

## Tenant Application Form

WE CANNOT PROCESS THIS FORM UNLESS ALL PARTS HAVE BEEN FULLY COMPLETED

To consider your Application for Tenancy we require you to:

- **FILL IN COMPLETELY AND SIGN THE APPLICATION FORM** with all relevant information and reference details and all persons wishing to reside clearly indicated.
- **Provide identification to pass our 100 POINT CHECK.** We require EACH APPLICANT to provide at least 1 form of photo ID per applicant and ID to Total sum of 100 points or more.
- **PROOF OF INCOME – MUST BE PROVIDED** Bank Statement (3 most recent months) Pay Slips (3 most recent) Centrelink Statement ←

Your application will be processed and submitted to the landlord for their acceptance or non-acceptance for tenancy. This is always a landlord decision.

We are unable to give any reason for non-acceptance, if your application is not approved for tenancy.

If your application is not approved, you will be informed by SMS

Should your application be accepted, you will be asked to pay the bond (4 weeks rent) plus the first 2 weeks rent and sign the lease as soon as possible. You will be asked to pay the monies by direct deposit into our trust account immediately.

### TENANCY DETAILS

**Rental** Property Address \_\_\_\_\_

1. We require the tenancy for a period of \_\_\_\_\_ months From \_\_\_\_\_ to \_\_\_\_\_

2. At a rent of \$\_\_\_\_\_ per week.

3. Total number of persons to occupy the premises Adults \_\_\_\_\_ Children \_\_\_\_\_ Ages \_\_\_\_\_

4. Pets - Number of Pets \_\_\_\_\_

• Type \_\_\_\_\_ Breed \_\_\_\_\_ Age \_\_\_\_\_

• Type \_\_\_\_\_ Breed \_\_\_\_\_ Age \_\_\_\_\_

• Type \_\_\_\_\_ Breed \_\_\_\_\_ Age \_\_\_\_\_

**Rental** Property Address \_\_\_\_\_

**APPLICANT ONE**

Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_ Home Phone \_\_\_\_\_

Mobile: \_\_\_\_\_ Email Address \_\_\_\_\_

Drivers Licence Number: \_\_\_\_\_ Expiry date: \_\_\_\_\_ State: \_\_\_\_\_

Passport Number: \_\_\_\_\_ Expiry date: \_\_\_\_\_ Country: \_\_\_\_\_

**CURRENT ADDRESS:** \_\_\_\_\_ Smoker: Y / N

Managing Agent: \_\_\_\_\_ Contact name \_\_\_\_\_

Managing Agent address: \_\_\_\_\_ Phone: \_\_\_\_\_

**PREVIOUS ADDRESS:** \_\_\_\_\_

Managing Agent: \_\_\_\_\_ Contact name \_\_\_\_\_

Managing Agent address: \_\_\_\_\_ Phone: \_\_\_\_\_

**EMPLOYMENT DETAILS** (if less than 1 year please also give previous employer details)

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

Employers address: \_\_\_\_\_

Start date: \_\_\_\_\_ Status: \_\_\_\_\_ Weekly income: \_\_\_\_\_

Manager / Payroll Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

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

Employers address: \_\_\_\_\_

Employment Period: \_\_\_\_\_ TO \_\_\_\_\_ Weekly income: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**PERSONAL REFERENCES**

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

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

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

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

**NEXT OF KIN** Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ PH \_\_\_\_\_

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

**EMERGENCY CONTACT** Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ PH \_\_\_\_\_

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

**APPLICANT TWO**

Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_ Home Phone \_\_\_\_\_  
Mobile: \_\_\_\_\_ Email Address \_\_\_\_\_  
Drivers Licence Number: \_\_\_\_\_ Expiry date: \_\_\_\_\_ State: \_\_\_\_\_  
Passport Number: \_\_\_\_\_ Expiry date: \_\_\_\_\_ Country: \_\_\_\_\_

**CURRENT ADDRESS:** \_\_\_\_\_ Smoker: Y / N  
Managing Agent: \_\_\_\_\_ Contact name \_\_\_\_\_  
Managing Agent address: \_\_\_\_\_ Phone: \_\_\_\_\_

**PREVIOUS ADDRESS:** \_\_\_\_\_  
Managing Agent: \_\_\_\_\_ Contact name \_\_\_\_\_  
Managing Agent address: \_\_\_\_\_ Phone: \_\_\_\_\_

**EMPLOYMENT DETAILS** (if less than 1 year please also give previous employer details)

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_  
Employers address: \_\_\_\_\_  
Start date: \_\_\_\_\_ Status: \_\_\_\_\_ Weekly income: \_\_\_\_\_  
Manager / Payroll Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_  
Employers address: \_\_\_\_\_  
Employment Period: \_\_\_\_\_ TO \_\_\_\_\_ Weekly income: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

**PERSONAL REFERENCES**

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

**NEXT OF KIN** Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ PH \_\_\_\_\_  
Contact phone: \_\_\_\_\_ Address: \_\_\_\_\_

**EMERGENCY CONTACT** Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ PH \_\_\_\_\_  
Address: \_\_\_\_\_

**APPLICANT THREE**

Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_ Home Phone \_\_\_\_\_  
Mobile: \_\_\_\_\_ Email Address \_\_\_\_\_  
Drivers Licence Number: \_\_\_\_\_ Expiry date: \_\_\_\_\_ State: \_\_\_\_\_  
Passport Number: \_\_\_\_\_ Expiry date: \_\_\_\_\_ Country: \_\_\_\_\_

**CURRENT ADDRESS:** \_\_\_\_\_ Smoker: Y / N  
Managing Agent: \_\_\_\_\_ Contact name \_\_\_\_\_  
Managing Agent address: \_\_\_\_\_ Phone: \_\_\_\_\_

**PREVIOUS ADDRESS:** \_\_\_\_\_  
Managing Agent: \_\_\_\_\_ Contact name \_\_\_\_\_  
Managing Agent address: \_\_\_\_\_ Phone: \_\_\_\_\_

**EMPLOYMENT DETAILS** (if less than 1 year please also give previous employer details)

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_  
Employers address: \_\_\_\_\_  
Start date: \_\_\_\_\_ Status: \_\_\_\_\_ Weekly income: \_\_\_\_\_  
Manager / Payroll Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_  
Employers address: \_\_\_\_\_  
Employment Period: \_\_\_\_\_ TO \_\_\_\_\_ Weekly income: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

**PERSONAL REFERENCES**

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

**NEXT OF KIN** Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ PH \_\_\_\_\_  
Contact phone: \_\_\_\_\_ Address: \_\_\_\_\_

**EMERGENCY CONTACT** Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ PH \_\_\_\_\_  
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).

### 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 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.

### Identification

Please supply at least one form of photo ID and a selection from the below categories totalling 100 points of ID or more, so that we can verify who you are.

ID worth 70 Points:			ID worth 40 Points:			ID worth 25 Points:		
Passport			Birth Certificate			Medicare Card		
Driver's Licence			Health Care Card			Student Card		
Citizenship Certificate			Pension Card			Employee Card		
			Public Services Card			Bank Card		
			Proof of Age card			Utility Bill		
						Vehicle registration		

  

TOTAL POINTS (Office use only)		Sign and Date
-----------------------------------	--	---------------

### Proof of Income

Please provide the following in support of your application. The more proof of income you are able to attach to this application the better chance your application will be of being successful. Documents you may like to attach to this application could include: your most recent Tax Return summary, Previous showing income, a Government benefit statement, proof of any other income you may receive.

3 Most recent payslips – <b>Must be included</b>			Centerlink Statement – If Applicable		
3 Months Bank statements – <b>Must be included</b>			Mortgage statement – If never rented		
			Proof Income Rec'd (Office use only)		Sign and Date

### Tenancy Database Check

PropertyMyWay will perform a tenancy check on receipt of your application. We do this to ensure that the tenants that we recommend to lease a property are of a good standing and that they have no negative history.

The name of the residential tenancy database that PropertyMyWay will use for deciding whether a residential tenancy agreement should be entered into with a person is:

National Tenancy Database (NTD)

- i. Address: CPO Box 13294, George Street 120. Brisbane QLD 4003
- ii. Telephone: 1300 563 826
- iii. Facsimile: (07) 3009 0619
- iv. Email: [info@ntd.net.au](mailto:info@ntd.net.au)
- v. website: [www.ntd.net.au](http://www.ntd.net.au)

Checks Complete (Office use only)	Satisfactory YES / NO	Date and Sign
--------------------------------------	--------------------------	---------------

The applicant may obtain information from NTD in the following manner:

- i. A request for rental history file can be downloaded from [www.ntd.net.au](http://www.ntd.net.au). A link to the form can be found under the tab "For Tenants".
- ii. A request for rental history may be submitted by post, fax or email.

**Declaration**

I/we declare that all the above and attached information is true and correct and the information may be used by the landlord to verify and obtain a complete consumer credit report for purposes of this rental application. I/we accept that this information is not privileged and may be used by the landlord to decide whether to accept or decline this rental application.

I/we understand and agree that any false or incomplete information supplied may be grounds for rejecting this application and will violate any rental agreement following this application if discovered later.

No action will be taken against the owner if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.

I/we hereby offer to rent the property from the owner under a lease to be prepared by the Owner pursuant to the Residential Tenancies Act applicable to the State or Territory the rental property is located.

I/we acknowledge that I will be required to pay the rent in advance and a rental bond, and that this application is subject to approval from the owner.

I/we understand that PropertyMyWay is not the managing agent of this property and has no responsibility on how the Owner will use my personal information and manage the property in respect of a tenancy. PropertyMyWay is not responsible for any disputes that may arise over any tenancy.

Applicant ONE		Applicant TWO		Applicant THREE	
Name		Name		Name	
Sign	Date	Sign	Date	Sign	Date