

RENTAL APPLICATION FOR PROFESSIONALS GRANGER CLARK

PROPERTY ADDRESS: _____

APPLICANTS NAMES: _____

Please note that our agency does not require a holding deposit however as a courtesy we ask that if you are applying for multiple properties that you advise us at the time of submitting your application.

TO MAKE SURE YOUR APPLICATION HAS BEEN COMPLETED CORRECTLY PLEASE ENSURE...

- The property address, period required and tenancy start date has been completed.
- The privacy clause has been initialled and the application signed (both on page 6)
- You have read the Terms and Condition and completed the Rentpay form in full
- You have read and signed the Special Conditions of the lease agreement on page 8

DOCUMENTS TO PROVIDE WITH YOUR APPLICATION...

- Two forms of identification (One MUST be photo ID)
 - Driver's License, Passport or 18+ Card
 - Medicare Card, Concession Card, Bank/Credit Card
 - Birth Certificate/Extract or Marriage Certificate
- At least two references from previous Landlord/Agents
 - Provide details of owner/agent if written reference cannot be provided
 - If renting through a private landlord, please provide rent receipts from owner and proof of address
- Proof of Income
 - Provide copies of your 2 most recent pay slips from your employer
 - If you are self-employed, provide bank statements, an EOFY tax statement or your account's details

SUBMIT YOUR APPLICATION ONE OF THE FOLLOWING WAYS...

- Personally bring it into our office at The Market Place Shopping Centre, Illawarra Crescent North, Ballajura (Crn Alexander Drive). If you do this, our friendly staff can photocopy the required documents.
 - Email your application and documents to info@grangerclark.com.au
 - Fax your application and documents to (08) 9249 6085
- If emailing or faxing, please contact our office to ensure all pages have been received and are legible.**

OUR OFFICE RESERVES THE RIGHT TO ALLOW FOR ANY CHANGES OR ADDITIONAL TO THE ABOVE. SHOULD AN APPLICANT FAIL TO PROVIDE THE ABOVE DETAILS, THE APPLICATION **MAY** NOT BE PROCESSED.



the market place
shopping centre
illawarra cres north
ballajura wa 6066

shop 20, woodlake shopping centre
ellenbrook wa 6069
w grangerclark.com.au
e info@grangerclark.com.au

ballajura
p (08) 9249 6888
f (08) 9249 6085

ellenbrook
p (08) 6296 6600
f (08) 6296 6611

Do you meet our selection criteria?

1. Positive Identification – driver's license/passport/credit card
2. Tenancy records – previous history
3. Ability to pay rent – 30% of gross income
4. References – business/personal
5. Favourable attitude to renting
6. Commercial data base

Getting ready for your tenancy induction

To ensure you have the right expectations regarding the start of your tenancy and the induction process, we ask you to observe the following important points:

- a) **Keeping Your Appointment Time** - the time you have been allocated for your tenancy induction has been specifically allocated amongst our other appointments, which are usually 'back-to-back'. This means it is crucial you are on time for the appointment because if you are late, our induction time may have to be allocated several hours later until the next complete time slot is available.

Avoid being inconvenienced! Therefore to avoid unnecessary delays and inconvenience please ensure you are on time for your appointment. If you believe you will be delayed, even by 10 minutes, please call us ahead so we can confirm if another appointment time will need to be made to accommodate your change in appointment circumstances.

- b) **Appointment Time Allocation** - as we need to explain all your tenancy details thoroughly, please allocate up to 45 minutes for your tenancy induction.
- c) **All Persons to be Present** - all tenants approved on the application will need to be present (people who will be legally responsible and signing the lease).
- d) **No Cash Policy** - we have a no cash policy! Therefore could you please supply us with a bank cheque or Australia Post money order? We regret that we are unable to accept a personal or a company cheque, and due to security reasons, we are unable to accept cash. You may also arrange with us to pay your first payment of rent and bond by EFT, however this must be previously agreed to and arranged with enough time for the funds to transfer to our account before the start of tenancy.
- e) **Bank Cheques/Money Orders** to be made out to Professionals Granger Clark.

Possession Granted - please note that possession will be granted once the following has been fulfilled-

- a) **Tenancy Start Date** - your tenancy start date has commenced, as per your tenancy agreement
- b) **Rent** - your first 2 weeks rent has been received by our agency.
- c) **Bond** - your full bond payment has been received by our agency.

Important - Keys issued early. It is important to note we are unable to issue keys early, or grant access to the property any earlier than the allocated tenancy start date. An example of this is where access to the property is required to move boxes into a garage or bedroom to get the moving process started earlier, or a removal truck company requires access a couple days earlier. Under all circumstances we cannot issue any keys earlier than the start date of the tenancy, for legal and security reasons.

IDENTIFICATION CHECKLIST

To assist with the processing of your application, you **MUST** provide **at least one** form of I.D from **each category**, at least **one photo I.D** and **2 payslips from your current employment**.

TYPE OF IDENTIFICATION

CATEGORY ONE

Driver's License
Birth Certificate (original, certified or extract)
Current Passport
Citizenship Certificate (original, certified or extract)
Police Clearance Certificate

CATEGORY TWO

Bank ATM or Credit Card with Signature
Medicare Card
Tertiary Student ID Card
Social Security Benefits Card
Employers ID Card
Veterans Affairs Card

CATEGORY TWO

Utilities Account (with current address)
Mobile Phone Account (with current address)
Bank Statement
Rental Receipt (from current agent)
Any other business invoice (with current address)

TENANT APPLICATION & RESPONSIBILITY FOR PETS

Your pet **must** be approved by the owner and any dogs must be registered with the shire. **Full details** of the animal/s must be provided, preferably with a reference from your past Real Estate Agent along with a photo of the animal/s.

Property Address: _____

Pet Breed & Number: _____

Shire Registration Number: _____ Expiry Date: ___ / ___ / ___

I/We _____ (applications name/s) acknowledge and agree that the animal/s specified in the Standard Application and Offer of Option to Lease Residential Premises and the Standard Property Lease is the only pet/s permitted on the premises.

I/We are aware that they are to be kept outside the dwelling at all times. Should I/we wish to keep any other pet on the premises I/we acknowledge that written permission must first be sought and agreed upon with the Owner's Agent.

Should any injury or damage occur to the property or individuals on the premises during the period of the tenancy, I/we accept full responsibility for such damages and hereby full indemnify Professionals Granger Clark and the owner from such claims or damages.

Signed: _____ Date: ___ / ___ / ___

Signed: _____ Date: ___ / ___ / ___

Please complete and return via fax to **1300 668 334**

SECTION A. - TENANT DETAILS (PLEASE COMPLETE IN BLOCK LETTERS, LEAVING A SPACE BETWEEN WORDS)

Mr, Miss, Mrs etc..	Given Name	
<input type="text"/>	<input type="text"/>	
Surname	<input type="text"/>	
Home Phone Number	Work Phone Number	
<input type="text"/>	<input type="text"/>	
Mobile Phone Number	Nominated P.I.N. (6 Numeric)	Date of Birth (dd/mm/yy)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address (for all communications from RentPay about your account)		
<input type="text"/>		

SECTION B. - RENTAL PROPERTY DETAILS

Unit Number (if applicable)	Address (Street Number and Name)	
<input type="text"/>	<input type="text"/>	
Suburb	State	Post Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Real Estate Agent Name (Smith Town Real Estate)		
<input type="text"/>		

SECTION C. - BANK ACCOUNT DETAILS

RentPay require to debit your nominated bank account to levy RentPay fees outlined overleaf and your rental payments if the direct debit service is selected as your primary payment type. Debits from your nominated bank account may take up to 3 business days for settlement. Direct Debiting is not available on a full range of bank accounts. If in doubt please refer to your financial institution.

Name of your Financial Institution			
<input type="text"/>			
Suburb			
<input type="text"/>			
State	Post Code	BSB Number (must be 6 digits)	Account Number (9 digit maximum)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Account Name (e.g. David White)			
<input type="text"/>			

SECTION D. - PRIMARY PAYMENT TYPE, PLEASE TICK ONE BOX ONLY (DIRECT DEBIT, BPAY or POSTbillpay)

IMPORTANT: NOT ALL AGENTS SUPPORT ALL PAYMENT TYPES. PLEASE CHECK WITH YOUR AGENT BEFORE COMPLETING THIS FORM.

- A.** Direct Debit payment that I/we initiate from time to time either by phone or internet using my/our RentPay Tenant ID & P.I.N.
- B.** Automatic Direct Debit recurring payments as outlined below.
- C.** BPAY from either my/our savings, cheque or credit card account.
- D.** Cash at POSTbillpay at 4500 + Australia Post outlets. You must present your RentPay barcode at Australia Post when paying your rent.

Frequency (eg weekly/fortnightly/monthly)	Amount (eg \$250.00)	Commencement Date (dd/mm/yy)
<input type="text"/>	<input type="text"/>	<input type="text"/>

I/we authorise and request Paycorp Holdings Pty Limited (trading as RentPay) (User ID 186 423) to debit my/our Account identified above through the Bulk Electronic Clearing System for any amount that RentPay may debit or charge in accordance with the Direct Debit Conditions – Tenant (overleaf) and the following instructions. I/we request and authorise RentPay to debit or charge fees and charges payable to RentPay, and also to debit or charge for payment to the above named Agent. By signing, I/we apply to join the RentPay program, and agree to the direct debit arrangements set out in this Direct Debit Request and the Direct Debit Conditions overleaf. I/we have read and understood them before deciding to sign.

Signature _____

If joint account all signatures may be required.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Today's Date (dd/mm/yy)

TERMS & CONDITIONS (PLEASE READ CAREFULLY)

DIRECT DEBIT CONDITIONS

These Direct Debit Conditions and the Direct Debit Request overleaf (DDR) allow Paycorp Holdings Pty Limited ABN 96 096 353 374 (trading as RentPay) (User ID 186 423) to arrange for money to be debited electronically from your Account through the banking system. These conditions set out your rights, our commitment to you and your responsibilities to us, and advise where you should go for assistance.

DEFINITIONS

Agreement: means the Agreement between you and us, being the Direct Debit Request and these Direct Debit Conditions.

Account: means the Account you have nominated in the Direct Debit Request.

Debit Day: means a day that payment is due to be made to the real estate agent or to us for fees or charges.

Debit Payment: means a particular transaction where a debit is made, according to your Direct Debit Request.

Direct Debit Request ("DDR") means the form Direct Debit Request - Tenant (overleaf) signed by you.

Us and We and Our means Paycorp Holdings Pty Ltd Pty Limited ABN 96 096 353 374

(trading as RentPay), the company that you have authorised to direct debit your Account.

You means the person(s) who signed the Direct Debit Request.

Your Financial Institution is the Financial Institution at which the Account is kept.

1. BEFORE YOU SIGN

1.1 Before you sign the Direct Debit Request, you should: check with your Financial Institution whether direct debiting is available from your Account, as some institutions do not allow DDR's to be processed on some Accounts; and ensure that your Account details specified in the Direct Debit Request, are correct (check against a recent Account statement); and ensure that all persons whose signatures are necessary to operate your Account will sign.

1.2 Warning: if the Account details are incorrect, you may be charged a fee to reimburse our costs of correcting any debit that occurs to an Account that you either do not have the authority to operate or that is someone else's Account. You indemnify us for all loss or expense we suffer as a result of you giving us incorrect or false information in the Direct Debit Request or in any changes to the Direct Debit Request. This indemnity continues after the Agreement ends.

2. DEBITING YOUR ACCOUNT

2.1 By signing the Direct Debit Request, you have authorised us to arrange for funds to be debited from your Account according to the Agreement we have with you. We will only arrange to debit funds from your Account in accordance with that authority.

2.2 If a Debit Day is not a business day, we may direct your Financial Institution to debit your Account on the next business day.

3. CHANGES BY US

3.1 We may change this Agreement at any time by giving you at least 14 days prior written notice. If you disagree with our change, please notify us within those 14 days.

4. CHANGING YOUR DDR

Subject to clause 4.1, you may change the arrangements under a Direct Debit Request (eg the amount you pay or how often you pay) by contacting us on 1300 306 801 and complete a change of details form.

You agree that we may complete, upon your instruction any details (other than details in Section C.) missing from the Direct Debit Request.

4.1 STOPPING OR DEFERRING A PAYMENT

To stop or defer a particular Debit Payment you must contact us on 1300 306 801 before 3pm EST of the day that your Debit Payment is due. Alternatively you can contact your Financial Institution, in writing at least 14 days before the next Debit Day. Please note that you may be charged a fee for this service.

4.2. CANCELLING YOUR DDR & CLOSING YOUR BANK ACCOUNT

To cancel your Direct Debit Request, stop payments or dishonour any payments on 1300 306 801 or your RentPay issuing Agent to initiate the cancellation process. Alternatively you can contact your Financial Institution, in writing at least 14 days before the next Debit Day. You must advise us if your Account is transferred or closed for any reason. Should any RentPay fees remain outstanding when your RentPay account is closed and/or deactivated, we will continue to recover these fees until settled by you.

5. DEACTIVATION OF YOUR ACCOUNT BY RENTPAY

If you provide us with incorrect details, stop payments or dishonour any payments (including any fees or rent payments), we may deactivate your RentPay Account (by notice to you) and suspend all services under this Agreement. If we agree to reactivate your RentPay Account, we may charge a fee of \$7.50.

6. PAYMENT METHODS RENTPAY BPAY SERVICE (Phone and Internet Only)

The RentPay - BPAY payment service is only available for tenants to pay by internet and phone banking facilities from your cheque, savings or credit card accounts. RentPay BPAY payments using a cheque initiated at Australia Post outlets will not be processed by RentPay.

7. FEES & CHARGES (All amounts include GST)

You will pay the following fees and charges:

- i. A membership charge of \$3.00 (inc GST) per month (or part month) will be debited, monthly in advance, from your Account while you are enrolled in our RentPay program.
- ii. RentPay - BPAY transaction Fee: \$0.88 (inc GST) Per Transaction
- iii. Credit Card and Debit Cards used through the BPAY channel will incur a 1.32% (inc GST) Surcharge on the total rental amount paid by the tenant in addition to the \$0.88 (inc GST) transaction charge.
- iv. POSTbillpay transaction fee: \$1.92 (inc GST) Per Transaction.
- v. Should you dishonour on any rental payment amount via direct debit a penalty fee of \$25.00 is applicable and will be levied from you 14 days after the date the dishonour occurred.
- vi. Should you dishonour on any RentPay fees direct debited from your nominated bank account a penalty fee of \$10.00 is applicable and will be levied from you 14 days after the date the dishonour occurred.

The RentPay fees & charges will be levied from your nominated account on the first business day of each month. The amount will equate to your membership fee and how many transactions incurred by you for the previous months transactions. All fees are non-refundable.

8. CLEAR FUNDS

It is your responsibility to ensure that there are sufficient clear funds available in your Account to allow a Debit Payment to be made in accordance with the Direct Debit Request.

8.1 RETURNED OR DISHONOURED DDR'S

If there are insufficient clear funds available in your Account to meet the Debit Payment of your RentPay Fees and your Financial Institution dishonours your payment:

- i. you or your Account may be charged a fee by your Financial Institution;
- ii. you must arrange for the payment to be made by another method or arrange for sufficient clear funds to be in your Account within the next 7 days or another time that we agree with you so that we can process the Debit Payment. You should check your Account statement to verify that the amounts debited from the Account are correct.
- iii. if you dishonour on your RentPay Fees your RentPay Account will be de-activated and RentPay will initiate steps to recover the outstanding monies from you.
- iv. you or your Account will be charged penalty fee/s as outlined in clause 7. (v. & vi.) to reimburse us for the charges that we have incurred for the failed transaction.

9. DDR DISPUTE - RESOLUTION

9.1 If you believe there has been an error in debiting your Account, you should notify us directly by phoning 1300 306 801, and also confirm the details in writing as soon as possible.

9.2 If our investigations conclude that your Account has been incorrectly debited we will arrange for your Financial Institution to adjust your Account accordingly, and we will notify you of the amount of the adjustment. Otherwise, we will explain why we concluded that your Account was correctly debited.

9.3 Any queries about an error made in debiting your Account should be directed to us in the first instance so that we can attempt to resolve the matter between you and us. If we cannot resolve the matter you can still refer the claim to your Financial Institution, which will obtain details from you of the disputed transaction and may lodge the claim on your behalf.

10. PRIVACY - YOUR DETAILS

10.1 We will keep any information (including your Account details) in your Direct Debit Request and concerning your RentPay confidential. We make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.

10.2 You authorise the release of the information supplied by you in the Direct Debit Request to outside contractors who carry out specialised activities on our behalf.

10.3 We will only disclose information that we have about you:

- i. in accordance with clause 10.2. and;
- ii. to the extent specifically permitted by law; or
- iii. for the purposes of this Agreement (including disclosing information in connection with any query, dispute or claim, and exchanging information relating to transactions for debit payments with the estate agent specified in the Direct Debit Request).

We make all attempts to provide a secure environment whenever you use the www.rentpay.com.au website to make a payment. We encrypt the card and payment details you send to us through our website using Secure Sockets Layer encryption. We also have secure links between us and the banking network. We send your card and payment details through the banking network to your Financial Institution and your payment is then authorised by your Financial Institution. The Financial Institution then transfers money from your Account. Paycorp is a PCI certified environment.

Contact Information

If you have any questions please contact the RentPay Team in writing to:

The RentPay Manager
PO BOX 1961 North Sydney NSW 1585
or telephone on 1300 306 801

EXPLANATION FOR APPLICANTS

Only complete this APPLICATION if You are sure that You want to enter into a Residential Tenancy Agreement with the Lessor of the Premises

The Lessor of the Premises is attempting to locate the most suitable tenant; that is a tenant who pays the rent on time and takes good care of the Premises.

To enable the Lessor of the Premises to determine in their opinion, who is the most suitable person, the Lessor's Property Manager requires some background information about You.

The form "APPLICATION TO ENTER INTO RESIDENTIAL TENANCY AGREEMENT" is not the Residential Tenancy Agreement.

The purpose of this form is:

First, to inform the Lessor of Your details, and Your requirements for the Residential Tenancy Agreement; for example, if You wish to have pets at the Premises.

Second, to inform You of the Lessor's or Property Manager's usual use of one or more residential tenancy databases.

Third, 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 (which may be up to 4 weeks rent), the Pet Bond (which can be up to \$260) and the initial Rent payment (which can be 2 weeks rent in advance).

Fourth, to make You aware of the terms of the Residential Tenancy Agreement (including special conditions) associated with the Lease if Your Application is accepted.

Summary of what will happen if You apply to enter into a Residential Tenancy Agreement with the Lessor

Your action if You wish to apply for the Residential Tenancy Agreement:	<ol style="list-style-type: none"> 1. Complete this Application. 2. Submit this Application to the Property Manager together with any Option Fee that may be requested by the Property Manager.
Lessor's action if You do not succeed with Your Application:	<ol style="list-style-type: none"> 3. If You are not the successful applicant and have paid an Option Fee, the Option Fee will be refunded to You within 7 days of the decision.
Lessor's action if You succeed with Your Application:	<ol style="list-style-type: none"> 4. If You are the successful applicant, the Lessor will provide You with a proposed Residential Tenancy Agreement for the Premises which will grant You the option of entering into a Residential Tenancy Agreement.
What You will then need to do if You are the successful Applicant:	<ol style="list-style-type: none"> 5. If You sign the Residential Tenancy Agreement, comply with all the stipulated requirements for the creation of the Residential Tenancy Agreement set out in Part C of the document, and the Lessor (or the Property Manager) sign the document, a binding Residential Tenancy Agreement will exist between You and the Lessor. In the case of where an Option Fee has been paid there will be no need for the Lessor (or Property Manager) to sign the document for a binding Residential Tenancy Agreement to exist. 6. If any of the events mentioned in clause 5 of this Summary above do not occur the ramifications of that are set out below in clause 18 of Part B of this Application.

FOR: Premises Address:

FROM: Proposed Tenants' Names:

TO: The Property Manager:

application to enter into residential tenancy agreement

PART A (TO BE COMPLETED BY PROPERTY MANAGER)

1. Premises
2. Rent \$ per week
3. Option Fee (if applicable) \$

4. If You are the successful applicant, and wish to enter into a Residential Tenancy Agreement with the Lessor, You will be required to pay the following money to the Property Manager:

REQUIRED MONEY

- | | | |
|-------------------------------|----|----------------------------------|
| (a) Security bond of | \$ | <input type="text"/> |
| (b) Pet bond (if applicable) | \$ | <input type="text"/> |
| (c) First two weeks rent | \$ | <input type="text"/> |
| (d) Less Option Fee (if paid) | \$ | <input type="text" value="n/a"/> |
| (e) Total | \$ | <input type="text"/> |

application to enter into residential tenancy agreement

PART B

(TO BE COMPLETED BY YOU)

NOTE: This document is not a residential tenancy agreement and does not grant any right to occupy the Premises

INFORMATION FROM "YOU" (the proposed tenant or tenants)

TENANCY DETAILS

5. You require the tenancy for a period of months from to
6. At a rent of \$ per week
7. Total number of persons to occupy the Premises Adults Children Ages
8. Pets - Type of Pet Breed Number Age
Type of Pet Breed Number Age
9. Do You intend applying for a residential tenancy bond from a State Government Department? Yes No
- If Yes, \$ Branch:

10. Bank account details for refund of Option Fee (if applicable)

Bank: BSB:
Account No.: Account Name:

11. Any Special Conditions requested by You:

NOTE: The Lessor is not obliged to accept any of the Your Special Conditions.

12. The address at which You wish to receive the Residential Tenancy Agreement if You are successful and/or notices relating to tenancy

Email (optional):
Fax (optional):
Postal address (required):

13. You declare that You are not bankrupt and that all of the Information supplied in this Application is true and correct and is not misleading in anyway.
14. You acknowledge that, having inspected the Premises, You will accept possession of the Premises in the condition it was in as at the date of inspection.
15. By Signing this application You are making an application to lease the Premises. The Lessor may or may not send You a proposed Residential Tenancy Agreement for the Premises.
16. If You are the successful applicant, the Lessor will send You a proposed Residential Tenancy Agreement for the Premises which will contain Information about pre-requisites for the creation of a binding Residential Tenancy Agreement. The Residential Tenancy Agreement will be comprised of Parts A, B and C. Parts A and B can be viewed on reiwa.com.au. Part C will also include additional terms agreed to by the parties, a draft of which is attached to this Application.
17. If a sum for an Option Fee is stipulated in Part A, you must pay that Option Fee to the Property Manager at the same time you make this application. The Option Fee must be paid by you by cash or cheque. If You are not the successful applicant and have paid an Option Fee, the Option Fee will be refunded to you by way of an electronic transfer to your bank account details set out in Part B within 7 days of the decision.

application to enter into residential tenancy agreement

18. If You are the successful application the Lessor will provide you with a proposed Residential Tenancy Agreement for the Premises which will grant You the option of entering into a Residential Tenancy Agreement:
- (a) If You sign the Residential Tenancy Agreement, comply with all the stipulated requirements for the creation of a binding Residential Tenancy Agreement as set out in Part C of the document (eg returning the document to the Property Manager by the stipulated time, paying full stipulated rental and bond); and:
 - (i) If an Option Fee has been paid THEN a binding Residential Tenancy Agreement will exist between You and the Lessor and any Option Fee will be refunded to You or applied towards the rent; or
 - (ii) if no Option Fee has been paid and if neither the Lessor nor the Property Manager sign the document THEN no binding Residential Tenancy Agreement will exist between You and the Lessor, and any Option Fee will be refunded to You within 7 days of the decision; or
 - (iii) if no Option Fee has been paid and if the Lessor (or the Property Manager) signs the document, THEN a binding Residential Tenancy Agreement will exist between You and the Lessor.
 - (b) If You do not sign the Residential Tenancy Agreement or if You do not comply with the pre-requisites for the existence of the Residential Tenancy Agreement You will not have entered into a binding Residential Tenancy Agreement, the option for you to enter such an agreement will lapse, and any Option Fee paid by You will be forfeited to the Lessor.

19. **YOU MUST UNDERSTAND THAT IF YOU ARE THE SUCCESSFUL APPLICANT AND THE LESSOR PROVIDES YOU WITH A PROPOSED RESIDENTIAL TENANCY AGREEMENT BUT YOU DO NOT COMPLY WITH PRE-REQUISITES FOR THE EXISTENCE OF A BINDING RESIDENTIAL TENANCY AGREEMENT, SET OUT IN PART C OF THE RESIDENTIAL TENANCY AGREEMENT (INCLUDING SIGNING THE RESIDENTIAL TENANCY AGREEMENT, RETURNING IT TO THE PROPERTY MANAGER BY THE STIPULATED TIME, PAY ANY STIPULATED RENTAL IN ADVANCE, SECURITY BOND AND / OR PET BOND) NO RESIDENTIAL TENANCY AGREEMENT WILL COME INTO EXISTENCE AND THE LESSOR MAY ENTER INTO A RESIDENTIAL TENANCY AGREEMENT WITH ANOTHER PERSON.**

20. DEFINITIONS

- (a) "**Act**" means the *Residential Tenancies Act 1987* including any amendments.
"**Application**" means this Application to enter into a Residential Tenancy Agreement.
"**Business Day**" means any day except a Sunday or public holiday in Western Australia.
"**Lessor**" means the person/entity with the authority to lease the Premises.
"**Option Fee**" means a payment as referred to in section 27(2)(a) of the Act. The amount of the Option Fee is specified in Part A of this application. The amount of the Option Fee is capped as follows:
 - (i) where the weekly rental under the Residential Tenancy Agreement is \$500 or less, an Option Fee of up to \$50 is payable;
 - (ii) where the weekly rental under the Residential Tenancy Agreement exceeds \$500, an Option Fee of up to \$100 is payable;
 - (iii) where the Residential Tenancy Agreement is for residential premises south of the 26th parallel of south latitude and the weekly rent is \$1,200 or more, an Option Fee of up to \$1,200 is payable.
 - "**Premises**" means the address specified on the first page of this document. Any items included or excluded will appear in Part A of the proposed Residential Tenancy Agreement.
 - "**Property Manager**" means the real estate agent appointed by the Lessor to lease and manage the Premises.
 - "**Residential Tenancy Agreement**" means an agreement in writing in the form prescribed by the Act, comprising of Parts A, B and C. Part C will include additional special conditions as agreed between the parties.
 - "**You**" or "**Your**" means the person or persons making the Application to Lease the Premises.
- (b) All acts and things that the Lessor is required or empowered to do may be done by the Lessor or their Property Manager.

21. You agree that for the purpose of this Application, the Lessor or Property Manager may make enquiries of the persons given as referees, next of kin or emergency contacts provided by You, and also make enquiries of such other persons or agencies as the Lessor may see fit.

The personal information You give in this Application or collected from other sources is necessary for the Lessor or Property Manager to verify Your identity, to process and evaluate the Application, to manage the tenancy and to conduct the Property Manager's business. Personal information collected about You 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 Lessor, referees, other Property Managers, prospective lessors, third party operators of residential tenancy databases, and prospective buyers of the Premises. Information already held on residential tenancy databases may also be disclosed to the Property Manager or Lessor.

If You enter into the Residential Tenancy Agreement or You fail to comply with Your obligations under any Residential Tenancy Agreement that fact and other relevant personal information collected about You during the course of this Application (including information provided separately to this application) or the Residential Tenancy Agreement may also be disclosed to the Lessor, third party operators of tenancy reference databases (to the extent permitted by law), other Property Managers, prospective lessors and prospective buyers of the Premises.

If You would like to access the personal information the Lessor or Property Manager holds, You can do so by contacting the Property Manager. See also the attached notice regarding use of residential tenancy databases.

You can also correct this information if it is inaccurate, incomplete or out-of-date. If the information in this Application, is not provided, the Property Manager may not be able to process the Application, or the Residential Tenancy Agreement properly or manage the tenancy properly.

Initials

NOTICE OF USE OF ONE OR MORE RESIDENTIAL TENANCY DATABASES Section 82C - Residential Tenancies Act 1987

1. It is the Property Manager's usual practice to use one or more residential databases for the purpose of checking an applicant's tenancy history.
2. The name of each residential tenancy database the Property Manager or Lessor usually uses, or may use, for deciding whether a residential tenancy agreement should be entered into with a person are set out below:
3. The contact details for the database operator(s) who operates the database(s) used by the PM as referred to above are as follows:

(a) TICA (strike out if inapplicable)

- (i) Address: PO Box 120, Concord NSW 2137
- (ii) Telephone: 190 222 0346. Calls are charged \$5.45 per minute including GST (higher for mobile or pay phones)
- (iii) Facsimile: (02) 9743 4844
- (iv) Website: www.tica.com.au

(b) National Tenancy Database (strike out if inapplicable)

- (i) Address: GPO Box 13294, George Street 120, Brisbane QLD 4003
- (ii) Telephone: 1300 563 826
- (iii) Facsimile: (07) 3009 0619
- (iv) Email: info@ntd.net.au
- (v) Website: www.ntd.net.au

(c) Other Databases (if applicable)

(i) Name:	n/a
(ii) Address:	n/a
(iii) Telephone:	n/a
(iv) Facsimile:	n/a
(v) Email:	n/a
(vi) Website:	n/a

4. The applicant may obtain information from the database operator in the following manner:

(a) as to TICA:

- (i) Postal and fax application forms can be downloaded from www.tica.com.au. Information regarding application fees can be found on the application form;

(b) as to the National Tenancy Database:

- (i) A request for rental history file can be downloaded from 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.

(c) as to

(i)	n/a
(ii)	n/a
(iii)	n/a

NOTE: This notice is required to be given regardless of whether the Property Manager intends to conduct a search on the particular applicant.

application to enter into residential tenancy agreement



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YOUR (First Person's) PARTICULARS

Your Name (SURNAME) (FIRST NAME) (MIDDLE NAME)

Present Address

Phone No Work Phone No Home

Mobile Email

Date of Birth Australian Citizen Yes No

DOCUMENTS TO CONFIRM YOUR IDENTITY

Drivers Licence No State Passport No

Other ID

Proof of Identification (licence number/bankcard etc)

Vehicle Type & Registration No

Anything else to support Your Application

Smoker Yes No

Personal References

a) NAME TELEPHONE

b) NAME TELEPHONE

(i) Name of current lessor or managing agent to whom rent is paid

Address Phone No

Rental Paid \$ Period Rented From To

Reason for leaving

(ii) Previous address of Applicant

Name of previous lessor or managing agent to whom rent was paid

Address Phone No

Rental Paid \$ Period Rented From To

Reason for leaving

(iii) Occupation: (Note: Your Employer may be contacted to verify employment)

Employer Period of Employment

Phone No Wage \$

If less than 12 months, name and address of previous employer

Explanation if no employment:

(iv) Next of Kin (Note: These people may be contacted to verify particulars)

First Next of Kin NAME ADDRESS TELEPHONE

Second Next of Kin NAME ADDRESS TELEPHONE

Emergency Contact (name and address and telephone) [Note: These people may be contacted to verify particulars.]

First Contact NAME ADDRESS TELEPHONE

Second Contact NAME ADDRESS TELEPHONE

application to enter into residential tenancy agreement

YOUR (Second Person's) PARTICULARS

Your Name (SURNAME) (FIRST NAME) (MIDDLE NAME)

Present Address

Phone No Work Phone No Home

Mobile Email

Date of Birth Australian Citizen Yes No

DOCUMENTS TO CONFIRM YOUR IDENTITY

Driver's Licence No State Passport No

Other ID

Proof of Identification (licence number/bankcard etc)

Vehicle Type & Registration No

Anything else to support Your Application

Smoker Yes No

Personal References

a) NAME TELEPHONE

b) NAME TELEPHONE

(i) Name of current lessor or managing agent to whom rent is paid

Address Phone No

Rental Paid \$ Period Rented From To

Reason for leaving

(ii) Previous address of Applicant

Name of previous lessor or managing agent to whom rent was paid

Address Phone No

Rental Paid \$ Period Rented From To

Reason for leaving

(iii) Occupation: (Note: Your Employer may be contacted to verify employment)

Employer Period of Employment

Phone No Wage \$

If less than 12 months, name and address of previous employer

Explanation if no employment:

(iv) Next of Kin (Note: These people may be contacted to verify particulars)

First Next of Kin NAME ADDRESS TELEPHONE

Second Next of Kin NAME ADDRESS TELEPHONE

Emergency Contact (name and address and telephone) [Note: These people may be contacted to verify particulars.]

First Contact NAME ADDRESS TELEPHONE

Second Contact NAME ADDRESS TELEPHONE

application to enter into residential tenancy agreement



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YOUR (Third Person's) PARTICULARS

Your Name (SURNAME) (FIRST NAME) (MIDDLE NAME)

Present Address

Phone No Work Phone No Home

Mobile Email

Date of Birth Australian Citizen Yes No

DOCUMENTS TO CONFIRM YOUR IDENTITY

Drivers Licence No State Passport No

Other ID

Proof of Identification (licence number/bankcard etc)

Vehicle Type & Registration No

Anything else to support Your Application

Smoker Yes No

Personal References

a) NAME TELEPHONE

b) NAME TELEPHONE

(i) Name of current lessor or managing agent to whom rent is paid

Address Phone No

Rental Paid \$ Period Rented From To

Reason for leaving

(ii) Previous address of Applicant

Name of previous lessor or managing agent to whom rent was paid

Address Phone No

Rental Paid \$ Period Rented From To

Reason for leaving

(iii) Occupation: (Note: Your Employer may be contacted to verify employment)

Employer Period of Employment

Phone No Wage \$

If less than 12 months, name and address of previous employer

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Second Next of Kin NAME ADDRESS TELEPHONE

Emergency Contact (name and address and telephone) (Note: These people may be contacted to verify particulars.)

First Contact NAME ADDRESS TELEPHONE

Second Contact NAME ADDRESS TELEPHONE

application to enter into residential tenancy agreement



APPROVED BY
THE REAL ESTATE INSTITUTE
OF WESTERN AUSTRALIA (REIWA)
BY RESOLUTION 1288/14/15
FOR USE BY REIWA MEMBERS

It is a policy of this office that all rent (other than Government payroll deductions) is paid through the Rentpay System. Please ensure the Rentpay Registration form is completed and submitted with your application.

It is a policy of this office that upon vacating the tenant will have the property professionally cleaned for a minimum of two (2) hours by a Granger Clark approved cleaner.

The tenant is aware that it is office policy that we do not accept cash unless otherwise agreed upon.

I/we understand that by submitting/signing this application I/we are confirming that we have viewed the property and I/we agree to the Terms and Conditions listed in Annexure A, B and C.

By Signing this document You are making an application to enter into a Residential Tenancy Agreement in relation to the Premises. Your Application may or may not be successful.

Your Signature (First Person)

Date / /

Your Signature (Second Person)

Date / /

Your Signature (Third Person)

Date / /

ANNEXURE "A"
SPECIAL CONDITIONS

- 1) The tenant agrees to notify the agent **IN WRITING** no less than 30 days before the expiry of the lease of their intention to vacate the premises, or of their request to renew the lease. The tenant further agrees it is a term of every agreement that the agent/owner may enter the premises for the purposes of showing the premises to prospective tenants, at any reasonable hour and on a reasonable number of occasions during the period of 21 days preceding the termination of the agreement, after giving the tenant reasonable notice (as per Residential Tenancies Act 1987. Part IV, Division 2, Section 46 (f). Note: Failure to pay rent with the intention of deducting it from the security bond at the end of a tenancy is a breach of Section 52 of the Residential Tenancies Act (Penalty \$1000.00)
- 2) It is acknowledged by the Tenant that **ALL MAINTENANCE ITEMS ARE TO BE REPORTED TO THIS OFFICE IN WRITING**. The tenant is also referred to Part B, point 22 and 23 of this Tenancy Agreement. The tenant is further requested to contact this office should they not have had a response to a maintenance request within 7 days.
- 3) The tenant is aware that routine inspections will be carried out quarterly. Tenants will be notified in writing prior to inspection date. Inspections are conducted between 8.30am - 5pm. The tenant is aware and agrees that the agent may use their spare key to gain access to inspect property and photos may be taken to include with the owners' report.
- 4) The property is only to be occupied by the tenants whose names appear on the lease, children excepted. The only circumstances under which another can reside if they have completed an application form and have received approval in writing from the agent.
- 5) The tenant agrees not to place any pot plants directly on the carpet/floorboards. Any damage will need to be rectified by the tenant and all costs associated with such rectification will be borne by the tenant.
- 6) Should there be floorboards at the property it is a requirement that floor protectors be used under all furniture to prevent any scratches/damages. Any damage to the floor due to protectors not being used will be rectified by the tenant and all costs associated with such rectification will be reimbursed to the owner.
- 7) If the owner has agreed to the tenants keeping a pet at the property. At no time is the number of pets to exceed the number indicated on the application. The tenant further agrees that Pets must be outdoor pets and are not permitted to be inside the property at any time unless otherwise approved by the owner. The tenant agrees to pay a \$260.00 pet bond and to have the property professionally deodorised and sprayed for fleas at the end of their tenancy. Any damage caused by the pet is to be rectified immediately and reimbursed to the owner. It is further acknowledged by the tenant that this pet bond may be held by the agent for a period of up to 6 weeks after the tenant has vacated the property.
- 8) The tenant acknowledges inspecting the property prior to the acceptance of the application and agrees to take it on an 'as inspected' basis.
- 9) The tenant agrees to reimburse the owner for a water meter reading fee at the end of the tenancy as charged by Water Corp. for the purpose of calculating water consumption.
- 10) If the property has a pool or spa the tenant agrees to have it chemically tested and balanced on the last day of the tenancy by a reputable pool company and to provide a

printout/receipt of same. If this is not produced the agent reserves the right to have the pool tested and reimburse to cost of chemicals and testing to the owner.

- 11) The tenant is aware that it is a requirement of this lease to pay the rent in advance at all times. The tenant is further aware that this office issues Termination notices once the tenant becomes 4 days or more in arrears.
- 12) If the property is reticulated the tenant is aware that they are responsible for reticulation heads and any pipe work above the surface. The owners agree to maintain the controller and pipes below the surface. The tenant is aware of the current water restrictions in place and agrees to ensure that all watering is done on the prescribed day. Should the tenant water by sprinkler outside of the prescribed day and is reported and fined by the local authority, such fine will be reimbursed to the owner.
- 13) If the tenant chooses to break their lease they will be responsible for the following costs to the owner as stated in Clause 5.1 of the lease:
 - Rent to be paid until a new tenant takes possession or until the lease expires whichever ever occurs first.
 - Final bond inspection fee
 - Reimbursement costs to the owner for advertising.
 - Unexpired portion of the Leasing fee.
 - Ongoing maintenance and care of the property until a new tenant is found or the Lease expires, whichever occurs first.
 - National Tenancy Database will be a charge reimbursed to the owner
- 14) The tenant is aware and agrees that there is to be no smoking inside the property during the period of this tenancy. Any damage caused by not adhering to this clause will be rectified and the cost reimbursed to the owner.
- 15) The tenant is aware and agrees that should they choose to pay their rent via internet banking they **MUST** put their name or property address on the reference line, failure to do so will result in a bank trace fee. The tenant is further aware that any fees associated with dishonoured cheques must be reimbursed to the owner immediately.
- 16) The tenant is aware and agrees that once the tenant has vacated, rent will be charged up until the time that possession of the keys is handed into the office.
- 17) The tenants agree to provide drip trays, at their expense, to prevent any oil, grease or petrol leaking from motor vehicles.
- 18) The tenants are aware that should they be requested to return to the property, once they have vacated, to carry out any vacating requirements, 24 hours will be granted in order for the requested work to be carried out. Failure to do so will result in tradespeople being employed with the costs being deducted from the security bond.
- 19) The tenants are aware and agree that once they vacate, it is their responsibility to put mail redirection in place. The Agent nor the owner takes any responsibility for lost or returned mail.
- 20) The tenant is aware and agrees that they are responsible for obtaining their own contents insurance. Should the tenants contents be damaged by natural causes such as flooding, damage due to storms etc, the owners will not be responsible to repair or replace.
- 21) The tenants are aware that they are not responsible for cleaning the gutters to the property. Should the gutters need clearing, the tenant is to complete a maintenance request form and submit it to this office.

- 22) The tenants acknowledge receipt of a true copy of the annexure and that it forms part of their signed Lease Agreement.
- 23) The tenant is aware and agrees that if they are using a drier in the laundry, adequate ventilation must be provided. Failure to do so will result in damp damage and the tenant will reimburse the owner the cost of rectification.
- 24) The tenant is aware that if rent is paid via bank transfer or RentPay that no receipt will be issued.
- 25) The tenant is aware that parking any vehicles on the lawn or in the gardens at the front or rear of the property is a Breach of Agreement. The cost of any treatments or repairs to reticulation required as a result of this will be reimbursed by the tenant to the owner.

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SIGNED

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DATED

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SIGNED

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DATED

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SIGNED

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DATED

ANNEXURE "B"
RENT ARREARS POLICY

Under the Residential Tenancies Act you are required to pay your rent by the date noted on the schedule in your lease and it must always be in advance, should you have any difficulties in paying your rent please notify us as soon as possible so that we can be of assistance to you in resolving the problem.

However, this agency does have a strict policy on the payment and collection of rent and you will receive a number and variety of reminders which you should not ignore. All of these messages will appear on your tenant payment ledger, which may be requested from financial institutions for lending purposes and credit checks.

The reminder notices and frequency are listed below:

Category	Time elapsed	Reminder notice
Category 1 arrears	1 to 3 days in arrears	Text message, email or phone call
Category 2 arrears	4 +	Notice of Termination Issued (7 Days to bring your rent up to date or vacate the property)

There is no deviation from this schedule and it is the strict policy of this office that all employees adhere to it.

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SIGNED

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DATED

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SIGNED

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DATED

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SIGNED

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DATED

ANNEXURE "C"
CLEANING CLAUSE

The tenant is aware that it is a policy of this office that upon vacating the tenant(s) will have the property professionally cleaned for a minimum of two (2) hours by an agent approved cleaner.

.....
SIGNED

.....
DATED

.....
SIGNED

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DATED

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SIGNED

.....
DATED



granger clark real estate

Shop 11, The Market Place S/C
Cnr. Alexander Dve & Illawarra Cres.
Ballajura WA 6066
Phone: (08) 9249 6888
Fax: (08) 9249 6085
Licensee: Ballajura Properties Pty Ltd
ACN: 079200285 ABN: 33095641247

In accordance with the Privacy Act – I/We authorise the recipient of this fax to give information to Granger Clark Professionals – regarding my/our rental history. I/We understand this information will be used to assess my/our application.

To: _____ Fax: _____

We have received an application from:

Property Rented: _____

Period Rented From: ____/____/____ To: ____/____/____ (if known)

Authorisation by applicants:

Applicant (1): _____ Applicant (2): _____

Applicant (3): _____ Applicant (4): _____

If you could please complete the following questions & return by fax to us on (08) 9249 6085 as soon as possible.

1. Were the above applicants listed as lessee/s? Yes / No

2. Did the tenant/s have a good rental payment history? Yes / No

Comments: _____

3. What rental was paid at the above property: \$ _____ pw

4. Did the tenants have any pets at the property? Yes / No

Comments: _____

5. Were the periodic inspections of a satisfactory standard? Yes / No

Comments: _____

6. How often were inspections carried out? _____

7. Were there any Breach/Termination Notices issued? Yes / No

Comments: _____

8. Are the tenant/s breaking their lease? Yes / No

9. Was the final inspection of a satisfactory standard? Yes / No

Comments: _____

10. Did the tenant/s receive a full bond refund? Yes / No

Comments: _____

11. Would you rent to this tenant/s again? Yes / No

Any additional comments that you think may be helpful? _____

Thankyou for your time and assistance

Property Manager: _____ Date: _____

Faxed by: _____ Date: _____