

## RE: INFORMATION FOR TENANTS

Dear Prospective Tenant,

When completing your application it must be completed in full. Failure to do so will delay any decision. If you require assistance I am more than happy to help you.

When handing in your application, each person over 18 years of age intending on residing at the property must fill out this application in full and provide the following identification:

<b>Photo Identification:</b>	<b>Drivers Licence and/or Passport, Proof of Age Card, Medicare Card, Bank Card</b>
<b>Proof of income:</b>	<b>Payslips, Centrelink Statements, Bank Statements</b>
<b>Proof of current address:</b>	<b>Water Account, Synergy Invoice etc.</b>

If we do not have the required identification and/or the form has not been fully completed and signed by all the applicants, we cannot begin processing the application.

We do not require an application fee on lodgement of the application. Once approved, the tenants will be required to pay the bond & two weeks rent prior to the lease signing. We do not have EFTPOS facilities. We are a cash free office and our preferred method of payment is by direct deposit quoting the tenant reference number which will be assigned by our office.

To expedite the application please contact all your referees, including past or present property managers, and advise them to expect our call for a reference.

PLEASE BE PATIENT: Processing the application can take up to 2 working days if all information is provided. The Property Manager will contact you once a decision has been made.

Thank you.  
Kind Regards,

Jessica Baker  
Receptionist

**Raine&Horne.**

T: 08 9581 0777  
F: 08 9581 1699

9B Smart Street, Mandurah  
E: mandurah@rhmandurah.com.au

# INFORMATION FOR TENANT

## WHAT YOU MUST KNOW ABOUT YOUR TENANCY

### At the start of your tenancy you must be given the following by the lessor or the property manager of the premises:

- a copy of this information statement
- a copy of your residential tenancy agreement
- 2 copies of the property condition report (must be received within 7 days after you have entered into occupation of the premises)
- a bond lodgment form for you to sign (if you are paying a security bond), so that it can be lodged with the Bond Administrator
- keys to your new home.

### UPFRONT COSTS

#### You are not required to pay:

- more than 2 weeks rent in advance (see "ESSENTIALS FOR TENANTS" below for more information)
- more than 4 weeks rent as a security bond (if the rent is less than \$1 200 per week)
- more than \$260 for a pet bond (if you are allowed to keep a pet on the premises)
- any other amount.

### ESSENTIALS FOR TENANTS

#### Follow these useful tips and pieces of information to help avoid problems while you are renting:

- If you have paid a security bond, you should receive a Record of Payment of Security Bond (record of payment) when the bond is lodged with the Bond Administrator at the Department of Commerce. If you do not receive the record of payment within 4 weeks of paying the bond, contact the Consumer Protection Advice Line on 1300 30 40 54 to make sure it has been lodged correctly. The record of payment will also advise you of your Rental Bond Reference Number.
- If you do not agree with the property condition report, mark your concerns on the report and return it to the lessor. The property condition report is an important piece of evidence. If you do not take the time to complete it accurately, money could be taken out of your bond to pay for damage that was already there when you moved in.
- If you paid an option fee, it should be applied to your rent or returned to you.
- The lessor cannot require you to pay more than 2 weeks rent in advance at any time during the tenancy agreement. However, at any time during the tenancy agreement, you can choose to pay more.
- Never stop paying your rent, even if the lessor is not complying with their side of the agreement (e.g. by failing to do repairs) – you could end up being evicted if you stop paying rent.
- You must not stop paying rent with the intention that the lessor will take the rent from the security bond.
- You or the lessor will need to give notice in writing before ending the tenancy agreement (see "ENDING THE RESIDENTIAL TENANCY AGREEMENT" in your residential tenancy agreement).
- On the day your tenancy agreement ends, you must give vacant possession of the premises to the lessor (this includes handing over the keys to the lessor or the property manager). You may be liable to pay damages to the lessor if you do not vacate on time.
- If the property has a pool or garden, be clear about what the lessor expects you to do to maintain them.
- Be careful with what you sign relating to your tenancy, and do not let anybody rush you. Never sign a blank form, such as a claim for refund of bond.
- Keep a copy of your property condition report, rent receipts, bond receipt, record of payment of bond and copies of letters/emails you send or receive in a designated tenancy file or folder. Keep it somewhere you can easily find it.
- You must provide a forwarding address to the lessor or the property manager of the premises when you leave the premises. It is an offence not to do so.
- Under the *Building Regulations 2012*, owners and occupiers are responsible for ensuring that a suitable enclosure is provided around a swimming pool or spa-pool on the property. If a fence, wall, gate, window, door or other barrier around a swimming pool or spa-pool is not in working order or does not comply with *Building Regulations 2012*, contact your lessor or property manager immediately to arrange urgent repairs. If delays occur, or you need more information, contact your local government
- Loose blinds or curtain cords or chains which are not fixed out of reach pose a strangulation risk for children. Contact your lessor for permission to install safety devices and ask if they will contribute towards the cost. Product safety rules apply.

### COMPLAINTS AND DISPUTES

If a dispute between a lessor and a tenant is to be decided by the court, it must be dealt with by a court that has jurisdiction to hear and determine the application. The Magistrates Court has exclusive jurisdiction to hear and determine applications relating to bond and other tenancy matters that do not involve a claim over \$10 000. When making an application to the Magistrates Court, you must always use the name of the lessor on the application form and not the property manager or agent.

If you need to give the lessor a notice under the *Residential Tenancies Act 1987*, it should be in writing and can be given to the lessor or the property manager of the premises, someone living with the lessor who appears to be over the age of 16, or to the person who usually receives the rent.

If the lessor needs to give you a notice under the *Residential Tenancies Act 1987*, they can do so by posting it to you or by giving it to someone living in the rented premises who appears to be over 16 or to the person who usually pays the rent.

Where there are 2 or more lessors or tenants, notice only needs to be given to one of them.

For information about the Magistrates Court, including what forms you should use, visit their website at [www.magistratescourt.wa.gov.au](http://www.magistratescourt.wa.gov.au) or go to the Department of Commerce website at [www.commerce.wa.gov.au/ConsumerProtection](http://www.commerce.wa.gov.au/ConsumerProtection) to view general information publications about disputes and about the Magistrates Court process.

### FURTHER INFORMATION

#### CONSUMER PROTECTION DIVISION, DEPARTMENT OF COMMERCE

Perth office: Forrest Centre, 219 St Georges Terrace, Perth, Western Australia 6000

Hours 8:30 a.m. – 5:00 p.m. General Advice Line: 1300 30 40 54

Email: [consumer@commerce.wa.gov.au](mailto:consumer@commerce.wa.gov.au)

Internet: [www.commerce.wa.gov.au/ConsumerProtection](http://www.commerce.wa.gov.au/ConsumerProtection)

#### REGIONAL OFFICES:

Goldfields/Esperance: (08) 9026 3250 | Great Southern: (08) 9842 8366 | Kimberley: (08) 9191 8400

South-West: (08) 9722 2888 | North-West: (08) 9185 0900 | Mid-West: (08) 9920 9800

The WA Government provides funding assistance to the WA Tenancy Network which provides advice, information and advocacy to tenants throughout Western Australia.

Contact the Consumer Protection Advice Line on 1300 30 40 54 for referral to a centre near you.

# application to enter into residential tenancy agreement



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## 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

<b>Your action if You wish to apply for the Residential Tenancy Agreement:</b>	<ol style="list-style-type: none"> <li>1. Complete this Application.</li> <li>2. Submit this Application to the Property Manager together with any Option Fee that may be requested by the Property Manager.</li> </ol>
<b>Lessor's action if You do not succeed with Your Application:</b>	<ol style="list-style-type: none"> <li>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.</li> </ol>
<b>Lessor's action if You succeed with Your Application:</b>	<ol style="list-style-type: none"> <li>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.</li> </ol>
<b>What You will then need to do if You are the successful Applicant:</b>	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> </ol>

**FOR:** Premises Address:

**FROM:** Proposed Tenants' Names:

**TO:** The Property Manager:

Agency Name: **PEEL REALTY PTY LTD**

Address: **9B Smart Street Mall, Mandurah, WA, 6210**

Telephone: Business: **9581 0777**

Facsimile: **9581 1699**

E-mail: **mandurah@rhmandurah.com.au**

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## 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"/> |
| (e) | <b>Total</b>              | \$ | <input type="text"/> |

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## 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.

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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; 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.

**Note:** Under the Residential Tenancy Act 1987 agreements to lease do not have to be in writing and may be entered verbally or by conduct. This clause 18 does not purport to remove any right of parties to reach non-written agreements. However, if the parties wish to enter an agreement on the terms set out in this form, the pre-requisites set out above must be met in order for the lease to exist.

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;
- (ii) 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.

Name:

Signature:

**ANNEXURE TO TENANCY APPLICATION**

PROPERTY: \_\_\_\_\_

TENANTS: \_\_\_\_\_

1. To process your application you are requested to answer all questions to the best of your ability. Any false or misleading information could jeopardise your application.
2. The completion of the Annexure does not constitute an offer or acceptance.
3. Any information provided in your application and this Annexure may be passed on to any Tenancy Default Database used by the agent in the event of a default occurring.
4. Upon approval and acceptance of your application all monies must be paid in full by bank transfer.

a). Have you ever been evicted by any Landlord or Agent? YES / NO

If yes provide details \_\_\_\_\_

b). Have you ever been refused another property by any Landlord or Agent? YES / NO

If yes provide details \_\_\_\_\_

c). Are you in debt to another Landlord or Agent? YES / NO

If yes provide details \_\_\_\_\_

d). Is there any reason known to you that would effect your rental application? YES / NO

If yes provide details \_\_\_\_\_

e). Were any deductions made for your previous rental security bond? YES / NO

If yes provide details \_\_\_\_\_

I/we the applicant/s hereby authorise you, as the Agent to conduct an inquiry with any Tenancy Default Database used by the Agent and any other searches which may verify the information provided. I/we do solemnly and sincerely declare that the above information is true and correct and has been willingly supplied to assist in the assessment of the application.

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

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

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

## “ANNEXURE A”

### 1. SMOKE ALARMS

Tenants must ensure that all smoke alarms have a charged battery. Hard wired smoke alarms also require batteries. All batteries to smoke alarms should be changed every six months to ensure they are operational. It is a requirement of this lease agreement that tenants carry out this duty. Should you not be capable or not wish to do so, please contact our office and a licensed contractor will be organised at your cost.

### 2. CLEANING & REPAIRS

The Tenant is aware and agrees that should cleaning or repairs be necessary after the Tenant has vacated and returned their keys, the Owner's Agent will contract tradesmen to complete the required work and the accounts will be deducted from their bond.

ALL AIRCONDITIONING SYSTEMS HAVE FILTERS WHICH MUST BE CLEANED ON A REGULAR BASIS – 3 MONTHLY – TENANTS ARE RESPONSIBLE TO MAINTAIN THESE FILTERS IN A CLEAN CONDITION.

**PLEASE NOTE:** FIRE CAN BE A RESULT OF DUST BUILT UP IN FILTERS AND PROPERTY EXHAUST FANS.

### 3. ACCESS

Should the property be listed for sale, the tenants shall grant reasonable entry to the Listing Agents or Agent in conjunction upon legal required notification by the Agent.

### 4. PAYMENT OF RENT

Raine & Horne's preferred method of payment is via electronic banking. You can pay your rent online via internet banking or at your own Bank using these details:

Account Name: Raine & Horne  
Bank: ANZ Bank, Mandurah  
BSB: 016-745  
Account: 494333509

### 5. PETS

Should the lease provide consent or permission granted by the Owner to allow the Tenant to keep a pet at the Property the following will apply:

- A pet bond must be paid prior to any pets being on the Property.
- The Tenant agrees to pay the cost of having the Property sprayed for fleas by a recognized pest control firm at the completion of the tenancy and will provide a copy of the receipt to the Owner's agent.
- The Tenant agrees to rectify all damage done by their pet at their own cost and further agrees that **PETS ARE NOT ALLOWED INSIDE THE PREMISES** at any time.
- The Tenant is responsible and will ensure that the Tenant complies with the Dog Act & Regulations (details can be obtained from the City Council). All entrances to the Property must display the required signage warning of a dog on the Property. The Dog Act & Regulations describes the specific type and size of signage required, in particular for restricted breeds as defined. The Tenant will provide all required signage at the Property (whether required under the Dog Act & Regulations, by the Owner, or the Tenant) at the Tenant's cost.

### 6. VEHICLES

The Tenant acknowledges that they will not have any vehicle parked on the lawns of the Property and will keep a drip tray on the garage/carport floor to prevent oil staining. The Tenant will reimburse the Owner for any cost associated with the removal of any oil stains not recorded on the Property Condition Report. The Tenant is aware that mechanical repairs and wrecking of vehicles is not permitted on the property.

### 7. WATER METER READING

The Tenant agrees that a water meter reading fee will be deducted from their bond on vacating the property to finalise the water consumption, by the relevant water authority.

### 8. BOND REFUND

The Tenant is aware that on vacating the Property the bond proceeds could take up to 14 days or more to be disbursed. Bond disposal forms must be signed by all parties to the Lease and balance of bond cheques can only be made payable to the person(s) whose name is on the bond lodgement form.

### 9. SMOKING

The Tenant is aware that **“NO SMOKING”** is permitted inside the Property and any smoke damage, i.e. cleaning / drycleaning of window dressings, etc. will be at the Tenant's cost.



**10. UP TO \$5000 PENALTY**

The Tenant acknowledges Section 52 of the Residential Tenancy Act stating that a Tenant shall not fail or refuse to pay rent due under an agreement with the intention that the rent shall be recovered from the bond is subject to a maximum **PENALTY of \$5000**. All breaches will be reported.

**11. TAP WASHERS, FUSES AND RETICULATION SPRINKLERS**

Tap washers, fuses and reticulation sprinklers are the responsibility of the Tenant and must be maintained by the Tenant.

**12. WALLS**

Blu Tac, Yellow Tac and additional picture hooks are not to be used or installed at the Property without prior permission from the Owner(s).

**13. MAIL**

Tenants must pass on to the Agent any Western Power tree trimming notices and/or Water Authority letters or any correspondence from service providers to the Agent's office within 7 days. Penalty interests or fines incurred will be passed on to the Tenants if notices are not sent or delivered to the Owner's Agent on time.

**14. MAINTENANCE**

All maintenance items are to be reported by the tenant/s in writing. If a contractor is called to the property and the problem is found to be neglect by tenant/s, or there is no fault to be found, or the fault is caused by the tenant/s, the cost of the repair will be incurred by the tenant/s. The tenant/s is also responsible for after hours' charges for non-emergency repairs. The tenant/s details will be given to contractor/s in the event that the tenant/s needs to be informed by the contractor of any work and access to the property.

**15. CHANGE OF DETAILS**

The tenant/s understands and agrees that at any time during the tenancy, if their contact details (eg. Mobile number, email address) change, the tenant will contact the Property Manager with the new contact details.

The Tenant is hereby advised and gives consent in the event of Raine & Horne Mandurah selling their rent roll, that the Tenant's personal details may be passed on to a third party.

**I/We the undersigned being the Tenant(s) acknowledge having read this entire document and to having received a true copy of this document and agree to the matters contained therein.**

**SIGNATURE:** .....

**DATE:** .....

**SIGNATURE:** .....

**DATE:** .....

## 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](http://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](mailto:info@ntd.net.au)
- (v) Website: [www.ntd.net.au](http://www.ntd.net.au)

(c) Other Databases (if applicable)

- (i) Name:
- (ii) Address:
- (iii) Telephone:
- (iv) Facsimile:
- (v) Email:
- (vi) Website:

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](http://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](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.

(c) as to

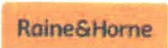
- (i)
- 

**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  Place of Birth  Family Name at 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]

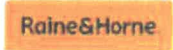
First Contact  NAME  ADDRESS  TELEPHONE

Second Contact  NAME  ADDRESS  TELEPHONE

# application to enter into residential tenancy agreement



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## 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  Place of Birth  Family Name at 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  Place of Birth  Family Name at 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.]

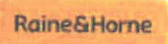
First Contact  NAME  ADDRESS  TELEPHONE

Second Contact  NAME  ADDRESS  TELEPHONE

# application to enter into residential tenancy agreement



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[Large empty rectangular box for application details]

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  /  /