



Receipt No: \_\_\_\_\_  
 Date Received / /2007  
 Amount: \$ \_\_\_\_\_

197 Wright Street  
 BELMONT WA 6104  
 Phone: 9277 4200  
 Fax: 9277 8826

## TENANCY APPLICATION CHECK LIST

- Page 2 is correctly filled in (our office can help you with items 9-17)
- Each applicant has signed the Privacy statement (Page 3)
- Each applicant has initialled Page 4 and signed Page 8
- Each applicant over 18yo can produce 100 points of ID
- Application is complete with option fee equal to 1 weeks rent, payable at time of lodging application. See Page 4 for conditions.

Here is a list of different types of acceptable identification:

<u>TYPE OF IDENTIFICATION</u>	<u>POINTS</u>
Birth Certificate (original, certified copy or extract)	70
Current passport/international travel documents	70
Citizenship certificate (original or certified copy)	70
Drivers Licence/permit	40
Public service ID card	40
Social Security benefit card	40
Tertiary student ID card	40
(The last four items must bear your name, signature and photograph where applicable)	
Credit card from a bank	25
Store credit card	25
Employer ID card	25
Bank ATM debit card	25
(You can use only one of the last four items from the same source).	

How did you find out about this property? (Please circle)

[www.realestate.com.au](http://www.realestate.com.au)

[www.reiwa.com.au](http://www.reiwa.com.au)

[www.lauriekelly.com.au](http://www.lauriekelly.com.au)

West Australian paper

In office rental list

FOR LEASE sign

Telephone



# 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) (Given Names)

### TENANCY DETAILS

1. Premises  
.....  
.....
2. The tenancy is required for a period of ..... months From ..... / ..... / ..... To ..... / ..... / .....
3. At a rental of \$ ..... per... WEEK.
4. Total number of persons to occupy premises Adults.....Children.....  
Ages.....Ages.....
- 4b. Total number of vehicles at property .....
5. Pets- Type of pet..... Breed..... Number..... Age.....  
Type of pet..... Breed..... Number..... Age.....

Do you intend on applying for a Ministry of Housing Bond? YES NO  
If Yes \$..... Branch.....

6. Option Fee \$.....
7. If offer is accepted, period of option:.....business days from acceptance of Application.

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

9. Security deposit bond of \$.....
10. Pet Bond ( if applicable) \$.....
11. Initial rent to. .... / ..... / ..... \$.....
12. Rent paid to .... / ..... / ..... \$.....
13. Other \$.....
14. TOTAL DUE \$.....  
Less Deposit Fee (\$.....)
16. BALANCE OWING (cash or financial institution cheque only) \$.....

**PLEASE BRING IN CORRECT LETTING FEE – NO CHANGE GIVEN**

# PROPERTY MANAGEMENT

Pro- Forma Disclosure Statement & Consent to be attached to your  
"Application for Residential Tenancy"  
Applicable for the use by Laurie Kelly Real Estate Belmont

**PRIVACY DISCLOSURE STATEMENT OF  
AQUAN PTY LTD  
T/AS LAURIE KELLY REAL ESTATE  
ABN:17 009 300 181  
197 WRIGHT STREET, CLOVERDALE WA 6105  
(08) 9277 4200**

We are independently owned and operated business. We are bound by the national Privacy Principals. We may collect personal information about you in this form to access your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current employer and referees. We will also check whether any details of the tenancy defaults by you are held on a tenancy default database. We use the database operated by TICA default Tenancy Control Pty Ltd. You can find out more information about this database on its website at [www.tica.com.au](http://www.tica.com.au). Your consent for us collecting this information is set out below.

We may disclose personal information about you to the owner of the property to which this application relates. If the application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the landlords insurers. We may also send personal information about you to the owners of any other properties you request.

You have the right to access personal information that we held about your privacy officer (see contact details below). If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

## PRIVACY CONSENT

I, the applicant acknowledge that I have read the privacy notice of **AQUAN PTY LTD T/AS LAURIE KELLY REAL ESTATE ABN:17 009 300 181 197 WRIGHT STREET, CLOVERDALE WA 6105**.

I authorize Laurie Kelly Real Estate to collect information about me from:

- A. My previous letting agents and/or landlords.
- B. My employer or persons at my employment
- C. My personal referees.
- D. Any tenancy default database( including TICA) which may contain personal information about me . I also authorise Laurie Kelly Real Estate to disclose details about any defaults by me under the tenancy to which this application relates, to any tenancy default database to which is subscribes including TICA.

I authorise Laurie Kelly Real Estate to disclose any personal information it collects about me to the owner of the property even if the owner is a resident outside of Australia. I also authorize Laurie Kelly Real Estate to refer my details to arrange of:

(Optional – tick to indicate consent)

- Financial service products( to assist with a home loan application)
- Insurance services ( for contents insurance and other insurance products) and
- Utilities (to arrange connection or transfer of telephone, gas, electricity etc.)

PRINTED NAME: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Applicant)

Date: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Applicant)

Date: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Applicant)

Date: \_\_\_\_\_

**CONDITIONS RELEVANT TO MAKING AN APPLICATION AND OFFER**

- 18. The amounts referred to in Items 9 to 17 are payable upon the Applicant signing the Lease and/or prior to taking possession of the Premises.
- 19. 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 being paid by the Applicant prior to occupation of the Premises.
- 20. 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.
- 21. 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.
- 22. 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 17.
- 23. The Applicant agrees to pay the rent one period in advance except for the first two weeks rent, and to pay the letting fee to the maximum amount allowable pursuant to Section 27 of the Residential Tenancies Act 1987.
- 24. 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 cause by a waterbed or the escape of water from a waterbed.
- 25. The Applicant acknowledges and agrees that the Owner will carry out all inspections of the Premises between normal business hours.
- 26. All acts and things which the Owner is required or empowered to do may be done by the Lessor or their appointed Managing Agent. Notice to the Owner must be served on the Managing Agent unless otherwise directed by the Owner.
- 27. 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.
- 28. The applicant agrees that for the purpose of this Application, the Owner/Managing Agent may make enquires of the persons given as referees by the Applicant, and also make enquires of such other persons or agencies as the Owner may see fit.
- 29. The Applicant acknowledges having been advised that items of personal information contained in this Application may be recorded in a Tenancy Data Base by or on behalf of the Owner and may be disclosed in connection with other residential tenancy applications by the Applicant.

**OFFER OF OPTION TO OWNER**

- 30. 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.
- 31. 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 a notice in writing to the Owner exercising the Option: Whichever occurs first
- 32. 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
- 33. 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.**

PRINTED NAME: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Applicant)

PRINTED NAME: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Applicant)

PRINTED NAME: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Applicant / Guarantor)



**35. SECOND APPLICANTS PARTICULARS**

Name .....  
(SURNAME) (GIVEN NAMES)

Present Address .....

Phone No Work ..... Phone No Home .....

Mobile ..... Email .....

Date of Birth .....

Drivers Licence No ..... State ..... Passport No .....

Other ID ..... Vehicle Type & Registration No .....  
..... Vehicle Type & Registration No .....

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

Smoker Yes / No

Personal References a) .....  
(Name & telephone)

b).....

(v) Name of current owner or managing agent to whom rent is paid .....  
Address .....  
Phone No .....  
Rental Paid \$ ..... PER WEEK Period rented From ...../...../..... To ...../...../.....  
Reasons why leaving .....

(vi) Previous address of Applicant .....  
Name of previous owner or managing agent to whom rent was paid .....  
Address .....  
Phone No .....  
Rental Paid \$ ..... PER WEEK Period rented From ...../...../..... To ...../...../.....  
Reasons why leaving .....

(vii) Occupation .....  
Employer ..... Period of employment .....  
Phone No ..... Wage \$ .....  
If less than 12 months:  
Previous Occupation .....  
Previous employer ..... Period of employment .....  
Phone No ..... Wage \$ .....

(viii) Next of kin (name and address and telephone)  
First person .....  
Second person .....  
Emergency Contact (name and address & telephone)  
First person .....  
Second person .....



37. Special Conditions to the lease requested by the Applicant

.....  
.....  
.....  
.....  
.....  
.....  
.....

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

**Payments** 38.1 The tenant/s agree to pay all rent by the due date and are aware that that failure to do so will result in a Notice of Termination For Non Payment of Rent being issued automatically when rent is overdue by 24 hours. Should the rent remain unpaid then application will be made to the Residential Tenancies Court for possession of premises and recovery of all the monies including any legal fees incurred.

**Bank Fees** 38.2 The Tenant/s agree and acknowledge that they are responsible for any bank fees incurred as a result of a "dishonoured" payment made by the tenant/s and shall pay said charges upon demand.

**Vacating Notice** 38.3 The tenant is aware that 21 days notice in writing must be given to the Owner/Agent of their intention to vacate the rented premises or to negotiate a further fixed term Tenancy Agreement (Lease).

**End of Tenancy** 38.4 The tenant agrees that the Agent shall engage professional contractors at the tenants expense if premises are not found in a good clean, rubbish free condition at the termination of tenancy.

**Fats/Oils** 38.5 The tenant is advised that NO cooking oils or fats or tea leaves should be washed down the kitchen drain in the sink, rather this waste is to be disposed of correctly (placed in a used milk carton or other used receptacle) and then into the rubbish bins for collection. The kitchen exhaust fan is to be cleaned of grease regularly to enable it to work efficiently.

**Smoking** 38.6 The tenant is advised that NO smoking is permitted inside the home.

**Keys** 38.7 The tenant is advised that they are totally responsible for their set of keys for the property. At no time will Laurie Kelly Real Estate deliver spare sets of keys to a tenant or resident. Should a tenant require access to their property after office hours they shall be required to gain the services of a locksmith at their cost and have a spare set of keys delivered to the office the next working day.

**Remote Controls** 38.8 The tenant is advised that they are totally responsible for any remote controls issued for the property, including replacement of batteries. Should a tenant fail to return any remote control at the end of the tenancy, they will be held responsible for the replacement cost. Should a tenant require additional remote controls to those issued, the tenant will be held responsible for the cost.

**Urgent Repairs** 38.9 A tenant or resident is only to contact the office after hours for Urgent repairs. Examples of URGENT repairs:

- Burst water pipe or broken hot water system
- Gas leak or electrical fault likely to endanger people or cause damage to the property
- Sewerage system blockage or broken sewerage fitting
- Damage from flooding, storms or fire

**Utilities** 38.10 The tenant is advised that they are responsible for paying any water, gas or electricity consumption invoices as issued to them within 14 days. Any consumption invoices outstanding for a period longer than 14 days from issue, payment will be taken from the next rental payment received from the tenant.

**Fire Places** 38.11 The tenant is advised that should a property have an open fireplace is it not to be used as a fireplace. There are to be no fires lit in the home.

PRINTED NAME: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Applicant)

Date: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Applicant)

Date: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Applicant)

Date: \_\_\_\_\_

Owner or Owner's Managing Agent's Signature ..... Date .....  
As acceptance of the Application