

Copy to Applicant YES/NO

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:

1. Complete 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

#### The Owner's Action:

3. Accept or Reject your Application



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## 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.....

### TENANCY DETAILS

1. Premises.....

2. The tenancy is required for a period of ..... Months From .....To .....

3. At a rental rate of \$.....

4. Total number of persons to occupy Premises  
 Adults..... Children .....

5. Pets Type of Pet ..... Breed..... Number..... Age.....  
 Type of Pet ..... Breed..... Number..... Age.....

6. Do you intend to apply for a Ministry of Housing bond?  Yes  No

If yes, \$..... Branch.....

7. Option fee: \$50 if rent is \$500pw or less, \$100 if rent \$501-\$1200pw, \$1200 if rent is greater than \$1200pw

8. If offer accepted, Period of Option: ..... business days from acceptance of Application (see item 30)

### AMOUNTS PAYABLE (if option is exercised and lease entered into)

9. Security deposit bond of \$ 4 weeks rent

10. Pet Bond (if applicable) \$ 260.00

11. Initial rent to ...../...../..... \$ 2 weeks rent

12. Other \$ .....

13. **Total due** \$ .....

14. Option Fee (see 7.) \$ .....

15. **BALANCE OWING –** \$ ..... **PAYABLE ON OR BEFORE THE LEASE COMMENCEMENT DATE**

<p>For Return of Option Fee if Unsuccessful</p> <p>Name.....</p> <p>BSB #.....</p> <p>ACCOUNT .....</p>
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**Bank cheque, money order, EFTPOS or credit card only. DO NOT BRING CASH TO THE OFFICE**



**32. FIRST APPLICANT'S PARTICULARS**

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 .....

Other ID .....

Proof of Identification (Licence number/bankcard etc) .....

Vehicle Type & Registration .....

Smoker  Yes  No

**Personal Reference**

a).....  
(NAME) (TELEPHONE) (RELATIONSHIP)

b).....  
(NAME) (TELEPHONE) (RELATIONSHIP)

i) Name of current owner or managing agent to whom rent is paid .....  
 Address .....  
 Phone No .....  
 Rental Paid \$..... Period rented from..... To .....  
 Reason why leaving .....

ii) Previous address of application .....  
 Name of previous owner or managing agent whom rent was paid to .....  
 Address .....  
 Phone No .....  
 Rental paid \$ ..... Period rented from ..... To .....  
 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 address and telephone)  
 First person .....  
(NAME) (TELEPHONE) (RELATIONSHIP)

Second person .....  
NAME) (TELEPHONE) (RELATIONSHIP)

v) Emergency Contact (name and address and telephone)  
 First person .....  
(NAME) (TELEPHONE) (RELATIONSHIP)

Second person .....  
(NAME) (TELEPHONE) (RELATIONSHIP)

**33. SECOND APPLICANT'S PARTICULARS**

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 .....

Other ID .....

Proof of Identification (Licence number/bankcard etc) .....

Vehicle Type & Registration .....

Smoker  Yes  No

**Personal Reference**

a).....  
(NAME) (TELEPHONE) (RELATIONSHIP)

b).....  
(NAME) (TELEPHONE) (RELATIONSHIP)

ii) Name of current owner or managing agent to whom rent is paid .....  
 Address .....  
 Phone No .....  
 Rental Paid \$..... Period rented from..... To .....  
 Reason why leaving .....

ii) Previous address of application .....

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

Address .....

Phone No .....

Rental paid \$ ..... Period rented from ..... To .....

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 address and telephone)**

First person .....  
(NAME) (TELEPHONE) (RELATIONSHIP)

Second person .....  
(NAME) (TELEPHONE) (RELATIONSHIP)

**v) Emergency Contact (name and address and telephone)**

First person .....  
(NAME) (TELEPHONE) (RELATIONSHIP)

Second person .....  
(NAME) (TELEPHONE) (RELATIONSHIP)





**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;





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

<b>PROPERTY MANAGER</b>	
<b>PROPERTY ADDRESS</b>	
<b>APPLICANT(S) NAME(S)</b>	
<b>DATE &amp; TIME RECEIVED</b>	
<b>OPTION FEE RECEIPT #</b>	

- 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 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 UNSUCCESSFUL
  - ADVISE APPLICANTS & WRITE "UNSUCCESSFUL" & DATE ON THE FIRST PAGE
  - IF OPTION FEE WAS PAID, EMAIL TRUST ACCOUNTANT (APPLICANT DETAILS, RECEIPT #, BSB, ACC#)
  - PASS ONTO ADMIN ASSISTANT
  - SCAN APPLICATION
  - SAVE ON ACTIVE DATA DRIVE ⇔ REJECTED APPLICATIONS FOLDER ⇔ UNDER PROPERTY ADDRESS  
APPLICANT SURNAME\_DATE
- KEEP APPLICATION IN REJECTED APPLICATIONS FILE FOR NEXT **THREE** MONTHS, THEN SHRED IT

PROPERTY MANAGER SIGNATURE: \_\_\_\_\_