



APPROVED BY
THE REAL ESTATE INSTITUTE
OF WESTERN AUSTRALIA (INC.)
COPYRIGHT © REIWA 2007
FOR USE BY REIWA MEMBERS

Copy to Applicant Yes / No
Receipt No.....

STANDARD APPLICATION AND OFFER OF OPTION TO LEASE RESIDENTIAL PREMISES

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

INFORMATION FROM APPLICANT

Applicant: Mr/Mrs/Ms.....Telephone.....
Applicant: Mr/Mrs/Ms.....Telephone.....
Applicant: Mr/Mrs/Ms.....Telephone.....
Surname.....First Name.....Middle Name.....
Premises.....
The tenancy is required for a period ofmonths From To
At a rental of \$.....
Total number of persons to occupy Premises Adults Children Ages
Pets - Type of Pet Breed..... Number..... Age.....
Type of Pet Breed..... Number..... Age.....
Do you intend applying for a residential tenancy bond from a State Government Department? Yes No
If yes, \$..... Branch.....
Option Fee \$.....
If offer accepted, Period of Option: business days from acceptance of Application (see item 28)

TENANCY DETAILS

1. Premises.....
2. The tenancy is required for a period ofmonths From To
3. At a rental of \$.....
4. Total number of persons to occupy Premises Adults Children Ages
5. Pets - Type of Pet Breed..... Number..... Age.....
Type of Pet Breed..... Number..... Age.....
6. Do you intend applying for a residential tenancy bond from a State Government Department? Yes No
If yes, \$..... Branch.....
7. Option Fee \$.....
8. If offer accepted, Period of Option: business days from acceptance of Application (see item 28)

AMOUNTS PAYABLE (if option exercised and lease entered into)

9. Security deposit bond of \$.....
10. Pet bond (if applicable) \$.....
11. Rent paid to/...../..... \$.....
12. Total due \$.....
13. BALANCE OWING (cash or financial institution cheque only) \$.....
Option Fee (payable on application) \$.....
Receipt No.....

14. The amounts referred to in Items 9 to 13 are payable upon the Applicant signing the Lease and/or prior to taking possession of the Premises.
15. The Applicant will not be entitled to occupation of the Premises until:
 - (i) vacant possession is provided by the current occupant of the Premises;
 - (ii) the Lease is signed by the Applicant; and
 - (iii) the payment of all monies due to be paid by the Applicant prior to occupation of the Premises.
16. The persons comprising the Applicant are not bankrupt and they each declare that all of the information supplied in the Applicant's Particulars are true and correct and are not misleading in any way.
17. The Applicant acknowledges having inspected the Premises and if the Option is exercised, will accept possession of the Premises in the condition as at the date of inspection.
18. Upon the exercise of the option by the Applicant, the Applicant will execute the Lease. The Lease will be the "REIWA Standard Residential Property Lease", including any special conditions included and/or attached to this Application and the payment of all monies referred to in Items 9 to 13.
19. The Applicant agrees to pay the rent one period in advance except for the first two weeks rent.
20. The Applicant acknowledges that they are responsible for their own contents. The Applicant should arrange their own insurance to cover their own contents and determine if the insurer covers damage to Premises caused by a waterbed or the escape of water from a waterbed.
21. The Applicant acknowledges and agrees that the Owner will carry out all inspections of the Premises between normal business hours.
22. All acts and things which the Owner is required or empowered to do may be done by the Lessor or their appointed Managing Agent. Notices to the Owner must be served on the Managing Agent unless otherwise directed by the Owner.
23. The Applicant makes this Application and Offer jointly and severally. Service of any notice to any one Applicant will be deemed to be service on them all.

PRIVACY

24. 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 Agent's 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.

OFFER OF OPTION TO OWNER

25. The Applicant offers to the Owner an Option to lease the Premises. The Option to lease is created by the Owner's notification to the Applicant and Offer, will be the amount referred to in item 7. The period of the Option will commence from and include the date of Application and Offer, then the Option Fee paid is credited to the rental payable pursuant to the Lease. If not exercised, then the Option Fee is the property of the Owner pursuant to section 27(2)(a) of the Residential Tenancies Act 1987.
26. The Option is exercised by the Applicant either:
 - (i) executing the Lease; or
 - (ii) taking possession of the Premises with the Owner's consent; or
 - (iii) giving a notice in writing to the Owner exercising the Option;whichever occurs first.
27. If the Option is exercised by the Applicant, then the Option Fee paid is credited to the rental payable pursuant to the Lease. If not exercised, then the Option Fee is the property of the Owner pursuant to section 27(2)(a) of the Residential Tenancies Act 1987.
28. The Applicant encloses with this Application an Option Fee for the sum referred to in Item 7. It is agreed that the acceptance of this Application is subject to the approval of the Owner in the Owner's absolute discretion. The Applicant UNDERSTANDS THAT WITHDRAWAL AFTER ACCEPTANCE OF THE APPLICATION AND OFFER WILL RESULT IN FORFEITURE OF THE OPTION FEE.

[initials]



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

Present Address

Phone No Work

Phone No Home

Mobile

Date of Birth

Driver's Licence No

State

Passport No

Other ID

Proof of Identification (licence number/bankcard etc)

Vehicle Type & Registration No

Smoker Yes / No

Personal References a)

NAME

TELEPHONE

b)

NAME

TELEPHONE

(i)

Name of current owner or managing agent to whom rent is paid

Address

Phone No

Rental Paid \$

Period rented From

To

Reasons why leaving

Previous address of Applicant

(iii)

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

Address

Phone No

Rental Paid \$

Period rented From

To

Reasons why leaving

Occupation

Employer

Period of employment

Phone No

Wage \$

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

(iv)

Next of Kin (name and address and telephone)

First person

NAME

ADDRESS

TELEPHONE

Second person

NAME

ADDRESS

TELEPHONE

Emergency Contact (name and address and telephone)

First person

NAME

ADDRESS

TELEPHONE

Second person

NAME

ADDRESS

TELEPHONE



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

Present Address

Phone No Work Phone No Home

Mobile Email

Date of Birth

Driver's Licence No State Passport No

Other ID

Proof of Identification (licence number/bankcard etc)

Vehicle Type & Registration No

Smoker Yes / No

Personal References a) NAME TELEPHONE

b) NAME TELEPHONE

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

Address

Phone No

Rental Paid \$ Period rented From To

Reasons why leaving

Previous address of Applicant

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

Address

Phone No

Rental Paid \$ Period rented From To

Reasons why leaving

(iii) Occupation

Employer

Period of employment

Phone No

Wage \$

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

(iv) Next of Kin (name and address and telephone)

First person NAME ADDRESS TELEPHONE

Second person NAME ADDRESS TELEPHONE

Emergency Contact (name and address and telephone)

First person NAME ADDRESS TELEPHONE

Second person NAME ADDRESS TELEPHONE



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

Present Address

Phone No Work Phone No Home

Mobile Email

Date of Birth

Driver's Licence No State Passport No

Other ID

Proof of Identification (Licence number/bankcard etc)

Vehicle Type & Registration No

Smoker Yes / No

Personal References a) NAME TELEPHONE

b) NAME TELEPHONE

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

Address

Phone No

Rental Paid \$ Period rented From To

Reasons why leaving

(ii) Previous address of Applicant

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

Address

Phone No

Rental Paid \$ Period rented From To

Reasons why leaving

(iii) Occupation

Employer

Phone No

Wage \$

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

(iv) Next of Kin (name and address and telephone)

First person NAME ADDRESS TELEPHONE

Second person NAME ADDRESS TELEPHONE

Emergency Contact (name and address and telephone)

First person NAME ADDRESS TELEPHONE

Second person NAME ADDRESS TELEPHONE



Date _____

Date.

Date _____

The Applicant(s) acknowledge that the special conditions will form part of any lease agreement

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

(This page is not part of the Application)
OFFICE ONLY

Premises.....
Owner.....
Applicant.....

Current Managing Agent/Owner report including details of any breaches.....

Previous Managing Agent/Owner report including details of any breaches.....

Pets: Yes/No Type and Number of Pets.....

Gardens comments.....

Pool/spa comments.....

Tenancy Database.....

If Applicant(s) is a new resident two work references from:
Copies sighted
Employer phoned
spoke to

OCCUPATION CONFIRMED	Temporary	Part-time	Permanent	EMPLOYED SINCE	ACCEPTED BY	REFERENCE CHECK
	1	2	3			

Owner's Comments.....
Date of Owner's Approval/Rejection.....
Date Option granted to Applicant.....
Date Option expires.....



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 information on how you will pay the rent.

The form "STANDARD APPLICATION AND OFFER OF OPTION TO LEASE RESIDENTIAL PROPERTY" is not the lease.

The purpose of this form is:

Firstly, to inform the owner of your details, and your requirements for the lease. For example, if you wish to have pets at the premises.

Secondly, 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 and the initial rent payment.

Thirdly, to make you aware of conditions associated with making the application. For example, if your application is accepted, when you can take possession.

Fourthly, 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 if 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:

1. Complete application

2. Submit application with the option fee

Owner's action:

3. Accept or reject application

If application is rejected then option fee is returned.

Your action:

4. If application is accepted, then you have a period of time to enter into the lease.

5. If you withdraw after acceptance by the owner, then you will forfeit the option fee.

