



The key to all your Real Estate Needs

Shop 1/2328 Albany Highway, Gosnells, WA 6110
Ph: 9490 3555 Fax: 9490 8885
www.aimrealtywa.com
Email: pm@aimrealtywa.com.au

FORM 18
APPLICATION TO RENT RESIDENTIAL PREMISES
RESIDENTIAL TENANCIES ACT 1987 (WA)

APPLICATION FOR TENANCY - CHECKLIST

Please submit your application to one of the following:

- 1. 1/2328 Albany Highway, Gosnells
2. Email to pm@aimrealtywa.com.au

If the application is not received fully completed, it will not be processed.
Holding Deposit/Option Fee

A holding deposit (Option Fee) of \$ 50.00 is required to be paid.

METHODS OF PAYMENT:

- 1. ELECTRONIC TRANSFER TO AIM REALTY TRUST ACCOUNT : BSB - 306-068 ACCOUNT - 198 7881

This ensures you are committed to the property, and if approved, to hold the property for you. Please have the correct money as we are unable to provide change. If your application is unsuccessful you will be notified and the holding deposit will be refunded to you. Please retain your receipt for this purpose. If the Owner accepts your application and you choose not to proceed with the lease then you shall lose your Holding Deposit/Option Fee.

Checklist - Have you: Applicant(s) Office

Included three forms of ID to make up a 100 point ID check? This is required

for each applicant. e.g Drivers Licence, Passport, Medicare card, credit card etc.

Completed all sections of the application form.

Included at least one previous rental history reference for each Applicant?

Provided proof of income and employment for all Applicants (payslips or letter from employer & include copies of 3 months bank statements)?

How did you find out about this property?
(e.g. realestate.com.au, newspaper, rental vacancy list)

Office use only

Received by Date Option Fee Paid \$ Receipt #



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APPLICANT ONE: \_\_\_\_\_

APPLICANT TWO: \_\_\_\_\_

APPLICANT THREE: \_\_\_\_\_

DETAILS OF THE PROPERTY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICANT ONE

Name: \_\_\_\_\_ Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone Home: \_\_\_\_\_ Phone work: \_\_\_\_\_

Phone Mobile: \_\_\_\_\_ Email address: \_\_\_\_\_

Current address: \_\_\_\_\_

Proof of identification cited eg: driver's licence \_\_\_\_\_ Passport: \_\_\_\_\_ Birthcertificate: \_\_\_\_\_

PREVIOUS RENTAL HISTORY

Address: \_\_\_\_\_

Rent paid \$ \_\_\_\_\_ per week [ ] [ ] [ ] fortnight [ ] [ ] [ ] month [ ]

Rent paid to: \_\_\_\_\_ Phone: \_\_\_\_\_
(Property manager or lessor's name)

Address: \_\_\_\_\_
(Property manager or lessor's address)

Rented from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Reasons for leaving: \_\_\_\_\_

EMPLOYMENT DETAILS (if self-employed less than one year, give previous employer)

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Employer's address: \_\_\_\_\_

Employed from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Net income \$ \_\_\_\_\_ per week [ ] [ ] [ ] fortnight [ ] [ ] [ ] month [ ]

Net weekly income from other sources \$ \_\_\_\_\_ per week [ ] [ ] [ ] fortnight [ ] [ ] [ ] month [ ]

PERSONAL REFERENCES

1. Name: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

Contact phone: \_\_\_\_\_ Address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

Contact phone: \_\_\_\_\_ Address: \_\_\_\_\_



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APPLICANT ONE Continued

NEXT OF KIN

Name: How related:
Phone home: Phone work: Phone mobile:
Address:

EMERGENCY CONTACT

Name: How related:
Phone home: Phone work: Phone mobile:
Address:

APPLICANT TWO

Name: Date of birth / /
Phone home: Phone work:
Phone mobile: Email address:
Current address:
Proof of identification cited eg: driver's licence Passport Birth certificate

PREVIOUS RENTAL HISTORY

Address:
Rent paid \$ per week fortnight month
Rent paid to: (property manager or lessor's name) Phone:
Address: (property manager or lessor's address)
Rented from / / to / /
Reasons for leaving:

EMPLOYMENT DETAILS (if self-employed less than one year, give previous employer)

Occupation: Employer:
Employer's address:
Employed from / / to / /
Contact name: Phone:
Net income \$ per week fortnight month
Net weekly income from other sources \$ per week fortnight month

PERSONAL REFERENCES

1. Name: Relationship to applicant:
Contact phone: Address:
2. Name: Relationship to applicant:
Contact phone: Address:



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APPLICANT TWO Continued

NEXT OF KIN

Name: How related:
Phone home: Phone work: Phone mobile:
Address:

EMERGENCY CONTACT

Name: How related:
Phone home: Phone work: Phone mobile:
Address:

APPLICANT THREE

Name: Date of birth / /
Phone home: Phone work:
Phone mobile: Email address:
Current address:

APPLICANT THREE Continued

Proof of identification cited eg: driver's licence Passport Birth certificate

PREVIOUS RENTAL HISTORY

Address:
Rent paid \$ per week fortnight month
Rent paid to: Phone:
(Property manager or lessor's name)
Address:
(Property manager or lessor's address)
Rented from / / to / /
Reasons for leaving:

EMPLOYMENT DETAILS (if self-employed less than one year, give previous employer)

Occupation: Employer:
Employer's address:
Employed from / / to / /
Contact Name: Phone:
Net income \$ per week fortnight month
Net weekly income from other sources \$ per week fortnight month



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APPLICANT THREE Continued

PERSONAL REFERENCES

1. Name: Relationship to applicant: Contact Phone: Address:
2. Name: Relationship to applicant: Contact Phone: Address:

NEXT OF KIN

Name: How related: Phone home: Phone work: Phone mobile: Address:

EMERGENCY CONTACT

Name: How related: Phone home: Phone work: Phone mobile: Address:

INFORMATION FOR LESSORS (LANDLORDS) AND APPLICANTS

The application form

This application form will assist the lessor (landlord) to select a tenant to rent the premises. The lessor/property manager will require some information about the applicant in this form, such as rental history and how the rent will be paid. The application may not be approved if not enough information is provided. This form does not form part of a tenancy agreement. The rights and obligations of the tenant and lessor are governed by the Residential Tenancies Act 1987.

Option fee

An option fee is a sum of money that may be paid by an applicant to a lessor or their property manager when lodging a rental application. For most properties, the option fee is capped at \$50 or \$100 depending on the weekly rent (refer to the Residential Tenancies Regulations 1989). If the lessor/property manager decides not to offer the applicant the tenancy, they must return the option fee by cash or EFT within 7 days of the decision to refuse the application. If the applicant takes up the tenancy, the lessor/property manager can either return the option fee in full or credit it towards the first rent payment. The applicant may apply to the Magistrates Court for the return of any option fee owed to them by the lessor. If the applicant decides not to rent the property after being offered the tenancy, the option fee may be forfeited.

Tenancy databases

Private tenancy databases are used to check a tenant's rental history. When a prospective tenant applies for a tenancy, the lessor/property manager must provide a written notice outlining the databases they use and the contact details. This written notice is provided at Attachment A. Other database obligations include: advising tenants if personal information about them is listed on a database, updating listings for accuracy, and only listing a tenant if the tenancy has ended and the amount owing is more than the bond or a court has made an order terminating the residential tenancy agreement. For more information about tenancy databases refer to the Department of Commerce's publications Tenancy databases or Renting out your property. The tenancy database provisions are consistent with the National Privacy Principles established by the Privacy Act 1988 (Cth).



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### Equality

All applicants must be considered in accordance with the *Equal Opportunity Act 1984* (WA). There must be no discrimination based on: sex, marital status, pregnancy, gender history, parental or carer status, sexual orientation, race, religious or political conviction, disabilities, mental health, age or discrimination by personal association with someone else who may be treated unfairly on the basis of any of the above.

See next page (5 of 5) for Attachment A

**For further information** about tenancy rights, refer to the *Residential Tenancies Act 1987* or contact the Department of Commerce on 1300 30 40 54 or [www.commerce.wa.gov.au/ConsumerProtection](http://www.commerce.wa.gov.au/ConsumerProtection).

For Translating and Interpreting Services please telephone TIS on 13 14 50 and ask to speak to the Department of Commerce (1300 30 40 54) for assistance.

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