

APPLICATION TO LEASE RESIDENTIAL PREMISES

Submitting your application	<ol style="list-style-type: none"> Please ensure all sections of the form are completed in full with names and contact details for all references to allow for smooth processing of your application form. Please also advise your referees to expect our call. Where applicable please provide supporting documentation to substantiate your application, i.e. if you are self employed please provide a copy of your Tax Statement to substantiate income earned. 100 point of identification including ONE piece of photo identification must be provided at the time of submitting application. Your Option Fee which is the equivalent to 1 weeks rent is payable at the time your application is accepted, this is to be paid by bank cheque, money order or BPay.
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Property Applying For: _____

Period/Rent	I/We have inspected the above mentioned premises and wish to take tenancy of the premises for a period of _____ months from _____ to _____ at the rental of \$_____ per week.			
Occupants	How many adults will be living in the premises: _____ How many children will be living in the premises: _____	Ages: _____ Ages: _____		
Pets	Type of Pet: _____ Type of Pet: _____	Breed: _____ Breed: _____	Number: _____ Number: _____	Age: _____ Age: _____
Homeswest Bond	Do you intend on applying for a Homeswest Bond: Yes / No Amount \$_____			
Option Fee / Holding Deposit	Payable on Acceptance \$_____ Paid ____/____/____			
Amounts Payable if accepted	Security Bond (4 x weekly rent) \$ _____ Pet Bond (if applicable \$260.00) \$ _____ Initial Rent (2 x weekly rent) \$ _____ TOTAL DUE: \$ _____ Less Option Fee Paid - \$ _____ BALANCE OWING: \$ _____ NB: All payments are to be paid via BPAY at least 3 days prior to the signup. We have a zero cash policy at the office			

- ☐ 658 Newcastle Street LEEDERVILLE WA 6903
☐ 4B/1 Wise Street, JOONDALUP WA 6027
☐ 1/440 Cambridge St, FLOREAT WA 6014
☐ 3/257 West Coast Hwy, Scarborough WA 6019

- t. 08 9328 0999 f. 08 9227 9229 e. property@realmark.com.au
 t. 08 9400 2999 f. 08 9400 2900 e. joondalup@realmark.com.au
 t. 08 9383 7199 f. 08 9383 7166 e. floreat@realmark.com.au
 t. 08 9428 2828 f. 08 9245 4291 e. scarborough@realmark.com.au

EXPLANATION RESIDENTIAL TENANCY APPLICATIONS

Only complete an Application and pay the option fee if you are sure that you want to enter into a lease with the Owner for the particular premises, or hold the premises for a period.

This explanation is intended for a person who is applying through a REIWA member agent for a residential property lease using REIWA approved documents.

The owner 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 owner of the premises to determine in their opinion, who is the most suitable applicant, the managing agent requires some background information regarding previous premises that you have leased, and some information on how you will pay the rent.

The purpose of this form is:

1. To inform the owner of your details, and your requirements for the lease. For example, if you wish to have pets at the premises.
2. 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, the initial rent payment and the letting fee.
3. To make you aware of conditions associated with making the application. For example, if your application is accepted, when you can take possession.
4. To create an option to take the premises. If the owner accepts your application, then the owner gives you the option to take up a lease. Unless otherwise agreed, you will have two business days from the time when the owner's agent informs you that your application has been approved in which to make a final decision of you want to enter into a lease. This is a holding period. If you enter into the lease, then the option fee will be credited to the rent payable. If you decline the opportunity to enter into the lease during the option period, then the owner will keep the option fee.

Summary

Your action:	Complete Application Submit Application
Owner's action:	Accept or reject Application If Application is rejected then Option Fee is returned by direct credit to your bank account or cheque: <div style="margin-left: 40px;"> Please tick preference <input type="checkbox"/> CHEQUE Name: _____ Address: _____ P/C _____ </div> <div style="margin-left: 40px; margin-top: 10px;"> <input type="checkbox"/> DIRECT CREDIT BSB: _____ Account No: _____ Bank: _____ Branch: _____ Name of Account: _____ </div>
Your action: (if accepted)	If Application is accepted, then you have a period of time to enter into the lease If you withdraw after acceptance by Owner, then you will forfeit the Option Fee.

PRIVACY:

The Applicant agrees that for the purpose of this Application, the Owner/Managing Agent may make enquiries of the persons given as referees by the Applicant, and also make enquiries of such other persons or agencies as the Owner may see fit.

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, to manage the tenancy and to conduct the Agents business. 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, other agents, third party operators of tenancy reference databases, and prospective buyers of the Premises. 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 real estate agents.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting the Agent. 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.

Signature _____

No problem.

This FREE SERVICE saves you time and effort during your move.



Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this Application to confirm your details and explain the service that we offer. Our service is free; you are under no obligation and will not be under contract with Direct Connect.

Please indicate which utilities you wish to have connected

☐ Electricity
 ☐ Gas
 ☐ Phone
 ☐ Internet
 ☐ Insurance
 ☐ Removalist
 ☐ Cleaning

Contact Details

What is the address of the property you are moving into?

Title	
Given name/s	
Surname/Last name	
Date of Birth	
Home Phone	
Work Phone	
Email Address	

Post-
Occupation date:

Referring Agent:

Realmark Property Management
658 Newcastle St, LEEDERVILLE WA 6007
Phone: (08) 9328 0999

DECLARATION AND EXECUTION: By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue for a period of 1 year from the date of our/my execution of this application/until 28 days after we/I disconnect the last of the services in respect of which this application is made; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services.

By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

I understand that my real estate agent may receive a commission or benefit for my referral to Direct Connect.

Signature Date

Phone: 1300 664 715, Fax: 1300 664185, www.directconnect.com.au, PO Box 1519, Box Hill VICTORIA 3128.

Direct Connect
make a connection

FIRST APPLICANT

Personal Details

Surname: _____ Given Names: _____
Preferred Name: _____
Phone: Home: _____ Work: _____
Mobile: _____ Email: _____
☐ I would like to receive email updates on the current market, updates from Realmark and the IN Rental magazine.
Date of Birth: _____ Smoker: Yes / No
Drivers Licence No: _____ State: _____ Passport No: _____
Car Make: _____ Model: _____ Registration No: _____

☐ Primary Contact ☐ Lease Contact ☐ Account Contact ☐ Repairs Contact

Current Address

Property Address: _____
Name of Owner/Agent: _____
Owner/Agent Address: _____
Phone: _____ Rent Paid: \$ _____ p/w Term of Tenancy: ____/____/____ to ____/____/____
Reasons for Leaving: _____

Previous Address

Property Address: _____
Name of Owner/Agent: _____
Owner/Agent Address: _____
Phone: _____ Rent Paid: \$ _____ p/w Term of Tenancy: ____/____/____ to ____/____/____
Reasons for Leaving: _____

Current Employment

Occupation: _____ Wage (per week): _____
Employer: _____ Employment Period: ____/____/____ to ____/____/____
Address: _____ Phone: _____

Previous Employment

Occupation: _____ Wage (per week): _____
Employer: _____ Employment Period: ____/____/____ to ____/____/____
Address: _____ Phone: _____

Student Details

University/College: _____ Course/Field: _____
Uni/College Address: _____ Phone: _____
Lecturer/Teacher: _____ Course/Field Period: ____/____/____ to ____/____/____

Next of Kin

Name: _____ How Related: _____
Address: _____ Phone: _____

Emergency Contact

Name: _____ How Related: _____
Address: _____ Phone: _____

Personal References

1. Name: _____ Occupation: _____
Address: _____ Phone: _____
2. Name: _____ Occupation: _____
Address: _____ Phone: _____
3. Name: _____ Occupation: _____
Address: _____ Phone: _____

SECOND APPLICANT

Personal Details

Surname: _____ Given Names: _____
Preferred Name _____
Phone: Home: _____ Work: _____
Mobile: _____ Email: _____
☐ I would like to receive email updates on the current market, updates from Realmark and the IN Rental magazine.
Date of Birth: _____ Smoker: Yes / No
Drivers Licence No: _____ State: _____ Passport No: _____
Car Make: _____ Model: _____ Registration No: _____

☐ Primary Contact ☐ Lease Contact ☐ Account Contact ☐ Repairs Contact

Current Address

Property Address: _____
Name of Owner/Agent: _____
Owner/Agent Address: _____
Phone: _____ Rent Paid: \$ _____ p/w Term of Tenancy: ____/____/____ to ____/____/____
Reasons for Leaving: _____

Previous Address

Property Address: _____
Name of Owner/Agent: _____
Owner/Agent Address: _____
Phone: _____ Rent Paid: \$ _____ p/w Term of Tenancy: ____/____/____ to ____/____/____
Reasons for Leaving: _____

Current Employment

Occupation: _____ Wage (per week): _____
Employer: _____ Employment Period: ____/____/____ to ____/____/____
Address: _____ Phone: _____

Previous Employment

Occupation: _____ Wage (per week): _____
Employer: _____ Employment Period: ____/____/____ to ____/____/____
Address: _____ Phone: _____

Student Details

University/College: _____ Course/Field: _____
Uni/College Address: _____ Phone: _____
Lecturer/Teacher: _____ Course/Field Period: ____/____/____ to ____/____/____

Next of Kin

Name: _____ How Related: _____
Address: _____ Phone: _____

Emergency Contact

Name: _____ How Related: _____
Address: _____ Phone: _____

Personal References

4. Name: _____ Occupation: _____
Address: _____ Phone: _____
5. Name: _____ Occupation: _____
Address: _____ Phone: _____
6. Name: _____ Occupation: _____
Address: _____ Phone: _____

THIRD APPLICANT

Personal Details

Surname: _____ Given Names: _____
Preferred Name: _____
Phone: Home: _____ Work: _____
Mobile: _____ Email: _____
☐ I would like to receive email updates on the current market, updates from Realmark and the IN Rental magazine.
Date of Birth: _____ Smoker: Yes / No
Drivers Licence No: _____ State: _____ Passport No: _____
Car Make: _____ Model: _____ Registration No: _____

☐ Primary Contact ☐ Lease Contact ☐ Account Contact ☐ Repairs Contact

Current Address

Property Address: _____
Name of Owner/Agent: _____
Owner/Agent Address: _____
Phone: _____ Rent Paid: \$ _____ p/w Term of Tenancy: ____/____/____ to ____/____/____
Reasons for Leaving: _____

Previous Address

Property Address: _____
Name of Owner/Agent: _____
Owner/Agent Address: _____
Phone: _____ Rent Paid: \$ _____ p/w Term of Tenancy: ____/____/____ to ____/____/____
Reasons for Leaving: _____

Current Employment

Occupation: _____ Wage (per week): _____
Employer: _____ Employment Period: ____/____/____ to ____/____/____
Address: _____ Phone: _____

Previous Employment

Occupation: _____ Wage (per week): _____
Employer: _____ Employment Period: ____/____/____ to ____/____/____
Address: _____ Phone: _____

Student Details

University/College: _____ Course/Field: _____
Uni/College Address: _____ Phone: _____
Lecturer/Teacher: _____ Course/Field Period: ____/____/____ to ____/____/____

Next of Kin

Name: _____ How Related: _____
Address: _____ Phone: _____

Emergency Contact

Name: _____ How Related: _____
Address: _____ Phone: _____

Personal References

7. Name: _____ Occupation: _____
Address: _____ Phone: _____
8. Name: _____ Occupation: _____
Address: _____ Phone: _____
9. Name: _____ Occupation: _____
Address: _____ Phone: _____

Payments/ Reviews	<ol style="list-style-type: none"> The Tenant/s acknowledges should their rental payments fall more than 2 days in arrears, Termination 1B Notices will be immediately issued and Local Court proceedings commenced if not paid by the required period. The Tenant/s agree that if they default in their rent or breach any of the clauses in the lease agreement Realmark can use the details provided on the Application Form to locate the Tenant/s. This includes contacting Next Of Kin, Work Contacts, and any other contact provided. I/We hereby agree that if we default for non-payment of rent or any of the clauses on this lease agreement, I/we acknowledge that our details <u>may</u> be placed on the National Tenancy Database, and the information of your tenancy can be passed on to other Real Estate Agents when requested. The Tenant acknowledges that the rent may be reviewed and/or increased at the end of each 6 month period, at the owner's discretion and in accordance with prevailing market conditions. The Tenant/s acknowledges accounts for amenities will be invoiced by Realmark. Payment is required within seven (7) days to the Realmark office. Should payment not be received by the due date, the Tenant/s acknowledge the account will be allocated from the next rental payment received. NB: this may cause the rent to fall into arrears and subsequent Breach and/or Termination notices be issued.
Vacating	<ol style="list-style-type: none"> The Tenant/s acknowledges that Realmark, as the Agent, requests that the Tenant/s give twenty-one (21) days notice in writing of their intentions prior to renewing or vacating at the expiry of the lease. The Tenant/s acknowledge should they wish to vacate <u>before</u> the end of the tenancy term, the Tenant/s may apply to the Owner for permission which MAY be granted on the following conditions: <ul style="list-style-type: none"> The Tenant will pay rent and outgoings on the property until either re-let or the lease expires Any costs reasonably incurred by the Owner in respect of re-letting the premises including advertising Final bond inspection charge Property upkeep costs Reimbursement of the unexpired portion of the letting fee charged at the Tenancy commencement. The Tenant/s acknowledge that during the last 21 days of the tenancy the Owner or his Agent may enter the premises between 9:00am and 5:30pm for the purposes of showing prospective Tenant/s the property, provided notice is given on the preceding day.
Inspections	<p>The Tenant/s is aware that regular inspections shall be carried out during the course of their tenancy – six weeks after occupation and then every three months. The Tenant/s authorises the Agent to use a spare key to enter the property in the Tenant/s absence if required, either for an emergency or for inspections (written notice in accordance with the Residential Tenancies Act is given prior to any inspection) The Tenant/s are aware digital photos <u>may</u> be taken of the interior and exterior for the purpose of informing owners of the property condition.</p>
Property Maintenance	<ol style="list-style-type: none"> The Tenant/s agrees to have the carpets professionally cleaned by a contractor approved by Realmark no more than 1 day prior to vacating the premises, with a receipt provided to the Owner/Agent. Should the tenancy be more than 12 months, the Tenant/s agrees to have the carpets professionally cleaned at least once every 12 months during the tenancy. Should additional cleaning be required following a bond inspection, the agent <u>may</u> allow the tenant to return to the property to rectify. Should the agent allow this, the tenant must complete this cleaning within 24 hours, Should the cleaning not be complete or it is below standard, then the agent shall have the property professionally cleaned at the tenant's cost The Tenant/s acknowledge and agree to maintain the condition of the gardens and lawn according to the Property Condition Report at all times by regular watering, mowing/pruning, and keeping the area free from weeds (including between paving). NB The Tenant/s acknowledge and accept should this not be attended to, and adequate notice is issued by the owner/agent requesting to rectify this be given, the agent will engage a professional contractor to do this at the Tenant/s expense. OR The Tenant/s acknowledge the Owner will employ a contractor to maintain the lawns on a regular basis however the Tenant/s acknowledge they will be responsible for weeding and maintaining the garden areas. The Tenant/s acknowledge the sprinklers are to be in good condition and functioning during the lease period The Tenant agrees to have the window treatments washed/dry cleaned, the dishwasher cleaned/sanitized and drain clear of food/debris, and the air conditioning filter cleaned, all prior to vacating.
Pool	<ol style="list-style-type: none"> The Tenant/s acknowledges and agree to keep the SWIMMING POOL / SPA in good, serviceable working order during their tenancy including all apparatus. NB The Tenant/s acknowledge and accept should this not be attended to, and adequate notice is issued by the owner/agent requesting to rectify this be given, the agent will engage a professional contractor to do this at the Tenant/s expense. OR The Tenant/s acknowledge the Owner will employ a contractor to service the SWIMMING POOL / SPA on a regular basis however the Tenant/s will be responsible for the cost of any and all chemicals required. The Tenant/s acknowledges that prior to vacating the swimming pool is professionally cleaned and all pool chemicals available on site.
Responsibilities	<ol style="list-style-type: none"> The Tenant/s acknowledge no posters, nails, hooks, screws, stickers, blue tak, tape or fittings are to be fixed/placed onto any surfaces without the prior written consent of the agent/owner. No pot plants are to be kept on floors. Should any damage ensure from pot plants this will be repaired/replaced at Tenant's expense. The Tenant/s agrees not to park cars on the lawns at any time. Should cars cause any damage to the lawns, gardens or reticulation the Tenant/s agrees to pay for the repairs. The Tenant/s agrees to put drip trays on the driveway at their expense, to prevent any oil, grease or petrol leaks.

	5.	The Tenant shall not without the Owner’s prior written permission install any spas/swimming pools (including inflatables) on the premises. IF permission is granted, the Tenant is responsible to supply and maintain proper fencing regulations as per Council and Surf Life Saving guidelines (including around inflatables) during their tenancy. All responsibility is borne by the Tenant. The Owner and agent will not be held responsible or accountable for any matters arising from non-compliance.
	6.	The Tenant/s is to ensure smoke detectors are in working order and batteries are installed and operational at all times. If smoke detectors are hard wired, Tenant/s agrees to report any fault to property manager immediately.
	7.	The Tenant/s acknowledge ALL keys including any copies made must be returned to the Owner/Agent when vacating. Failure to return all keys may result in the locks being changed with the costs to be borne by the Tenant/s. NB: rent will be charged on a daily basis until all keys are returned to the office when vacating.
	8.	The Tenant/s acknowledge no smoking is permitted inside the property by either Tenant/s or guests to prevent discolouration and/or staining occurring. Smoke damage caused to the property will be rectified at the Tenant’s expense.
Equipment		The Tenant/s acknowledge should the _____ malfunction or breakdown, it will not be repaired or replaced.
Pets	1.	The Tenant/s acknowledge no pets i.e. NO ANIMAL, REPTILE, BIRD OR FISH are permitted on the property without the prior written consent of the Owner/Agent. OR The Tenant/s acknowledge one (1) cat / dog (delete) is permitted on the property however if this animal causes any damage or disturbance, this will be rectified immediately and at the expense of the Tenant/s. The Tenant/s agree that the pet bond may be held for up to six (6) weeks after vacating and used for de-fleaing if necessary.
Services		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 damage 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 Laws		The Tenant/s acknowledge they have received a copy of the Strata By-Laws Schedule 2 pamphlet relating to the property and their tenancy.
Sale of Property	1.	The Tenant/s acknowledge and accept should the property be placed on the market for sale in the future, the Tenant/s agree to reasonable access by/with the Sales Associates for Inspections and Home Opens as per the Residential Tenancies Act.
	2.	It is acknowledged and accepted by all parties that this property is subject to a purchase contract dated _____ and the commencement of the tenancy term and occupancy is subject to the successful settlement of that purchase contract.

1. Special conditions that will apply to the lease (if Application accepted, and option exercised):

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1. Special conditions to the lease requested by the Applicant:

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By submitting this application I/we agree to sign a standard REIWA Lease. Copies of the lease will be available in the office at the time of application.

[] Initials

The Applicants acknowledge they have read and understood the Terms and Special Conditions above:

Applicant 1 Signature	_____	Date	_____
Applicant 2 Signature	_____	Date	_____
Applicant 3 Signature	_____	Date	_____