

**FOR THE ATTENTION OF:**

(PROPERTY MANAGER/POINT OF CONTACT)

**RE:**

(ADDRESS OF PROPERTY YOU ARE APPLYING FOR)

**RESIDENTIAL TENANCY APPLICATION FORM**

**INSTRUCTIONS FOR COMPLETING THIS APPLICATION FORM**

Thank you for submitting your application to rent, with Abel McGrath Property Group.

The application process is very important, as it is the information that is provided by the applicant on the form that helps the Owner of the rental property decide on a suitable tenant.

With this in mind, we ask that you remember the following points when completing the attached form:

**IDENTIFICATION**

We require 100 points of identification for every applicant over the age of 18 who will be residing at the property.

1. A current photo drivers licence (Australian or International), current passport or proof of age card equal 50 points EACH
2. A current Medicare/Healthcare card, EFTPOS/ Credit Card, Student card or recent utility bill (displaying your name and current address) or birth certificate equal approximately 20 points EACH.

In the event that you can only provide ONE item from section 1, you will be required to provide THREE items from section 2, as well. Please note if you are an overseas applicant we will also require copies of your Visa.

**NEXT OF KIN & EMERGENCY CONTACT INFORMATION**

Each applicant MUST provide DIFFERENT details for Next of Kin and Emergency contacts; they must not be people who will be residing at the property (husband/wife etc.) It is preferred that you list family members as contacts, rather than friends.

**Applications will be accepted at:** 303 Stirling Hwy, Claremont between **8.30am-4.30pm Monday-Friday** or by email.

**PLEASE NOTE THAT APPLICATIONS WILL BE PROCESSED AS THEY ARE RECEIVED.**

**APPLICATIONS THAT ARE SUBMITTED CLOSE TO THE WEEKEND MAY NOT BE FINALISED UNTIL THE BEGINNING OF THE FOLLOWING WEEK. IN THE EVENT THAT WE RECEIVE SEVERAL APPLICATIONS FOR THE SAME PROPERTY, IT MAY TAKE MORE TIME TO PROCESS YOUR APPLICATION.**

*Other information that may enhance this application include written rental/employment references (on company letterhead), pay slips or income statements (for Government benefit payments), recent Routine Inspection Reports, previous rental bond refund statement etc.*

Should you have any further queries regarding the application process please do not hesitate to ask one of our staff members when submitting the application form.

## APPLICATION FOR RESIDENTIAL TENANCY

### 1. APPLICATION DETAILS

<b>Property Address:</b>			
<b>Requested Lease Period:</b>	<b>From:</b>	<b>To:</b>	
<b>Rent per week:</b>	\$	<b>Have you viewed the property?</b>	<b>YES / NO</b>
<b>Applicant Details:</b>	Adults: _____	Ages: _____	Children: _____ Ages: _____
<b>Have you applied for other properties?</b>	<b>YES / NO</b>		

### 2. PETS

<b>Do you intend on having any pets?</b>	<b>YES / NO</b>	<b>**Please note: Restricted dog breeds also apply; you must state what type/breed of dog you have. Also attached is a list of restricted breeds.</b>
<b>Type of Pet:</b> _____	<b>Breed:</b> _____	<b>Number:</b> _____ <b>Age:</b> _____
<b>Type of Pet:</b> _____	<b>Breed:</b> _____	<b>Number:</b> _____ <b>Age:</b> _____

### 3. BOND

<b>Do you intend on applying to the Ministry of Housing for a home's west bond?</b>	<b>YES / NO</b>	<b>If Yes, Branch:</b> _____
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### 4. APPLICATION PROCESS

1. Complete application in full and ensure all persons over the age of 18 fill out an Application Page and attach their ID.
2. We will endeavour to have your application processed ASAP and you will be advised whether the owner has accepted or declined your application.
3. If the application is declined and you have paid an option fee it will be refunded to you in full.
4. If the application is accepted a formal lease agreement will be prepared. Your bond & rent must be paid within 48 hours.
5. If you withdraw this application after it has been accepted by the Owner you will forfeit the option fee (if paid) in full.

### 5. OPTION FEE (applicable if property is \$1200.00 per week or more)

You **may be** required to pay the equivalent of one weeks rent as the Option Fee with the completed application. This application will not be processed until the Option Fee has been received by Abel McGrath Property Group.

Payment can be made to:

**Account Name:** Abel McGrath Property Group  
**BSB #:** 086-006  
**Account #:** 140274281

<b>Have you paid the option fee?</b>	<b>YES / NO</b>	<b>If Yes, what date?:</b> _____
If the application is rejected the Option Fee will be returned to the bank account nominated on the application.		
Name of Account: _____ BSB #: _____ Account #: _____		

### 6. UTILITIES

By submitting this application, you are acknowledging that you will be responsible for the connection and payment of gas, electricity and telephone facilities (including internet). You will also be responsible for the water consumed at the property.

<b>Do you want us to connect you to relevant services through Direct Connect?</b>	<b>YES / NO</b>	<b>**Direct Connect</b> offers a free, no obligation service to connect electricity, gas and more. Designed to streamline and de-stress your move.
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### PLEASE NOTE:

- The applicant agrees to take the premises as is with no alteration, additions or extras provided by the owner unless previously agreed to by all parties in writing.
- Applications will only be processed if completed in full and signed with supporting documents.
- All properties are non-smoking zones, tenants are permitted to smoke outside of the house only.
- To secure the property, payment of your first two weeks rent and bond is payable within 48 hours of acceptance.

APPLICANT ONE					
Surname:		Given Name/s:			
Contact Details:	Home)	Work)	Mobile)	Email)	
Age:		Date of Birth:		Gender:	
Drivers Licence #		State/Country:		Passport #	
Vehicle Type:		Vehicle Registration:		Are you a smoker?	YES / NO
Are you a permanent resident of Australia?	YES / NO				

*If no, please provide details separately and have VISA information attached to this application*

Present Address:					
Agent/Landlord's Name:		Contact Details:			
Agent/Landlord's Add:					
Rental Amount Paid:		Lease Term:	From: ___/___/___ To: ___/___/___		
Reason for leaving:					

Previous Address:					
Agent/Landlord's Name:		Contact Details:			
Agent/Landlord's Add:					
Rental Amount Paid:		Lease Term:	From: ___/___/___ To: ___/___/___		
Reason for leaving:					

Your Occupation:		Income Per Week:	(after tax) \$		
Employers Name:		Period of Employment:			
Manager/Contact Name:		Contact Details:			

*If less than 12 months, then please provide details of previous employer:*

Employers Name:		Period of Employment:			
Manager/Contact Name:		Contact Details:			

*Please note: If self-employed – details/statements of income must be provided*

1. Character Ref – Name:			How Known:		
Contact Details:	Home)	Work)	Mobile)	Email)	

2. Character Ref – Name:			How Known:		
Contact Details:	Home)	Work)	Mobile)	Email)	

*Please note: Character references should not be anyone related to you or any other applicants*

Next of Kin – Name:			How related:		
Next of Kin – Address:					
Contact Details:	Home)	Work)	Mobile)	Email)	

*Please note: Next of Kin must not be residing at the property. Family members are preferred.*

Emergency – Name:			How related:		
Emergency – Address:					
Contact Details:	Home)	Work)	Mobile)	Email)	

APPLICANT TWO					
Surname:		Given Name/s:			
Contact Details:	Home)	Work)	Mobile)	Email)	
Age:		Date of Birth:		Gender:	
Drivers Licence #		State/Country:		Passport #	
Vehicle Type:		Vehicle Registration:		Are you a smoker?	YES / NO
Are you a permanent resident of Australia?	YES / NO				

*If no, please provide details separately and have VISA information attached to this application*

Present Address:					
Agent/Landlord's Name:		Contact Details:			
Agent/Landlord's Add:					
Rental Amount Paid:		Lease Term:	From: ___/___/___ To: ___/___/___		
Reason for leaving:					

Previous Address:					
Agent/Landlord's Name:		Contact Details:			
Agent/Landlord's Add:					
Rental Amount Paid:		Lease Term:	From: ___/___/___ To: ___/___/___		
Reason for leaving:					

Your Occupation:		Income Per Week:	(after tax) \$		
Employers Name:		Period of Employment:			
Manager/Contact Name:		Contact Details:			

*If less than 12 months, then please provide details of previous employer:*

Employers Name:		Period of Employment:			
Manager/Contact Name:		Contact Details:			

*Please note: If self-employed – details/statements of income must be provided*

1. Character Ref – Name:			How Known:		
Contact Details:	Home)	Work)	Mobile)	Email)	

2. Character Ref – Name:			How Known:		
Contact Details:	Home)	Work)	Mobile)	Email)	

*Please note: Character references should not be anyone related to you or any other applicants*

Next of Kin – Name:			How related:		
Next of Kin – Address:					
Contact Details:	Home)	Work)	Mobile)	Email)	

*Please note: Next of Kin must not be residing at the property. Family members are preferred.*

Emergency – Name:			How related:		
Emergency – Address:					
Contact Details:	Home)	Work)	Mobile)	Email)	

APPLICANT THREE				
Surname:		Given Name/s:		
Contact Details:	Home)	Work)	Mobile)	Email)
Age:		Date of Birth:		Gender:
Drivers Licence #		State/Country:		Passport #
Vehicle Type:		Vehicle Registration:		Are you a smoker?
Are you a permanent resident of Australia?	YES / NO			

*If no, please provide details separately and have VISA information attached to this application*

Present Address:				
Agent/Landlord's Name:		Contact Details:		
Agent/Landlord's Add:				
Rental Amount Paid:		Lease Term:	From: ___/___/___ To: ___/___/___	
Reason for leaving:				

*If previously owned own home (not renting) – please provide FULL address of property and date sold/moved out*

Previous Address:				
Agent/Landlord's Name:		Contact Details:		
Agent/Landlord's Add:				
Rental Amount Paid:		Lease Term:	From: ___/___/___ To: ___/___/___	
Reason for leaving:				

Your Occupation:		Income Per Week:	(after tax) \$
Employers Name:		Period of Employment:	
Manager/Contact Name:		Contact Details:	

*If less than 12 months, then please provide details of previous employer:*

Employers Name:		Period of Employment:	
Manager/Contact Name:		Contact Details:	

*Please note: If self-employed – details/statements of income must be provided*

1. Character Ref – Name:		How Known:	
Contact Details:	Home)	Work)	Mobile) Email)

2. Character Ref – Name:		How Known:	
Contact Details:	Home)	Work)	Mobile) Email)

*Please note: Character references should not be anyone related to you or any other applicants*

Next of Kin – Name:		How related:	
Next of Kin – Address:			
Contact Details:	Home)	Work)	Mobile) Email)

*Please note: Next of Kin must not be residing at the property. Family members are preferred.*

Emergency – Name:		How related:	
Emergency – Address:			
Contact Details:	Home)	Work)	Mobile) Email)

**NTD & TICA DISCLOSURE STATEMENT**

You can contact National Tenancy Database Pty Ltd (ABN 65 079 105 025) (“ntd”) by:

Telephone: (03) 9416 2366 Facsimile: (03) 9416 1640  
Email: [kim@ntd.ntd.au](mailto:kim@ntd.ntd.au) Website: [www.ntd.net.au](http://www.ntd.net.au)

**TICA DISCLOSURE STATEMENT**

You can contact TICA (ABN 84 087 400 379) by:

Phone: (02) 9743 3266 Email: [enquiries@tica.com.au](mailto:enquiries@tica.com.au)  
Mail: PO Box 120, Concord NSW 2137

**PRIMARY PURPOSE**

**NTD & TICA** collects your personal information to provide to its members and others listed below, historical tenancy and public record information on individuals and companies who/which lease residential and commercial property from or through licensed real estate agent members of **NTD & TICA**.

**NTD & TICA** also provide credit information on companies/directors applying for commercial leases.

The real estate agent/ property manager will advise **NTD/TICA** of your conduct through the lease/tenancy, and that information will form part of tenant history.

**NTD & TICA** usually discloses information to:

- Licensed real estate agents members
- **NTD’s** parent company, Collection House Ltd ABN 74 010 230 716 and its subsidiaries and related entities
- Credit Bureaus

If your personal information is not provided to **NTD & TICA** the real estate agent/property manager will **NOT** be able to carry out their professional responsibilities and will **NOT** be able to provide you with a lease/tenancy of the premises.

I acknowledge that this is an application to lease this property and that my application is subject to the Owners’ approval and the availability of the premises on the due date. No action will be taken against the Landlord or Agent should the application not be accepted or upon acceptance should the premises not be ready for occupation on this date, for whatever reason.

**PRIVACY STATEMENT**

Personal information collected by the Agent through the management of the tenancy including, but not limited to the Property Condition Report is necessary to manage the tenancy.

The personal information collected by the Agent in this Application, in the Property Condition Report and during the period of the management of the tenancy is collected for the purpose of being used in managing the lease of the premises and the Tenant hereby consents to that collection and use.

The information collected in this Application, in the property Condition Report and during the tenancy may be disclosed by the Agent to other parties as permitted by the Privacy Act 1988 including to the existing Owner, Subsequent Owners, courts of law, other agents and operators of tenancy reference databases. Further, information already held on tenancy reference databases may be accessed by the Agent.

If the Tenant wishes to contact the Agent or access the personal information the Agent may hold regarding the Tenant, the Tenant may do so by contacting the Agent . The Tenant may also request that the information be corrected if it is inaccurate, incomplete or out-of-date.

If the information referred to in this collection notice is not provided, the Agent may not be able to manage the tenancy.

**\* OWNERS INSURANCE DOES NOT COVER TENANT CONTENTS \***

1. The Applicant offers to the Owner an Option to lease the Property. The Option to lease is created by the Owners’ notification to the Applicant whether in writing or not that the Application and Offer is accepted by the Owner. The Option Fee payable with this Application and Offer shall be the amount equal to that of one (1) weeks rent.

If this Application is approved by the Owner, the Option Fee paid is credited to the rental payable pursuant to the Lease.

2. The amounts referred to in the ‘Ingoing Lease Schedule’ are payable upon the Applicant signing the Lease prior to taking possession of the Property.

3. The Applicant will not be entitled to occupation of the Property until vacant possession is provided by the current occupant of the Property; the Lease is signed by the Applicant; and the payment of all monies due to be paid by the Applicant being the paid by the Applicant prior to the occupation of the Property.

4. Upon the exercise of the option by the Applicant, the Applicant will execute the Lease. The Lease shall be the “Abel McGrath Property Group Lease of Residential Premises” including the special conditions attached to the Application and payment of all monies and amounts referred to in the “Ingoing Costs Schedule”.

5. The Applicant agrees to pay the rent in advance, and to pay the letting fee to the maximum amount allowable pursuant to Section 27 of the *Residential Tenancies Act 1987*.

6. The Applicant acknowledges that they are responsible for their own contents. The Applicant should arrange their own insurance to cover their contents.

7. The Applicant agrees for Abel McGrath Property Group to contact any of the person(s) given as referee(s) by the Applicant for following up any arrears owing by the Applicant to the Owner.

8. The Applicant acknowledges having been advised that in the event of a breach of the Lease by the Applicant, items of personal information contained in this Application may be recorded in a Tenancy Data Base by or on behalf of the Owner and may be disclosed in connection with other residential tenancy applications by the Applicant.

9. The Applicant makes this Application and Offer jointly and separately. Service of any notice to any one Applicant shall be deemed service on them all.

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

Special conditions that will apply to the Lease if the Application is accepted, and option exercised are attached.

**PLEASE NOTE THE FOLLOWING:**

1. Applicants will not be given possession until this application has been checked and approved and the Tenancy Agreement signed and the total amount of money paid within 48 hours of acceptance.

2. It is important to remember that this application is NOT the Lease Agreement.

3. The purpose of this form is:

- To inform the Owner of your details and your requirements for the Lease.
- To inform you of the money that is required to be paid within 48 hours of acceptance.
- To make you aware of the conditions associated with making the Application.

4. The Applicant acknowledges having inspected the Property and is submitting the Application to lease the Property in the same condition that is was inspected in unless otherwise listed under “Special Conditions’.

**RESTRICTED DOG BREEDS – NOTICE TO ALL PROSPECTIVE TENANTS**

The State Government has introduced a set of new regulations to regulate the control of various breeds of dangerous dogs. Under section 53 (1) of the *Dog Act 1976*, the Governor has given the power to make regulations when a minister is of the view that a specific breed or a mixed-breed of dog is a potential danger.

Previously, the *Dog Regulations, 1976* contained various provisions relating to the control of dogs. Those provisions now have been supplemented by the *Dog (Restricted Breed) Regulations, 2002*. These new regulations have been applied since April 22, 2002. The new regulations, by their terms, include the following breeds of dog or any dog of a mixed breed which visibly contains any of these breeds:

Dogo Argetino, Fila Brasileiro, Japanese Tosa, American Pit Bull Terrier, Pit Bull Terrier or any other breed of dog the importation of which is prohibited absolutely by the *Customers (Prohibited Imports) Regulations 1956 (Commonwealth)*.

It is the policy of Abel McGrath Property Group that under no circumstances whatsoever, will any dog that is either a breed or cross breed of one of the breeds listed above, be permitted to be kept on the premises.

**PLEASE NOTE:** This also extends to any visitors of the Tenants who will not be permitted to bring any of the above listed breeds or cross-breeds on to the premises.

I/we, the tenant/s, have read and understood all the above clauses and agree to all the above clause

[..... initial(s)]

PET APPLICATION FORM	
Property Address:	
Applicant(s):	
Date:	

**We Request the Owner's permission to keep a pet, as detailed below, on the premises:**

Type/Breed:	
Size:	
Height/Weight:	
Colouring:	
Age:	
Pet's Name:	

**I/We agree to comply with the following strict conditions:**

- To keep the yard clean and free from animal droppings
- We agree to flea fumigate the property prior to vacating the premises
- We will not allow the animal inside the residence unless otherwise agreed with the Owner of the premises
- Other than any pet listed above and approved by the Owner, we will not keep any other animals of any kind on the premises (even on a short-term or temporary basis), including dogs, cats, birds, fish, reptiles or any other animals
- We agree that this agreement is only for the specific pets described above and we will not harbour, substitute or 'pet-sit' any other pet without prior permission from the Owner. Also we agree that we will remove any of the pet's offspring from the Premises within 30 days of birth (should this occur)
- We agree to not leave water or food for the pet outside the premises where it might attract other animals and/or insects (pests)
- We agree to abide by all local, city or state laws, licensing and health requirements regarding pets, including vaccinations
- The pet shall not cause any sort of disturbance or nuisance to neighbours. We agree to do whatever is necessary to keep our pet from making noise (day or night) that would annoy others, and we will take steps to immediately rectify complaints made by neighbours or other tenants.

**We understand that failure to comply with these terms shall give the owner the right to revoke permission to keep the pet, and is also grounds for further action.**

Veterinarian Contact Details and Address:	
Pet Reference - Name & Contact Details:	
Pet Emergency Caretaker - Name & Contact:	

Applicant (1) Signature	
Applicant (2) Signature	
Applicant (3) Signature	

**LIST OF CLAUSES THAT MAY APPEAR IN YOUR LEASE AGREEMENT SHOULD YOUR APPLICATION BE ACCEPTED:**

- 1) **VACATE**  
The Tenant/s understands that once he/she vacates this property and keys have been returned that he/she relinquishes all claim on the property and any further repairs/cleaning required will be at the Tenant/s expense.
- 2) **FURNISHED PROPERTIES**  
The Tenant/s acknowledges that if the property is furnished as listed in the property condition report, the Tenant/s agrees to have any fabric surfaces professionally dry/steam cleaned and new mattress protector/s supplied at the end of their tenancy. The Tenant/s also agrees that at any time during the tenancy should, in the agent's opinion, the items warrant cleaning the tenant will arrange to have the items cleaned at their cost or give permission for the Agent to arrange them to be cleaned at the tenants cost.
- 3) **30 DAYS AT PREVIOUS RENT – LEASE RENEWAL**  
The Tenant/s understands that if the same parties are entering into a new lease agreement (or renewing the lease) for the same premises, the rent will not increase for the first 30 days' of the new agreement.
- 4) **END OF LEASE**  
The Tenant/s understands that the fixed term lease agreement does NOT end until either the Tenant or the Lessor/Lessor's Agent gives 30 days' written notice to end the agreement. Should the notice not fall in line with the end of the Lease agreement – the vacate date will change to reflect the 30 day notice period and the tenant is liable for the premises under the terms and conditions of this Lease until the new vacate date.
- 5) **IF LESSOR/LESSOR'S AGENT GIVES 30 DAYS NOTICE TO VACATE**  
The Tenant/s understands that if it is the Lessor/Lessor's Agent who gives the Tenant/s the 30 days' notice to vacate – the tenant can return keys and end the Lease agreement without penalty at any time between the original Lease end date and the new vacate date created by the notice period.
- 6) **LAWN AND GARDEN COSTS**  
The Lessor agrees to provide a regular lawn mowing and garden services at owner cost. This does not negate the Tenant/s responsibility as set out in Part C Item 2.18 to keep the lawns and gardens in a tidy condition, free from rubbish and to report any concerns to the Lessor's Agent promptly.
- 7) **LAWN COSTS**  
Pursuant to Part C Item 2.18, the Lessor agrees to provide a regular lawn mowing services at owner cost. This does not negate the Tenant/s responsibility as set out in Part C Item 2.18 to keep the lawns and gardens in a tidy condition, free from rubbish and to report any concerns to the Lessor's Agent promptly.
- 8) **VERGE LAWN**  
Pursuant to Part C Item 2.18, the Tenant/s acknowledges that, for the purpose of this agreement, the verge lawn forms part of the property and agrees that the maintenance of the verge lawn is a Tenant responsibility.
- 9) **POOL CARE AT OWNER COST**  
Pursuant to Part C Item 2.19, the Lessor will provide a regular pool service, exclusive of pool chemicals used. All chemicals will be provided by the Lessor's pool service contractor and will be invoiced by the Agent to the Tenant/s. The Tenant/s agrees to pay the invoice promptly when invoiced. These invoices may be received via email if an email address is provided to the Agent.
- 10) **TIMBER FLOOR**  
The Tenant/s agrees to protect the timber floors from being scratched by covering the base of furnishings with felt and/or by placing protective rugs on floors under furnishings and in high traffic areas where possible.
- 11) **MISPLACED KEYS**  
Pursuant to Part C Item 2.32 the Tenant/s acknowledges that in the event of misplaced keys, should the Tenant/s call the Agent to provide entry to the property after hours, the Agent is not obliged to assist. The Tenant/s will bear all costs and expenses involved with replacing the keys, or gaining access to the Premises.
- 12) **CHECK RETIC HEADS**  
The Tenant/s is responsible for regular checking of the sprinkler heads to ensure they are not blocked or broken and are working correctly. The Tenant/s is responsible for clearing blocked sprinklers and replacement of broken or lost sprinkler heads. Fair wear and tear accepted.
- 13) **ACCESS TO THE PREMISES**  
In accordance with Part B Items 24, 25, 26, 27 & 28 of your tenancy agreement, the Tenant/s acknowledge the following:-
  - a) The Tenant/s are aware of the Lessor/Agent/s need to show the property to prospective Tenants once notice to vacate has been given and further, shall agree to grant access to the Lessor/Agent/s at a time suitable 21 days prior to the vacate date. The Lessor/Agent/s agrees to give the tenant not less than 12 hours' notice to carry out the viewing.
- 14) **LOCKS**  
It is a term of this agreement pursuant to Part B Items 34.1, 34.2 & 34.3 that neither the Tenant nor the Lessor/Lessor's Agent will alter, remove or add any lock or device without the prior consent of the other.
- 15) **NEGLECT OF LAWNS/GARDENS**  
Pursuant to Part C Item 2.18, the Tenant/s agrees that, if at any time during the tenancy the lawns and gardens are found to not be kept in the same order as per the property condition report at the commencement of the tenancy the Agent reserves the right to appoint a contractor to carry out the necessary remedial work at the tenants cost, the Tenant/s having first been given reasonable time to rectify.
- 16) **HAVE INSPECTED PROPERTY**  
The Tenant/s confirms having inspected the Premises prior to making a Standard Application & Offer of Option to Lease and hereby accepts the condition of the property as found on inspection or as negotiated at time of Application.
- 17) **BANK CHARGE NO I.D.**  
The Tenant/s agrees that should the Tenant/s fail to properly identify the Tenants direct deposit of rent as per Part A and Annexure A – Banking Details and a search fee is incurred, then this search fee will be payable by the Tenant/s.
- 18) **OWNER/TENANT PROFESSIONAL CLEAN**  
The property will be professionally cleaned prior to commencement date of occupancy. The Tenant/s agrees to pay the cost of professional cleaning upon vacating. The standard of cleaning upon vacating to be in keeping with the property condition report as at the commencement of the tenancy.



- 19) **TENANT TAKE OVER LEASE COVERING PCR**  
Pursuant to item 2.12, 2.13 and 2.14 it is agreed that the Property Condition Report prepared on (date) and signed (together with added comments) by (name of previous Tenant) truly reflects the condition of the property at the commencement of this tenancy and forms part of this agreement. The Tenant/s accepts the Property condition Report issued with this agreement to be conclusive evidence of the Premises condition at the time they took possession of the property.
- 20) **RENT ARREARS BREACH**  
Pursuant to Part C Items 2.1 & 2.2, The Tenant/s is aware that should their rent remain unpaid for 1 DAY after the due date, a Breach of Agreement to Pay Rent will be issued. The Tenant/s understand that it is their responsibility to make sure their rent is paid and received by the Agent on the due date.
- 21) **WATER RESTRICTIONS**  
The Tenant/s confirms having been advised by the Agent that there are water restrictions applicable to the use of the scheme water reticulation system on the property in that reticulation watering is permitted on 2 (specific) days per week, between the hours of 6pm and 9am. The Tenant/s acknowledges that they have been advised where to obtain the watering days specific to the Premises they are leasing.
- 22) **LEASE BREAK COSTS**  
Pursuant to Part C Item 3 & 3.1, the Tenant/s acknowledges that should they vacate the premises prior to the expiration of the fixed term of this Lease Agreement the following penalties will apply:
- a) Rent until the property is relet or the lease expires, whichever happens soonest;
  - b) All advertising costs incurred in reletting the property;
  - c) Reimbursement to the owner of the unexpired portion of the letting fee paid by the owner at the commencement of the tenancy;
  - d) Upkeep of the premises, including maintenance of lawns, gardens and pool where applicable and in accordance with this lease agreement until the property is re-let or the lease expires, whichever happens soonest;
  - e) Cost of the Final Bond Inspection
  - f) Cost of Tenancy Data Base Checks on prospective tenants
  - g) Rent fall from any loss of rent due to letting the property for less than the lease rent amount;
- All costs can be quantified where possible upon application to the Lessor's Agent to break the lease.
- 23) **PHOTOS AT ROUTINE INSPECTIONS**  
The Tenant/s acknowledges that the Agent will, if requested by the owner, take photographs of the property at routine inspections for the purpose of accompanying the routine inspection reports sent to the owner.
- 24) **AIR CONDITIONER FILTER/S**  
The Tenant/s agrees to ensure that the filters on the air conditioning unit are clean and not impeding the machines ability to function. Where the filters are found to be the cause to an issue or malfunction with the air conditioner, the Tenant/s can be liable for the costs involved in repairs carried out.
- 25) **POT PLANTS**  
Pursuant to Part C Item 2.21, the Tenant/s agrees not to place any pot plants directly onto carpet or other floor surfaces. Any damage resulting from doing this will render the Tenant/s liable for repair or replacement of the floor covering.
- 26) **IRONING & HOT OBJECTS**  
Pursuant to Part C Item 2.21, the Tenant/s agrees that they will not iron on any carpets or other floor surfaces. Any damage resulting from doing this will render the Tenant/s liable for repair or replacement of the floor covering. The Tenant/s also agree not to place any hot objects directly onto any kitchen or bathroom surfaces such as bench tops or lino.
- 27) **MAINTENANCE**  
The Tenant/s hereby agrees to give permission to the agent/owner to provide trades people with their contact numbers in order to arrange any necessary maintenance.
- 28) **EMPLOYMENT/CONTACTS**  
The Tenant/s shall notify the agent within 14 days of any change of employment or contact details.
- 29) **KEYS TO BE RETURNED ON LAST DAY OF LEASE**  
Pursuant to Part C Item 38.3, the Tenant/s acknowledges that the keys are required to be returned to the Agent by 4pm on the last day of the Lease. If the keys are not returned, the tenancy has not yet ended and the Tenant/s will be charged rent and be responsible for the Premises as per the conditions of the tenancy agreement until they are handed to the Lessor Agent as per vacating procedure unless otherwise agreed.
- 30) **BLINDS/CURTAINS**  
It is the Tenant/s responsibility to take care of the blinds and window coverings, which are installed in the premises. Please ensure when opening windows or doors that blinds are not drawn out by the wind and drafts.
- 31) **MOULD**  
The Tenant/s acknowledges that they have read the 2 page Mould Information sheet provided and agrees that the recommended actions will be reasonably undertaken by them to prevent the development and/or build-up of mould within the property.
- 32) **PARKING**  
The Tenant/s agree they shall not park their and boat, trailer or any vehicles on the lawns. The tenants are to instruct all visitors to the property to refrain from also doing so.
- 33) **PETS**  
If the Tenant/s has/had an approved or unapproved pet then the Tenant/s agree to have the property fumigated inside and out for fleas upon vacating the property, the original company receipt is to be forwarded to the agent upon completion.
- 34) **SPECIAL METER READINGS**  
The Tenant/s acknowledges that the Agent will request the Water Corporation to conduct a special meter reading at the end of their Tenancy Agreement at the Tenant/s cost, to be invoiced accordingly.
- 35) **FORWARDING ADDRESS**  
Pursuant to Part B Item 44.2, the Tenant/s acknowledges that it is an offence to fail to provide forwarding address details to the Agent before or upon vacating the Premises.

**ADDITIONAL SPECIAL CONDITIONS**


**SUMMARY**

*I hereby acknowledge that by signing below, I have read and understood all the conditions set out in the application.*

\_\_\_\_\_  
**Applicant 1:** *(signature)* **Date** \_\_\_\_\_

\_\_\_\_\_  
**Applicant 2:** *(signature)* **Date** \_\_\_\_\_

\_\_\_\_\_  
**Applicant 3:** *(signature)* **Date** \_\_\_\_\_