE: THE LESSOR IS NOT OBLIGATED TO ACCEPT ANY OF YOUR SPECIAL CONDITIONS

PETS: No ☐ Yes ☐ **TYPE/S**:_____**BREED:** _____

TOTAL NUMBER OF PEOPLE TO OCCUPY PREMISES: ADULTS _____ CHILDREN_____ AGES___ ___ ___ ___ ___ ___

DO YOU INTEND ON APPLYING FOR A RESIDENTIAL
TENANCY BOND FROM A STATE GOVERNMENT DEPARTMENT? No ☐ Yes ☐

APPLICANT ONE

Name: _____ Date of birth _____ / _____ / _____

Phone Home: _____ Phone work: _____

Phone Mobile: _____ Email address: _____

Current address: _____

Proof of identification cited eg: driver's license _____ passport _____ birth certificate _____

PREVIOUS ADDRESS OF APPLICANT

Address: _____

Rent paid $_____ per week ☐   fortnight ☐   month ☐

Rent paid to: _____ Phone: _____
<div align="center">(property manager or lessor's name)</div>

Address: _____
<div align="center">(property manager or lessor's address)</div>

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: _____ How related: _____

Phone home: _____ Phone work: _____ Phone mobile: _____

Address: _____

EMERGENCY CONTACT

Name: _____ How related: _____

Phone home: _____ Phone work: _____ Phone mobile: _____

Address: _____

APPLICANT TWO

Name: _____ Date of birth _____ / _____ / _____

Phone Home: _____ Phone work: _____

Phone Mobile: _____ Email address: _____

Current address: _____

Proof of identification cited eg: driver's license _____ passport _____ birth certificate _____

PREVIOUS ADDRESS OF APPLICANT

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

3. Name: _____ Relationship to applicant: _____

Contact phone: _____ Address: _____

4. Name: _____ Relationship to applicant: _____

Contact phone: _____ Address: _____

NEXT OF KIN

Name: _____ How related: _____

Phone home: _____ Phone work: _____ Phone mobile: _____

Address: _____

EMERGENCY CONTACT

Name: _____ How related: _____

Phone home: _____ Phone work: _____ Phone mobile: _____

Address: _____

APPLICANT THREE

Name: _____Date of birth_____/_____/_____

Phone Home: _____Phone work: _____

Phone Mobile: _____Email address: _____

Current address: _____

Proof of identification cited eg: driver's license_____passport_____birth certificate_____

PREVIOUS ADDRESS OF APPLICANT

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

5. Name:_____Relationship to applicant: _____

Contact phone:_____Address:_____

6. Name:_____Relationship to applicant: _____

Contact phone:_____Address: _____

NEXT OF KIN

Name:_____How related: _____

Phone home:_____Phone work:_____Phone mobile: _____

Address: _____

EMERGENCY CONTACT

Name: _____How related:_____

Phone home:_____Phone work:_____Phone mobile:_____

Address: _____

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.

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.**

For Translating and Interpreting Services please telephone TIS on 13 14 50 and ask to speak to the the Department of Commerce (1300 30 40 54) for assistance

ATTACHMENT A

Department of Commerce (1300 30 40 54) for assistance.

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 databases we use are:

NATIONAL TENANCY DATABASE	**https://www.tenancydatabase.com.au/ or 13 8332**
TICA	**http://www.tica.com.au/** *or* **1902 220 346 (Calls Charged at $5.45 per minute, higher from mobile and pay phones)**

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. You can also find out if you have been blacklisted here: http://www.tenantblacklist.com.au