

**APPLICATION AND OFFER OF OPTION TO LEASE
RESIDENTIAL PREMISES**

This tenancy application can not be processed until **ALL** pages are completed and signed

100 Point of Identification Check – NEEDS TO ACCOMPANY THIS APPLICATION FOR EACH APPLICANT
(at least one form of identification must be a photo ID)

TYPE	No. of Points	Checked
Drivers Licence	40 points	<input type="checkbox"/>
Passport	40 points	<input type="checkbox"/>
Birth Certificate	30 points	<input type="checkbox"/>
Other Photo ID	30 points	<input type="checkbox"/>
Previous tenancy reference	20 points	<input type="checkbox"/>
Previous 2 rent receipts	20 points	<input type="checkbox"/>
Motor vehicle registration certificate	10 points	<input type="checkbox"/>
Medicare Card	10 points	<input type="checkbox"/>
Bank statement	10 points	<input type="checkbox"/>
Telephone account	10 points	<input type="checkbox"/>
Electricity account	10 points	<input type="checkbox"/>

In addition to the above, the following MUST be supplied before application will be accepted

- Last 3 pay slips
- Signed letter from employer confirming employment status – including contact details of employer

RAY WHITE RENTAL POLICY

At this office we are committed to providing you with the fairest and most professional services possible. That is why we follow this policy and the law at all times. We will do our best to keep you fully informed of your rights and responsibilities.

We will treat all customers and clients fairly at all times.

Your sex, age, race disability/impairment, pregnancy, physical features, sexual orientation, marital parental or carer status, breastfeeding, religious or political belief or activity, or industrial activity will make no difference to us. Nor will your association with anyone else who has one of these characteristics matter to us.

We will only publish non-discriminatory advertisements and only ask for necessary, non-discriminatory information.

When renting properties we:

- Recognise that everyone has an equal right to rent property regardless of personal characteristics such as age, sex and race; and
- Will agree to any reasonable alterations that a customer with a disability requires to meet their needs, so long as the alterations are at the customer's expense and will not cause the owner unjustifiable hardship.

We will only refuse an application to lease a property if:

- We have already received sufficient applications
- It will not accommodate as many occupants as you would like
- It cannot be altered to suit your needs or cannot be returned to its original condition when you leave
- Your references do not provide enough information to allow us to determine your ability to pay the rent or look after the property
- Your reference are not as sufficient as those of the successful applicant

The above information was sourced from www.humanrightscommission.vic.gov.au/publications/landlords

The above information was produced by the Real Estate Institute of Victoria in association with the Equal Opportunity Commission Victoria

CONDITIONS RELEVANT TO MAKING AN APPLICATION AND OFFER

1. The amounts referred to in '**Summary of Monies payable**' are payable upon or prior to the Applicant signing the Lease and/or prior to taking possession of the Premises.
2. 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 are due to be paid by the Applicant being paid by the Applicant prior to occupation of the Premises
3. The persons comprising the Applicant are over the age of 18 years, none are 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.
4. 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.
5. Upon the exercise of the option by the Applicant, the Applicant will execute the Lease. The Lease shall be the 'Ray White Exmouth Standard Residential Lease Agreement', including any special conditions included and / or attached to the Application and the payment of all monies referred to in '**Summary of Monies payable**'.
6. The Applicant agrees to pay the rent one (1) period in advance except for the first two (2) weeks rent..
7. The Applicant acknowledges that they are responsible for their own contents. The Applicant should arrange their own contents insurance to cover their own belongings.
8. The Applicant acknowledges and agrees that the Owner will carry out all inspections of the Premises between normal business hours.
9. All acts and things which the Owner is required or empowered to do may be done by the Lessor of the property or their appointed Managing Agent. Notices to the Owner must be served on the Managing Agent unless otherwise directed by the Owner in writing.
10. The Applicant makes this Application and Offer jointly and severally. Service of any notice to any on e Applicant shall be deemed to be service on them all.

OFFER OF OPTION TO OWNER

11. 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 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 referred to in item 6. The period of the Option is by 4pm two (2) business days after the acceptance of the Application and Offer.
12. The Option is exercised by the Applicant either;
 - (i) Executing the Lease, or
 - (ii) Taking possession of the Property with eh Owner's consent, or
 - (iii) Giving a notice in writing to the Owner exercising the option – whichever occurs first.
13. 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.

PRIVACY

14. 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 and to manage the tenancy. 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 and third party operators of tenancy reference databases.

If the Applicant enters into 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 agents.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting Ray White Exmouth on 9949 1144 during normal business hours – Monday to Friday between 9am & 5pm.

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.

PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS

15 In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgment. In order to process a tenancy application a tenancy applicant is required under the National Privacy Act to be made aware that an organization may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed onto an Agent.

In accordance with the National Privacy Principles, Ray White Real Estate, Exmouth discloses that in addition to information being supplied to a database company other organizations may receive information from time to time. Other organisations may receive information from time to time. Other organization may include debt collection agencies, insurance companies, government department and other landlords or agents.

I/We the said applicant/s declare that I/we give my/our permission to Ray White Real Estate, Exmouth to collect my/our information and pass such information onto any tenancy database for the assessment of my/our tenancy application. I/we further give consent to Ray White Real Estate, Exmouth to contact any of my/our referees provided by me/us in my/our tenancy application or any other person or organization deemed fit by Ray White Real Estate, Exmouth to assist in the completion of my/our tenancy application.

I/we agree and understand that once a tenancy application has been lodged with Ray White Real Estate, Exmouth and an inquiry made with a tenancy database my/our information may be recorded as making an inquiry.

I/we agree that in the event of a default occurring under the tenancy agreement, I/we give my/our permission to Ray White Real Estate to register any of my/our details of such breach with a tenancy database. I/we further agree and understand that the removal of such information from a database company is subject to the condition of the Database Company.

I/we agree and understand that should I/we fail to provide Ray White Real Estate, Exmouth with the information and acknowledgements required by Ray White Real Estate, Exmouth may elect not to proceed with my/our tenancy application. I/we agree and understand that a listing with TICA Default Tenancy Control Pty Ltd or any other database company could have an adverse and permanent effect on my/our ability to obtain future rental accommodation.

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

NAME & ADDRESS OF LICENCED REAL ESTATE AND BUSINESS AGENT

Licence Details: MARIHKY PTY LTD ATFT MARIHKY UNIT TRUST
ACN: 135 008 794
Trading Name: Ray White Exmouth
Address: 2/3 Kennedy Street (PO Box 362), Exmouth WA 6707
Contact Details: Ph) 08 9949 1144 F) 08 9949 1147 E) info@raywhiteexmouth.com

INFORMATION FROM APPLICANT

Applicant: Mr/Mrs/Ms _____ Phone Number: _____

Applicant: Mr/Mrs/Ms _____ Phone Number: _____

Applicant: Mr/Mrs/Ms _____ Phone Number: _____

Applicant: Mr/Mrs/Ms _____ Phone Number: _____

TENANCY DETAILS

Premises: _____

The tenancy is required for a period of _____ months / years

Commence: _____ Expiring: _____

Rental \$ _____ per week / per calendar month Will you be paying per calendar month? Yes No

Total number of persons to occupy Premises:

Adults: _____ Ages: _____ Children: _____ Ages: _____

Pets: Pet Type: _____ Breed: _____ Number: _____ Age: _____

Pet Type: _____ Breed: _____ Number: _____ Age: _____

Do you intend on applying for a Ministry of Housing Bond? Yes No *if you wish to enquire as to whether you qualify for Bond Assistance, please phone 9941 1121.

SPECIAL CONDITIONS – REQUESTED BY THE APPLICANT

SPECIAL CONDITIONS – OWNER WILL APPLY TO LEASE AGREEMENT

APPLICANT ONE

NAME OF APPLICANT: SURNAME: _____ FIRST & MIDDLE NAME: _____

PHONE DETAILS: HOME: _____ MOBILE: _____

WORK: _____ EMAIL: _____

DATE OF BIRTH (DAY) _____ (MONTH) _____ (YEAR) _____

DRIVERS LICENCE NO.: _____ WHICH STATE: _____

PASSPORT NUMBER: _____ WHICH COUNTRY: _____

OTHER ID _____

VEHICLE TYPE _____ REGISTRATION NUMBER: _____

ARE YOU A SMOKER YES NO

CURRENT RESIDENCE

CURRENT ADDRESS: _____

LANDLORD/AGENT DETAILS NAME: _____

PHONE NUMBER: _____

RENTAL DETAILS RENT PAID \$ _____ PER WEEK DATE LEASE COMMENCED: _____

REASON FOR LEAVING _____

WAS BOND REPAID IN FULL? YES NO

IF NO, PLEASE SUPPLY REASON: _____

PREVIOUS RENTAL HISTORY

CURRENT ADDRESS: _____

LANDLORD/AGENT DETAILS NAME: _____

PHONE NUMBER: _____

RENTAL DETAILS RENT PAID \$ _____ PER WEEK DATE LEASE COMMENCED: _____

REASON FOR LEAVING _____

WAS BOND REPAID IN FULL? YES NO

IF NO, PLEASE SUPPLY REASON: _____

EMPLOYMENT DETAILS

OCCUPATION: _____ WAGE: \$ _____ PER ANNUM

EMPLOYERS NAME NAME: _____ PERIOD OF EMPLOYMENT: _____

PREVIOUS EMPLOYER (only if current position has been held for less than 12 months) _____

PERSONAL REFERENCES

NEXT OF KIN – 1ST: NAME: _____ CONTACT NUMBER: _____

EMERGENCY: NAME: _____ CONTACT NUMBER: _____

APPLICANT TWO

NAME OF APPLICANT:	SURNAME: _____	FIRST & MIDDLE NAME: _____
PHONE DETAILS:	HOME: _____	MOBILE: _____
	WORK: _____	EMAIL: _____
DATE OF BIRTH	(DAY) _____	(MONTH) _____ (YEAR) _____
DRIVERS LICENCE NO.:	_____	WHICH STATE: _____
PASSPORT NUMBER:	_____	WHICH COUNTRY: _____
OTHER ID	_____	
VEHICLE TYPE	_____	REGISTRATION NUMBER: _____
ARE YOU A SMOKER	<input type="checkbox"/> YES	<input type="checkbox"/> NO

CURRENT RESIDENCE

CURRENT ADDRESS:	_____	
LANDLORD/AGENT DETAILS	NAME: _____	_____
	PHONE NUMBER: _____	_____
RENTAL DETAILS	RENT PAID \$ _____	PER WEEK DATE LEASE COMMENCED: _____
REASON FOR LEAVING	_____	
WAS BOND REPAYED IN FULL?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	IF NO, PLEASE SUPPLY REASON: _____	

PREVIOUS RENTAL HISTORY

CURRENT ADDRESS:	_____	
LANDLORD/AGENT DETAILS	NAME: _____	_____
	PHONE NUMBER: _____	_____
RENTAL DETAILS	RENT PAID \$ _____	PER WEEK DATE LEASE COMMENCED: _____
REASON FOR LEAVING	_____	
WAS BOND REPAYED IN FULL?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	IF NO, PLEASE SUPPLY REASON: _____	

EMPLOYMENT DETAILS

OCCUPATION:	_____	WAGE: \$ _____	PER ANNUM
EMPLOYERS NAME	NAME: _____	PERIOD OF EMPLOYMENT: _____	_____
PREVIOUS EMPLOYER	(only if current position has been held for less than 12 months) _____		

PERSONAL REFERENCES

NEXT OF KIN – 1 ST :	NAME: _____	CONTACT NUMBER: _____
EMERGENCY:	NAME: _____	CONTACT NUMBER: _____

APPLICANT THREE

NAME OF APPLICANT:	SURNAME: _____	FIRST & MIDDLE NAME: _____
PHONE DETAILS:	HOME: _____	MOBILE: _____
	WORK: _____	EMAIL: _____
DATE OF BIRTH	(DAY) _____	(MONTH) _____ (YEAR) _____
DRIVERS LICENCE NO.:	_____	WHICH STATE: _____
PASSPORT NUMBER:	_____	WHICH COUNTRY: _____
OTHER ID	_____	
VEHICLE TYPE	_____	REGISTRATION NUMBER: _____
ARE YOU A SMOKER	<input type="checkbox"/> YES	<input type="checkbox"/> NO

CURRENT RESIDENCE

CURRENT ADDRESS:	_____	
LANDLORD/AGENT DETAILS	NAME: _____	_____
	PHONE NUMBER: _____	_____
RENTAL DETAILS	RENT PAID \$ _____	PER WEEK DATE LEASE COMMENCED: _____
REASON FOR LEAVING	_____	
WAS BOND REPAID IN FULL?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	IF NO, PLEASE SUPPLY REASON: _____	

PREVIOUS RENTAL HISTORY

CURRENT ADDRESS:	_____	
LANDLORD/AGENT DETAILS	NAME: _____	_____
	PHONE NUMBER: _____	_____
RENTAL DETAILS	RENT PAID \$ _____	PER WEEK DATE LEASE COMMENCED: _____
REASON FOR LEAVING	_____	
WAS BOND REPAID IN FULL?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	IF NO, PLEASE SUPPLY REASON: _____	

EMPLOYMENT DETAILS

OCCUPATION:	_____	WAGE: \$ _____	PER ANNUM
EMPLOYERS NAME	NAME: _____	PERIOD OF EMPLOYMENT: _____	
PREVIOUS EMPLOYER	(only if current position has been held for less than 12 months) _____		

PERSONAL REFERENCES

NEXT OF KIN – 1 ST :	NAME: _____	CONTACT NUMBER: _____
EMERGENCY:	NAME: _____	CONTACT NUMBER: _____

APPLICANT FOUR

NAME OF APPLICANT:	SURNAME: _____	FIRST & MIDDLE NAME: _____
PHONE DETAILS:	HOME: _____	MOBILE: _____
	WORK: _____	EMAIL: _____
DATE OF BIRTH	(DAY) _____	(MONTH) _____ (YEAR) _____
DRIVERS LICENCE NO.:	_____	WHICH STATE: _____
PASSPORT NUMBER:	_____	WHICH COUNTRY: _____
OTHER ID	_____	
VEHICLE TYPE	_____	REGISTRATION NUMBER: _____
ARE YOU A SMOKER	<input type="checkbox"/> YES	<input type="checkbox"/> NO

CURRENT RESIDENCE

CURRENT ADDRESS:	_____	
LANDLORD/AGENT DETAILS	NAME: _____	_____
	PHONE NUMBER: _____	_____
RENTAL DETAILS	RENT PAID \$ _____	PER WEEK DATE LEASE COMMENCED: _____
REASON FOR LEAVING	_____	
WAS BOND REPAID IN FULL?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	IF NO, PLEASE SUPPLY REASON: _____	

PREVIOUS RENTAL HISTORY

CURRENT ADDRESS:	_____	
LANDLORD/AGENT DETAILS	NAME: _____	_____
	PHONE NUMBER: _____	_____
RENTAL DETAILS	RENT PAID \$ _____	PER WEEK DATE LEASE COMMENCED: _____
REASON FOR LEAVING	_____	
WAS BOND REPAID IN FULL?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	IF NO, PLEASE SUPPLY REASON: _____	

EMPLOYMENT DETAILS

OCCUPATION:	_____	WAGE: \$ _____	PER ANNUM
EMPLOYERS NAME	NAME: _____	PERIOD OF EMPLOYMENT: _____	
PREVIOUS EMPLOYER	(only if current position has been held for less than 12 months) _____		

PERSONAL REFERENCES

NEXT OF KIN – 1 ST :	NAME: _____	CONTACT NUMBER: _____
EMERGENCY:	NAME: _____	CONTACT NUMBER: _____

SUMMARY OF MONIES THAT WILL BE PAYABLE, IF APPLICANT IS ACCEPTED

SECURITY DEPOSIT OF BOND: A Security Bond being the equivalent of 4 x weekly rent will be payable at time of signing the Residential Lease Agreement

PET SECURITY BOND If a pet has been approved by the Owner to be housed at the property, then the amount of \$100.00 will be payable at time of signing the Residential Lease Agreement. This amount will be in addition to the Security Bond payable.

FIRST TWO WEEKS RENT The equivalent of 2 x weekly rent will be payable at time of signing the Residential Lease Agreement.

SIGNATURES

Applicant Signature: _____

Date: _____

Applicant Signature: _____

Date: _____

Applicant Signature: _____

Date: _____

Applicant Signature: _____

Date: _____

Agent Signature: _____

Date: _____