Receipt No.....



18 Jersey St Jolimont WA 6014

29 Murray St Como WA 6152

Ph 6389 7777

Fax 6389 7750 Email: reception@gowre.com.au

## **TENANCY APPLICANT NOTES**

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 to hold the premises for a period.

The form "STANDARD APPLICATION AND OFFER OF OPTION TO LEASE RESIDENTIAL PROPERTY" is not the lease; it is your offer to the owner to lease the property.

## 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 and the initial rent payment.
- 3. To make you aware of conditions associated with making an application. For example, if your application is accepted, when you can take possession.

To enable us to process your application, we require the following:-

- 1. Complete the following Application Form and provide photographic identification Passport or Driver's License.
- 2. Proof of last residential address is required. For example: Telstra, electricity or gas accounts, rental receipts, copy of previous lease agreement.
- 3. On approval of your application all monies due MUST be paid in full in advance before or at the time of signing the lease.

  Method of payment is by EFTPOS, Bank cheque, money order or credit card (A 2% surcharge applies to Credit Cards and most Debit Cards).
- 4. Applications will only be processed on a completed application.
- 5. Rent can be paid by BPay, credit card (plus 2%) or Eftpos (Plus 2% if card uses a Visa /MasterCard merchant).

Our office reserves the right to allow for any changes or addition to the above. Should an applicant fail to provide the above details the application may not be processed.

# **Summary**

Your Action: The Owner's Action:

- 1. Complete Application 3. Accept or Reject your Application
- 2. Submit the application and when advised,

## Your action:

- 4. If application is accepted, then you have a period of time to enter into the lease as agreed by the owner.
- 5. Pay monies required and attend our office to sign the lease and collect the keys. NO possession till all money is paid and the lease signed



18 Jersey Street, Jolimont, WA6014 29 Murray Street, Como, WA 5152 Email: reception@gowre.com.au

> Phone: 6389 7777 Fax: 6389 7750

# 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)

| INFORI  | MATION FROM   | APPLICANT            |                      |                            |  |  |  |
|---|---|----------------------|----------------------|----------------------------|--|--|--|
| Applican  | t:Mr/Mrs/Ms   |                      |                      |                            | Telephone                                |  |  |
| Applican  | t: Mr/Mrs/Ms  |                      |                      |                            | Telephone                                |  |  |
| Applican  | t: Mr/Mrs/Ms  |                      |                      |                            | Telephone                                |  |  |
| TENAN   | CY DETAILS  |                      |                      |                            |  |  |  |
| 1.  | Premises  |                      |                      |                            |  |  |  |
| 2.  | The tenancy is re   | quired for a period  | l of                 | Months Fi                  | To                                       |  |  |
| 3.  | At a rental rate o  | f \$                 |                      |                            |  |  |  |
| 4.  | Total number of   | persons to occupy    | Premises             |                            | Children                                 |  |  |
| 5.  |   |                      |                      |                            | ımber Age                                |  |  |
| 6.  |   | apply for a Ministr  | -                    |                            |  |  |  |
| 7   |   |                      |                      |                            | O if rent is greater than \$1200 nw      |  |  |
| <ol> <li>Option fee: \$50 if rent is\$500pw or less, \$100 if rent \$501-\$1200pw, \$1200 if rent is greater than\$1200pw</li> <li>If offer accepted, Period of Option: business days from acceptance of Application (see item 30)</li> </ol> |   |                      |                      |                            |  |  |  |
| AMOUN <sup>®</sup>  | TS PAYABLE (if opt  | ion is exercised and | d lease entered into | p)                         | For Return of Option Fee if Unsuccessful |  |  |
|   | Security deposit  <br>Pet Bond (if appli<br>Initial rent to |                      |                      | 4 weeks rent  2 weeks rent | Name                                     |  |  |
| <u>12.</u>  | Other   |                      | \$                   | <u></u>                    | BSB #                                    |  |  |
| _   | Total due Option Fee  | (see 7.)             | \$                   |                            | ACCOUNT                                  |  |  |

Bank cheque, money order, EFTPOS or credit card only. DO NOT BRING CASH TO THE OFFICE

15. BALANCE OWING -

\$ ...... PAYABLE ON OR BEFORE THE LEASE COMMENCEMENT DATE

### CONDITIONS RELEVANT TO MAKING AN APPLICATION AND OFFER

- 16. The amounts referred to in Items 9 to 16 are payable upon the Applicant signing the Lease and/or prior to taking possession of the Premises
- 17. 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 Application being paid by the Applicant prior to occupation of the Premises.
- 18. 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.
- 19 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.
- 20 Upon the exercise of the option by the Applicant, the Applicant will execute the Lease. The Lease shall 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 15.
- 21 The Applicant agrees to pay the rent one period in advance of the due date (except for the first two weeks rent).
- 22 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.
- 23 The Applicant acknowledges and agrees that the Owner will carry out all inspections of the Premises between normal business hours.
- 24 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.
- 25 The Applicant makes this Application and Offer jointly and severally. Service of any notice to any one Applicant shall be deemed to be service on them all.

#### **PRIVACY**

| •                     |  |  | /   |
|-----------------------|--|--|---|
| I                     | If the information is not provided, the Agent m  | ay not be able to process the application and ma   | nage the tenancy.   |
| ٦                     | The Applicant can also correct this information  | if it is inaccurate, incomplete or out-of-date.  |   |
| I                     | If the Applicant would like to access the persor   | al information the Agent holds, they can do so b   | y contacting JOHN GOW at GOW PROPERTY   |
| ;<br>;<br>;<br>;<br>; | Applicant's identity, to process and evaluate application and during the course of the tena parties including to the landlord, referees, or Premises. Information already held on tenan Residential Tenancy Agreement, and if the Applications are some content of the Applications are some contents. | the application and to manage the tenancy. ncy if the application is successful, may be discounted agents, third party operators of tenancy reference databases may also be disclosed to oplicant fails to comply with their agreement the | om other sources is necessary for the Agent to verify the Personal information collected about the tenant in this closed for the purpose for which it was collected to other by reference databases, and prospective buyers of the othe Agent and/or Landlord. If the Applicant enters into a last fact and other relevant personal information collected ind party operators of tenancy reference databases and/or |
|                       | Agrees that for the purpose of this Applicati and also make enquiries of such other persons  |  | uiries of the persons given as referees by the Applicant,   |
|                       |  |  |   |

#### OFFER OF OPTION TO OWNER

- 28. 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 7. The period of the Option shall commence from and include the date of the Acceptance of the Application by the Owner and continues for the number of business days referred to in item 8, or if none, then by 4pm two business days after the acceptance of the Application and Offer.
- 29. The Option is exercised by the Applicant either;
  - i. executing the Lease; or
  - ii. taking possession of the Property with the Owner's consent; or
  - iii. giving notice in writing to the Owner exercising the Option; whichever occurs first
- 30. 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
- 31. 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 is at the Owner's absolute discretion.

THE APPLICANT UNDERSTANDS THAT WITHDRAWAL AFTER ACCEPTANCE OF THE APPLICATION AND OFFER WILL RESULT IN THE FORFEITURE OF THE OPTION FEE.

# 32. FIRST APPLICANT'S PARTICULARS

| Nan  |                             |  |                      |                |
|------|-----------------------------|--|----------------------|----------------|
|      | SURNAME                     | FIRST NAME                                 |                      | MIDDLE NAME    |
| Pres | sent Address                |  |                      |                |
|      |                             |  |                      |                |
| Pho  | ne No Work                  | Phone No Home                              | Mobile               |                |
|      |                             |  |                      |                |
| Driv | er's Licence No             | State                                      | Passport             |                |
| Oth  | er ID                       |  |                      |                |
| Pro  | of of Identification (Licen | nce number/bankcard etc)                   |                      |                |
| Veh  | icle Type & Registration    |  |                      |                |
| Smc  | oker 🗌 Yes 🗌 No             |  |                      |                |
| Pers | sonal Reference             |  |                      |                |
|      | a)                          |  |                      |                |
|      | (NAME)                      |  | (TELEPHONE)          | (RELATIONSHIP) |
|      | b)(NAME)                    |  | (TELEPHONE)          | (RELATIONSHIP) |
|      | (IVAIVIE)                   |  | (TELEPHONE)          | (REDATIONSHIP) |
| i)   | Name of current owner       | r or managing agent to whom rent is paid   |                      |                |
| •    |                             |  |                      |                |
|      | Phone No                    |  |                      |                |
|      | Rental Paid \$              | Period rented fron                         | nTo                  | )              |
|      | Reason why leaving          |  |                      |                |
|      | , -                         |  |                      |                |
|      |                             |  |                      |                |
| ii)  | Previous address of app     | olication                                  |                      |                |
| •    |                             |  |                      |                |
|      | Name of previous owner      | er or managing agent whom rent was paid to |                      |                |
|      | Address                     |  |                      |                |
|      | Phone No                    |  |                      |                |
|      | Rental paid \$              | Period rented from                         |                      | Го             |
|      | Reason 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 a     | address and telephone)                     |                      |                |
|      |                             |  |                      |                |
|      | First person                |  |                      |                |
|      |                             | (NAME)                                     | (TELEPHONE)          | (RELATIONSHIP) |
|      | Second nerson               |  |                      |                |
|      | Second person               | NAME)                                      | (TELEPHONE)          | (RELATIONSHIP) |
|      |                             |  |                      |                |
| v)   | Emergency Contact (na       | me and address and telephone)              |                      |                |
|      |                             |  |                      |                |
|      | First person                | (NAME)                                     | (TELEPHONE)          | (RELATIONSHIP) |
|      |                             | (NOINE)                                    | (TELÉPHONE)          | (KELATIONSHIP) |
|      | Second person               |  |                      |                |
|      |                             | (NAME)                                     | (TELEPHONE)          | (RELATIONSHIP) |

# 33. SECOND APPLICANT'S PARTICULARS

| Na   | -                       |  |                      |                  |
|------|-------------------------|--|----------------------|------------------|
|      | SURNAME                 | FIRST NAME   | MII                  | DDLE NAME        |
| Pre  | esent Address           |  |                      |                  |
|      |                         |  |                      |                  |
|      |                         | Phone No Home  |                      |                  |
|      |                         | Chaha  |                      |                  |
|      |                         | State  |                      |                  |
|      |                         | and the state of t |                      |                  |
|      | •                       | ce number/bankcard etc)  |                      |                  |
|      | -                       |  |                      |                  |
| Sm   | oker □ Yes □ No         |  |                      |                  |
| Per  | rsonal Reference        |  |                      |                  |
|      | a)                      |  |                      |                  |
|      | (NAME)                  |  | (TELEPHONE)          | (RELATIONSHIP)   |
|      | D)(NAME)                |  | (TELEPHONE)          | (RELATIONSHIP)   |
|      | (NAME)                  |  | (TEEL HORE)          | (NEDATIONSTIII ) |
| ii)  | Name of current owner   | or managing agent to whom rent is paid   |                      |                  |
| -    |                         |  |                      |                  |
|      | Phone No                |  |                      |                  |
|      |                         | Period rented fror   |                      |                  |
|      | Reason why leaving      |  |                      |                  |
|      |                         |  |                      |                  |
|      |                         |  |                      |                  |
| ii)  |                         | olication  |                      |                  |
|      |                         | er or managing agent whom rent was paid to   |                      |                  |
|      |                         |  |                      |                  |
|      |                         |  |                      |                  |
|      |                         | Period rented from   |                      |                  |
|      | •                       |  |                      |                  |
|      | , 5                     |  |                      |                  |
| 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 a | address and telephone)   |                      |                  |
|      |                         |  |                      |                  |
|      | First person            | (NAME)   | (TELEPHONE)          | (RELATIONSHIP)   |
|      |                         | (WW)   | (TEEE HONE)          | (REPAILONS IIII) |
|      | Second person           |  |                      |                  |
|      |                         | NAME)  | (TELEPHONE)          | (RELATIONSHIP)   |
| v)   | Emergency Contact (na   | me and address and telephone)  |                      |                  |
| ,    | <b>3</b> ,              | , ,  |                      |                  |
|      | First person            |  |                      |                  |
|      | -                       | (NAME)   | (TELEPHONE)          | (RELATIONSHIP)   |
|      | Second nerson           |  |                      |                  |
|      | Jecona person           | (NAME)   | (TELEPHONE)          | (RFI ATIONSHIP)  |

# 34. THIRD APPLICANT'S PARTICULARS

| Nan  | ne                       |  |                      |                 |
|------|--------------------------|--|----------------------|-----------------|
|      | SURNAME                  | FIRST NAME                                 | N                    | MIDDLE NAME     |
| Pres | sent Address             |  |                      |                 |
|      |                          |  |                      |                 |
|      |                          | Phone No Home                              |                      |                 |
|      |                          |  |                      |                 |
|      |                          | State                                      |                      |                 |
|      |                          |  |                      |                 |
|      | •                        | nce number/bankcard etc)                   |                      |                 |
| Veh  | icle Type & Registration |  |                      |                 |
| Smo  | oker 🗆 Yes 🗆 No          |  |                      |                 |
| Pers | sonal Reference          |  |                      |                 |
|      | a)                       |  |                      |                 |
|      | (NAME)                   |  | (TELEPHONE)          | (RELATIONSHIP)  |
|      | b)(NAME)                 |  | (TELEPHONE)          | (RELATIONSHIP)  |
|      | (NAIVIE)                 |  | (TELEPHONE)          | (RELATIONSFIIF) |
| iii) | Name of current owner    | r or managing agent to whom rent is paid   |                      |                 |
| •    |                          |  |                      |                 |
|      | Phone No                 |  |                      |                 |
|      | Rental Paid \$           | Period rented from                         | То                   |                 |
|      | Reason why leaving       |  |                      |                 |
|      | , ,                      |  |                      |                 |
|      |                          |  |                      |                 |
| ii)  | Previous address of app  | plication                                  |                      |                 |
|      |                          |  |                      |                 |
|      | Name of previous owner   | er or managing agent whom rent was paid to |                      |                 |
|      |                          |  |                      |                 |
|      | Phone No                 |  |                      |                 |
|      | Rental paid \$           | Period rented from .                       | T                    | 0               |
|      | •                        |  |                      |                 |
|      | , 5                      |  |                      |                 |
| iii) | Occupation               |  |                      |                 |
| •    | Employer                 |  | Period of employment |                 |
|      |                          |  |                      |                 |
|      |                          |  | -                    |                 |
|      | If less than 12 months,  | name and address of previous employer      |                      |                 |
|      |                          |  |                      |                 |
|      |                          |  |                      |                 |
| iv)  | Next of kin (name and a  | address and telephone)                     |                      |                 |
|      |                          |  |                      |                 |
|      | First person             |  |                      |                 |
|      |                          | (NAME)                                     | (TELEPHONE)          | (RELATIONSHIP)  |
|      | Second nerson            |  |                      |                 |
|      | Second person            | NAME)                                      | (TELEPHONE)          | (RELATIONSHIP)  |
|      |                          |  |                      |                 |
| v)   | Emergency Contact (na    | me and address and telephone)              |                      |                 |
|      |                          |  |                      |                 |
|      | First person             | /NIAME)                                    |                      | (BELATIONEUR)   |
|      |                          | (NAME)                                     | (TELEPHONE)          | (RELATIONSHIP)  |
|      | Second person            |  |                      |                 |
|      |                          | (NAME)                                     | (TELEPHONE)          | (RELATIONSHIP)  |

| 35. SPECIAL CONDITIONS TO THE LEASE REQUESTED BY THE A     |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| 36. SPECIAL CONDITIONS THAT WILL APPLY TO THE LEASE (IF A  |  |
| See Attached Addendum A                                    | , , , , , , , , , , , , , , , , , , ,          |
|  |  |
|  |  |
|  |  |
| 37. THE APPLICANT(S) ACKNOWLEDGE THAT THE SPECIAL CON      | NDITIONS WILL FORM PART OF ANY LEASE AGREEMENT |
| Applicant's signature                                      | Date   |
| Applicant's signature                                      | Date   |
| Applicant's signature                                      | Date   |
| Owner or Owner's Managing Agent Signature As acceptance of | of the Application                             |
| Date   |  |

# ADDENDUM "A" (FOR SOME PROPERTIES THE OWNER MAY APPROVE PETS)

## SPECIAL CONDITIONS TO AGREEMENT TO TAKE RESIDENTIAL PREMISES

### Charges

1. The Tenant acknowledges that if a payment to Gow Property is dishonoured and bank fees incurred, they will pay \$9.00 or the actual sum, to the Agent.

#### At Commencement

- 2. The Tenant acknowledges having inspected the premises prior to making an application for tenancy and hereby accepts the tenancy of the premises as found on inspection and as recorded in the Property Condition Report.
- 3. Rent is payable **WEEKLY/FORTNIGHTLY/MONTHLY** and must be in advance at all times. No cash is accepted at our office and rent can be paid by BPay, cheque, credit card, Eftpos or money order. (Note that all credit cards and Debit cards with a merchant logo incur 2% fee)
- 4. If rental payments fall more than 2 days in arrears, a Termination Notice may be issued immediately. If this is not rectified within the required timeframe, a Magistrate's Court eviction action will commence. If evicted, the tenant remains responsible for rent, maintenance of the property until a new tenant is secured.
- 5. The Tenant is aware that quarterly Routine Inspections for the premises are to be carried out Monday-Friday during normal business hours between 9.00am & 5.00pm. If the Tenant is unable to be present at the nominated time, the Property Manager will enter using the office key. The tenants are aware that digital photos of the interior and exterior may be taken at this inspection for the purpose of informing owners of the property condition.
- **6.** In accordance with the Residential Tenancies Act, rent will be reviewed six months after the commencement of the tenancy, giving 60 days' notice of the proposed increase.
- 7. The Tenant agrees that any proposed changes to the Tenancy Agreement will require a new agreement to be drawn up. This may require a new application being completed and a bond variation being prepared.
- 8. A single set of keys will be allocated at commencement.
- 9. The tenant acknowledges that court attendance fees charged to the owner may be recovered from the tenant.
- 10. The tenant acknowledges and accepts that they are responsible for the quarterly testing of the Residual Current Device & failing their responsibility to carry out the testing and subsequent reporting of any faults to their Agent, they agree to indemnify the owner against any loss sustained.

### Vacating

- 11. If you wish to vacate any time after the Rental Agreement expires, 21 days notice in writing must be given if your contact is periodic. If you wish to move out at the expiry of your Fixed term agreement, you must give 30 days' notice prior to the Fixed term lease expiring.
- **12.** The Tenant acknowledges that all keys, including copies made, must be returned to this office on the date of vacating. Rent will continue to be charged until the date they are returned. Failure to return the keys will result in the locks being changed and the cost borne by the tenant/s.
- 13. Upon vacating the premises, the Tenant agrees to pay for cleaning of window treatments including blinds.
- **14.** Upon vacation the carpets are to be professionally cleaned by a carpet cleaner nominated by Gow Property. Failure to do so will result in the agent having the carpets cleaned by the nominated carpet cleaner, and the cost deducted from the bond.
- **15.** Where the property has floorboards, the Tenant agrees to pay to the Owner an amount to be based on an area in lieu of carpet cleaning at the conclusion of the tenancy.
- 16. The Tenant acknowledges that this lease is for a fixed term. Under the Residential Tenancies Act this contract may only be terminated during the fixed term should both parties agree in writing on the proscribed form 01/04 123 REIWA. Should this early termination occur, penalties can be applied and they are:
  - i. Tenant to pay rent until a new tenant is secured and commences the tenancy agreement;
  - ii. Tenant to pay for all advertising associated with the re-letting of the property;
  - iii. Tenant to re-imburse the landlord for unexpired letting fees as per the Agents advice;
  - iv. Tenant to re-imburse the landlord for updating of the Property Condition Report;

#### **General Maintenance & Housekeeping**

- 17. No smoking permitted inside the premises.
- 18. No pot plants are to be placed directly on the carpets or floors; they must be placed on a table or stand etc. in order to prevent damage to the floor
- 19. The tenant/s are aware that all floorboards and carpets must be protected from furniture scratches and/or marks with the use of furniture protectors.
- 20. The tenants are aware that no posters, nails, stickers, screws, poster putty, blue tac, adhesive tape or fittings are to be fixed onto any surfaces within the property without the prior consent of the owner. If approval is granted, the tenant may be required to return the property to its condition at commencement.
- 21. Any damage caused by burning candles must be repaired/ rectified prior to vacating the property at the Tenants' expense. The use of candles may void the owners insurance. In the event of a claim in this respect, the Tenant will be required to pay all costs.
- 22. To prevent any damage to the property, the Tenant understands and agrees that if there are exhaust fans in the en-suite and bathrooms they must be switched on at all times during showering or using the washing machine and dryer. The tenant acknowledges receipt of the pamphlet "Dealing with Condensation and Mould" on preventing and treating bathroom mould development. Should any mould develop in the property the tenant/s are aware they may be held responsible for cleaning and or re-painting costs.
- 23. The Tenant agrees not to hang any items of clothing over the balcony for drying purposes.
- 24. The tenant agrees to maintain & water all verges and laneways and keep grass and vegetation trimmed. Failure to do so will result in any infringement/fines being passed onto the tenant to pay.
- **25.** Where the property in in a Strata, the tenant agrees to abide by the Strata By-Laws.

### Pets (If Approved By Owner)

- 26. If pets are allowed by the owner at the property, the Tenant acknowledges that certain conditions will apply, including
- 27. The owner consents to the tenant having a dog/cat/other at the property under the following conditions:
  - i) A pet bond of \$260 will be payable and lodged with the Bond.
  - ii) The property is professionally sprayed for fleas upon vacation, and a receipt given to the agent. The tenant is aware that should a receipt not be given to the agent at the same time as returning the keys, the Agent will automatically arrange for a flea treatment to be carried out and the cost deducted from the bond.
  - iii) Any damage caused by the pet must be rectified immediately by the tenant, upon the owner/agents request and at the tenant's expense.
  - iv) In the event of any damage caused to the fences either by storm damage, neighbouring property etc, and the tenant agrees to find other accommodation for the pet until the fences are repaired. It is understood that at times it can take months to repair due to fencing materials supplies/contractors and insurance companies delays.

# **Car Bays and Garages**

- 28. The Tenant agrees not to store any boxes or timber directly on the shed or garage floor due to the possibility of white ant infestation. If boxes or timber are stored, please ensure they are elevated off the floor. The owner does not accept any responsibility for any damage caused to Tenants' possessions if these instructions are not carried out.
- 29. The Tenant agrees to ensure that a drip tray is used under all vehicles parked in the carport/garage and driveway areas at all times. Failure to do so could result in the area being high pressure cleaned at the Tenant's expense and a claim for compensation being made by the Owner.
- **30.** The tenant acknowledges that there are <. . . . . > car bays/garage/carports allocated to this property and no tenant vehicles will be permanently parked in the common areas.
- 31. Where there is an electronic means of access to the property and the tenant receives a remote control, the tenant acknowledges they are responsible to maintain that remote control. Should the remote control be lost damaged or stolen it is the responsibility of the Tenant to ensure it is replaced or handed back to the agent when vacating
- 32. The tenant/s acknowledges that no parking is permitted on lawns, verges or any grassed areas of the property.
- **33.** The tenant/s acknowledges that they may not keep any unregistered vehicles on the property.

| Signed by Applicant 1 | Date |
|-----------------------|------|
| Signed by Applicant 2 | Date |
| Signed by Applicant 3 | Date |

# TENANCY APPLICATION CHECK LIST (OFFICE & PROPERTY MANAGER USE ONLY)

|   | PROPERTY MANAGER  |
|---|---|
|   | PROPERTY ADDRESS  |
|   | APPLICANT(S) NAME(S)  |
|   | DATE & TIME RECEIVED  |
|   | OPTION FEE RECEIPT #  |
|   | VIEWED PROPERTY SOURCE  REIWA www.gowproperty.com.au ww.realestate.com.au   |
|   | FULL NAME OF APPLICANTS   |
|   | PROPERTY ADDRESS  |
|   | TENANCY PERIOD  |
|   | AMOUNTS PAYABLE FILLED OUT  |
|   | PAGE THREE PRIVACY STATEMENT SIGNED & INITIALLED AT BOTTOM OF PAGE  |
|   | NAME OF APPLICANTS  |
|   | PRESENT ADDRESS   |
|   | DATE OF BIRTH   |
| _ |   |
|   | DRIVERS LICENSE / PASSPORT PHOTOCOPY  TWO x PERSONAL REFERENCES DIFFERENT FOR EACH APPLICANT  |
|   |   |
|   | NAME & CONTACT DETAILS OF CURRENT OWNER/MANAGING AGENT  |
|   | PREVIOUS ADDRESS OF APPLICANTS  |
|   | OCCUPATION  |
|   | EMPLOYER  NEXT OF KINKENED SENSY CONTACT NAME (SONTACT DETAIL S   |
|   | NEXT OF KIN/EMERGENCY CONTACT NAME/CONTACT DETAILS  |
|   | APPLICANTS SIGNATURE(S)   |
|   | ADDENDUM A SIGNATURE(S)   |
|   | COPY OF APPLICATION FOR PROSPECTIVE TENANTS   |
|   | STAPLE THIS CHECKLIST TO FRONT OF TENANCY APPLICATION FORM & PASS ONTO PM   |
|   | NTD CHECK   NTD REFERENCE #   TICA CHECK   REF CHECK  |
|   | ADVISE OWNER ⇒ WHEN APPROVED ADVISE APPLICANTS  |
|   | IF APPLICATION IS SUCCESSFUL   → NEW TENANT CHECKLIST   |
|   | IF APPLICATION IS UNSUCCESFULL  |
|   | <ul> <li>□ ADVISE APPLICANTS &amp; WRITE "UNSUCCESSFUL" &amp; DATE ON THE FIRST PAGE</li> <li>□ IF OPTION FEE WAS PAID, EMAIL TRUST ACCOUTANT (APPLICANT DETAILS, RECEIPT #, BSB, ACC#)</li> <li>□ PASS ONTO ADMIN ASSISTANT</li> <li>□ SCAN APPLICATION</li> <li>□ SAVE ON ACTIVE DATA DRIVE ⇒ REJECTED APPLICATIONS FOLDER⇒ UNDER PROPERTY ADDRESS</li> </ul> |
|   | APPLICANT SURNAME_DATE  |
|   | KEEP APPLICATION IN REJECTED APPLICATIONS FILE FOR NEXT <b>THREE</b> MONTHS. THEN, SHRED IT   |