

## APPLICATION & OFFER OF OPTION TO LEASE RESIDENTIAL PROPERTY

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

Applicants Names: \_\_\_\_\_

Number of Adults: \_\_\_\_\_ Number of Children (ages) \_\_\_\_\_

Move in Date: \_\_\_\_\_

### PLEASE READ THE FOLLOWING AS A REQUIREMENT OF ALL APPLICATIONS

Thank you for your application to rent a property through **Complete Property Management**. Please ensure the application is *fully completed* to ensure prompt processing.

Please also note that your application will only be processed if you have physically inspected the property

### INFORMATION FOR LESSORS (LANDLORDS) AND APPLICANTS

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*.

#### 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.

### ALL APPLICATIONS RECEIVED ARE SUBJECT TO LANDLORD'S APPROVAL

If your application is successful and you exercise your option and sign the lease, please note the following:

- All tenants must sign the lease and pay the total ingoings before the keys are handed over.
- When signing the lease, the following costs will need to be paid by either of the above payment methods prior to keys being handed over (no exceptions will be made).
  - Rent** – Two weeks in advance and must be kept in advance at all time.
  - Security Bond** – Equivalent to four weeks rent held in a bond account until the end of the tenancy.
- Condition of the Property.** It is deemed that the property is taken as it is viewed otherwise stated in writing in the special conditions section of the application and hence will form part of the application.
- It is your responsibility to ensure the electricity and gas is connected to the premises. Contact Synergy for electricity connections on 13 13 53 and Alinta Gas for gas connections on 13 13 58.
- If you want a phone line connected to the premises it is your responsibility to find out if there is an existing telephone connection to the property. You can contact either Telstra or Optus for this information. You will be responsible for the telephone connection, and/or line connections if applicable as the outgoing tenant may have had them disconnected or may not have had them connected.
- If your application is unsuccessful, please note the Owner or Complete Property Management (the agent) is not obliged to explain why your application was not accepted. Also note that once completed and delivered to Complete Property Management, this application form remains the property of Complete Property Management.

## RENT PAYMENTS

By renting through Complete Property Management you agree to pay all rental payments by the following methods:

- Periodic Payment**  
Contact your financial institution to organise automatic payments from your account.
- By Post**  
Cheque or Money Orders only (*No Cash*). Cheques/Money Orders to be made out to Complete Property Management. Credit card & Eftpos is not accepted.  
Mail to: PO Box 459, Cloverdale WA 6985

**Complete Property Management is a 'CASHLESS OFFICE' / We prefer NOT to accept CASH on our premises**

# STANDARD LEASE CONDITIONS APPLY TO ALL PROPERTIES

1. The tenant acknowledges having inspected the subject premises prior to making an application for tenancy thereof and hereby accepts tenancy of the premises as found on inspection and as recorded in the Property Condition Report.
2. The tenant agrees upon vacation of the premises to have all carpets professionally cleaned (at the tenant expense) by a contractor to be approved by the agent and to supply all details and receipt to the agent.
3. All keys and remotes (including cut keys) are to be handed to the office of Complete Property Management at the end of the tenancy and not left at the property. The tenant is aware that rent will be charged until all keys and remotes are returned to the office. If alarm codes have been changed, the new code is to be supplied to the agent at the time of returning the keys.
4. The tenant will be provided with security remote controls, where applicable. If the control is lost or broken during their tenancy the tenant must pay the amount due prior to a replacement remote being issued. Should the tenant fail to return the remote controls when they vacate, the cost of each remote control will be due and payable.
5. The tenant agrees to maintain the garden, lawns, lawn edges, hedges, shrubs and trees in the same order as stated in the Property Condition Report, to water them regularly and adequately, to keep all grounds clean and tidy and free from rubbish and the flower beds and lawns free of weeds, and not to remove or cut down any plants, trees or shrubs without prior consent from the owner or agent.
6. No parking on lawns or front verge.
7. The tenant is prohibited from smoking inside the property to prevent discolouration or staining occurring. Should any damage be evident due to the above, the tenant acknowledges that they are responsible for the rectification costs.
8. Rooms are to be aired sufficiently to prevent mildew and mould appearing.
9. The tenant agrees that if they require a telephone connected to the premises this is at their own cost. They have had the opportunity to contact a telecommunications provider to find out the cost of this connection as suggested on their application form. They have waived all rights of further negotiation by signing their application form.
10. All invoices / accounts issued to the tenant by the Agent are to be paid within 14 days. Should payment not be made by the due date a Notice of Breach may be issued to the tenant.
11. The tenant is aware that any court application costs incurred as a result of a breach of agreement, will be at the tenants cost to reimburse the owner or agent.
12. The tenant agrees to keep the premises in a clean and sanitary condition and free from dirt, oils, grease, insects and vermin. Failure to do so will result in the tenant being responsible for the associated pest control costs.
13. The tenant agrees to report all damage and any state of disrepair within in three days of occurring. Failure to do so may render the tenant liable for all costs and/or losses incurred by the lessor as a result of such failure to report.
14. The tenant must take reasonable steps to regularly check and test whether all smoke alarms and residual current devices on the premises are in good working order. If any smoke alarm or residual current device is not in good working order, the tenant must notify the lessor immediately.
15. The agent will take photographs of the interior and exterior of the property at routine inspections. These photos are issued to the owner in printed format and are not used for any other purpose other than displaying to the owner the condition the property is being maintained at. All due care is taken to keep personal possessions out of these photos.
16. Stainless Steel appliances are not to be cleaned with scourers. Hot soapy water with a soft cloth should be sufficient. If there is heavy soiling the tenant is to ensure the method of cleaning does not scratch the stainless surface.
17. Pot plants are not to be placed on carpets, terracotta or polished boards without a suitable saucer to catch any excess water.
18. No hot objects are to be placed directly onto any surfaces such as bench tops, carpet or lino. Any such damage caused must be rectified at the tenants expense and must be to the owner/agents satisfaction.
19. The tenant must use a chopping board on all kitchen, bathroom and laundry laminex to prevent cutting and burn marks. Should any damage occur due to the lack of using a chopping board, compensation will be paid to the owner from the tenant towards future replacement of the laminex due to the damage.
20. The tenant must use floor protectors at the base of all furniture to prevent any scratches and damage to the floorboards. Any damage will result in a monetary compensation to the owners towards rectification of the floorboards.
21. The tenant agrees to use a drip tray on the carport / garage floor to prevent oil stains occurring and to reimburse the owner of the property any cost incurred to remove oil stains evident on the said floor at vacation date, providing those stains were not noted on the original property condition report.
22. No tenant has permission to display any sign or advertising material that is visible from the outside of the building.
23. If a cheque or an electronic transfer paid by the Tenant for the purposes of Rent or other monies is dishonoured or must be presented again, then the Tenant agrees to reimburse on demand the Owner's costs, charges, and expenses associated with the dishonoured transaction to a maximum of \$30 per dishonoured transaction.
24. The tenant is responsible for all chemicals required for the pool. Should the owner employ a regular pool contractor to maintain the pool, it will be done so at the cost of the owner. The tenant also agrees to provide a report on the chemical balance of the pool at the expiration of the tenancy to ensure premium water quality – if applicable
25. The tenant agrees to the managing agent arranging a special reading of the water meter upon vacating, the cost as charged by the Water Corporation is to be borne by the tenant.
26. The managing agent may erect a 'Leased By' sign in the front of the property for a period of 21 days after the commencement of the lease agreement at the agents discretion.
27. The tenant is aware that if a pet bond is payable, the agent will not refund the pet bond at the end of the tenancy as this will be used to have the property treated and sprayed for any fleas or vermin left at the property
28. Should the tenant break the lease or wrongfully terminate the lease agreement prior to the expiration date, the tenant will be responsible for the cost of \$110.00 Final Bond Inspection, \$99.00 Advertising, \$38.50 Tenancy Check and the unexpired cost of the letting fee, as a reimbursement to the owner. The tenant is aware that they are responsible for rent until a new tenant is approved or the expiry of the lease.

## Special Conditions:

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## COLLECTION NOTICE

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including to the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy data bases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under this agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents. If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

## TENANT PRIVACY STATEMENT

Due to recent changes in the Privacy Laws, from December 21, 2001 all property managers must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully, and once completed, return it to this office with your tenancy application.

Telephone: **08 9478 1111**

Facsimile: **08 9478 1861**

As professional property managers, we collect your personal information to assess the risk in providing you with the lease / tenancy of the premises you have requested, and if the risk is considered acceptable, to provide you with the lease / tenancy, we usually disclose your personal information to:

- The Landlord, the Landlord's Lawyers, the Landlords mortgagee, Referees you have nominated, organisations and trades that carry out maintenance to the premises, Rent bond authorities, Residential Tenancy Tribunals / Courts, Collection Agents, National Tenancy Database Pty, Ltd and Tica

### WE ALSO COLLECT YOUR PERSONAL INFORMATION TO:

- Enable us, or the Landlord's lawyers, to prepare the lease / tenancy documents for the premises
- Allow organisations / trades people to contact you in relation to maintenance matters relating to the premises
- Pay / release rental bonds to / from Rental Bond Authorities (where applicable)
- Refer to Tribunals, Courts and Statutory Authorities (where necessary)
- Refer to Collection Agents / Lawyers (where default / Enforcement action is required)
- Provide confirmation details for organisations contacting us on your behalf ie Banks, Utilities (Gas, Electricity, Water, Phone.), Employers etc.

If your personal information is not provided to us, and you do not consent to the uses to which we put your personal information, we cannot properly assess the risk to our client, or carry out our duties as professional property managers. Consequently, we cannot provide you with the lease / tenancy of the premises.

Tenant Signature: \_\_\_\_\_

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

Tenant Signature: : \_\_\_\_\_

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

## TICA DISCLOSURE STATEMENT

You can contact **TICA** (ABN 84 087 400 379) ("TICA") by:

Telephone: (02) 97433266

Email: [enquiries@tica.com.au](mailto:enquiries@tica.com.au)

In Person: P.O. Box 120, Concord NSW 2137

From 21 December 2001, you can gain access to your personal information.

**TICA** collects your personal information to provide to its members and others listed below, historical tenancy and public record information on individuals and companies who/which lease residential and commercial property from or through licensed real estate agent members of **TICA**.

**TICA** also provides credit information on companies/directors applying for commercial leases.

The real estate agent/property manager will advise **TICA** of your conduct throughout the lease/tenancy, and that information will form part of your tenant history.

**TICA** usually discloses information to:

- Licensed real estate agent members
- Credit Bureaus

If your personal information is not provided to **TICA** the real estate agent/property manager will **not** be able to carry out their professional responsibilities and will **not** be able to provide you with a lease/tenancy of the premises.

# 1<sup>st</sup> APPLICANT

Name: ..... Date Of Birth:.....  
Drivers Licence No:.....State:.....Passport No:.....  
Mobile No:.....Email.....

## Present Address.....

Rent Paid to (Agent or Owner's name and address) .....  
.....  
Agent's or Owner's Contact No:.....  
Property Managers Name (if know).....  
Period Rented:..... Rental Amount Paid:.....  
Reasons for leaving: .....

## Previous Address: .....

Rent Paid to (Agent or Owner's name and address) .....  
.....  
Agent's or Owner's Contact No:.....  
Property Managers Name (if know).....  
Period Rented:..... Rental Amount Paid:.....  
Reasons for leaving: .....

## Occupation: .....

Employer: ..... Employment Period:.....  
Employer's Address:.....  
Phone No:..... Wage: .....

**If less than 12 months, name of previous employer:** .....

Address of Previous Employer: .....

..... Phone No:..... Employment Period:.....

*N.B. Copy of last two payslips are required. If self employed statements of income must be provided*

## Next of Kin:

(Name and Address) .....  
Phone No: ..... How Related:.....

## Emergency Contact other than next of Kin:

(Name and Address) .....  
Phone No: ..... How Related:.....

## Character Reference (this must not be anybody who is related to you or any other applicants):

(Name and Address) .....  
Phone no:..... Relationship:.....

## 2<sup>nd</sup> APPLICANT

Name: ..... Date Of Birth:.....  
Drivers Licence No:.....State:.....Passport No:.....  
Mobile No:.....Email.....

### Present Address.....

Rent Paid to (Agent or Owner's name and address) .....  
.....  
Agent's or Owner's Contact No:.....  
Property Managers Name (if know).....  
Period Rented:..... Rental Amount Paid:.....  
Reasons for leaving: .....

### Previous Address: .....

Rent Paid to (Agent or Owner's name and address) .....  
.....  
Agent's or Owner's Contact No:.....  
Property Managers Name (if know).....  
Period Rented:..... Rental Amount Paid:.....  
Reasons for leaving: .....

### Occupation: .....

Employer: ..... Employment Period:.....  
Employer's Address:.....  
Phone No:..... Wage: .....

**If less than 12 months, name of previous employer:** .....

Address of Previous Employer: .....

..... Phone No:..... Employment Period:.....

*N.B. Copy of last two payslips are required. If self employed statements of income must be provided*

### Next of Kin:

(Name and Address) .....  
Phone No:..... How Related:.....

### Emergency Contact other than next of Kin:

(Name and Address) .....  
Phone No:..... How Related:.....

### Character Reference (this must not be anybody who is related to you or any other applicants):

(Name and Address) .....  
Phone no:..... Relationship:.....

### 3<sup>rd</sup> APPLICANT

Name: ..... Date Of Birth:.....  
Drivers Licence No:..... State:..... Passport No:.....  
Mobile No:..... Email.....

**Present Address** .....

Rent Paid to (Agent or Owner's name and address) .....  
.....  
Agent's or Owner's Contact No:.....  
Property Managers Name (if know).....  
Period Rented:..... Rental Amount Paid:.....  
Reasons for leaving: .....

**Previous Address:** .....

Rent Paid to (Agent or Owner's name and address) .....  
.....  
Agent's or Owner's Contact No:.....  
Property Managers Name (if know).....  
Period Rented:..... Rental Amount Paid:.....  
Reasons for leaving: .....

**Occupation:** .....

Employer: ..... Employment Period:.....  
Employer's Address:.....  
Phone No:..... Wage: .....

**If less than 12 months, name of previous employer:** .....

Address of Previous Employer: .....

..... Phone No:..... Employment Period:.....

*N.B. Copy of last two payslips are required. If self employed statements of income must be provided*

**Next of Kin:** .....

(Name and Address) .....  
Phone No:..... How Related:.....

**Emergency Contact** other than next of Kin:

(Name and Address) .....  
Phone No:..... How Related:.....

**Character Reference (this must not be anybody who is related to you or any other applicants):**

(Name and Address) .....  
Phone no:..... Relationship:.....

**GENERAL INFORMATION:**

Do you:	Intend using a water bed at the property?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Smoke cigarettes?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Have applications pending on other properties?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Pets: Intend having any pets at the property? Yes  No

Number of pets, type, age and breed? .....

.....

Sterilised, registered & micro-chipped? .....

.....

**Do you intend applying for a Homes West Bond? Yes  No**   
*Please note: All move in costs are to be paid prior to moving into a rental property*

**Motor Vehicles:**

No more than ..... vehicles will be parked on the premises at all times.

Car make: ..... Colour: ..... Reg No: .....

Car make: ..... Colour: ..... Reg No: .....

Car make: ..... Colour: ..... Reg No: .....

I/We request a lease agreement period of **Six Months**  **Twelve Months**

at the rental amount of \$..... per week

**It is a condition of this application that should you be the approved applicant for the property, the Lease Agreement is to be signed and full bond must be paid within 48 hours of acceptance.**

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**SIGNED BY APPLICANT 1**

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**SIGNED BY APPLICANT 2**

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**SIGNED BY APPLICANT 3**

All Applicants are required to supply 1 of the following identifications when submitting an application. Your 100 points can be made up from the following:

- Drivers licence
- Passport
- Proof of age card
- Medicare Card
- Payslip/ Bank statement