

# POWER REALTY

## RENTAL APPLICATION FORM

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

Applicants Name: \_\_\_\_\_

- All applications must be lodged before **4:30 pm on Weekdays**
- Applications generally take 2-3 working days to process. We will contact you once a decision has been made.

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On APPROVAL of application a holding deposit, equivalent to one week rent must be paid by cash or internet banking with 24 hours of acceptance.

This office does not supply change, please tender correct money

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**Your application will not be processed until all relevant documents are provided and the application id correctly completed.**

### INSTRUCTIONS FOR APPLICATIONS AND RESIDENTIAL PREMISES

This instruction sheet is designed to help when applying for a residential property. TO ENSURE THE MOST FAVOURABLE RESPONSE PLEASE SUPPLY THE FOLLOWING INFORMATION:

**If you have rented from another agency in the past, we require the following details:**

Full name of the agency and property manager and a letter of reference (if available)

Full address of the agency

Contact number of the agency

Rent amount paid and time frame that you were residing at the property.

**If you have sold or are in the process of selling your property we require the following details:**

Name of Agency  
Name of the Sales Consultant  
Address of the Agency  
Contact Number for the Sales Consultant

**Employer Details**

Full Company Name  
Full name and contact number of the manager or supervisor  
Employment period if less than 12 months, also employer with above details  
Supply 2 most current wage slips and/or current bank statements and if self employed supply current bank account statements. If you don't have pay slips or a bank statement to provide a current Centrelink Income Statement (if applicable)

**Personal Identification**

Two forms of identifications must be sighted and supplied with the application. One form of photo identification such as a passport, drivers license or 18 card is to be supplied along with another form of identification such as Medicare card, ATM card, birth certificate etc.

**Personal References**

References must not be from personal friends or family members. Contact numbers are to be during daytime/working hours.

**Waiting Period**

All applications are presented to the owners for their final decision and due to them sometimes being overseas or interstate we are limited to when they can be contacted and therefore must sometimes have to simply wait for a reply. This can cause delays in some cases to get back to you within what is normally a 2-4 day period for applications. Please also be aware that if we are unable to get in contact with your references or are waiting for a return phone call from the references, this can also hold up the waiting period for us to be able to reply to you as to whether you are successful in obtaining the property for possession. Please accept that if this happens that we are doing all we can to find out as quickly as possible as we would also like a prompt reply. Please be patient and wait for the Property Manager to contact you.

IT IS THE OWNER'S FINAL DECISION OF SELECTING THE TENANT AND REASONS FOR REFUSAL ON AN APPLICATION DOES NOT HAVE TO BE GIVEN.

**CONDITIONS OF ACCEPTANCE**

APPLICANTS AGREE TO TAKE THE PREMISES, AS IS, WITH NO ALTERATIONS, ADDITIONS OR EXTRAS PROVIDED BY THE OWNER UNLESS PREVIOUSLY AGREED BY ALL PARTIES IN WRITING. IF YOU ARE SUCCESSFUL, WE REQUIRE ONE WEEK RENT DEPOSIT AND ACCEPT CASH OR BANK CHEQUE ONLY THEN AND WHEN SIGNING YOUR INITIAL LEASE AND COLLECTING YOUR KEYS FOR THE PROPERTY. PLEASE ALSO BE AWARE ALL SIGNING OF DOCUMENTATION, KEYS AND RECEIPTING OF MONIES WILL BE CONDUCTED AT POWER REALTY'S OFFICE.

## **Privacy Act Acknowledgement Form for Tenant Applicants and Approved Occupants**

This form provides information about how we the below named agent handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to TICA Default Tenancy Control Pty Ltd (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application.

Member Name: **POWER REALTY**

Address: **Shop 30, Alexander Heights Shopping Centre  
200 Mirrabooka Avenue,  
Alexander Heights WA 6064**

Phone: **(08) 9342 9995** Fax: **(08) 9342 5815**

Email: **propmanagement@powerrealty.com.au**

As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office on the above numbers or addresses.

### **Primary Purpose**

Before a tenant is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property.

In order to assess your application we disclose your personal information to

- The Lessor / Owners for approval or rejection of your application
- TICA Default Tenancy Control Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application.
- Referees to validate information supplied in your application
- Other Real Estate Agents to assess the risk to our clients

### **Secondary Purpose**

During and after the tenancy we may need to disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property
- Refer to Tribunals or courts having jurisdiction seeking orders or remedies
- Refer to Debt Collection Agencies where Tribunal/Court orders have been awarded
- Refer to TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Refer to the Lessors/Owners insurer in the event of an insurance claim.
- To provide future rental references to other asset managers / owners

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently we cannot provide you with the property you requested to rent.

### **TICA Statement**

As TICA may collect personal information about you, the following information about TICA is provided in accordance with the National Privacy Principles in the Privacy Act 1988.

TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from TICA Default Tenancy Control Pty Ltd proof of identity will be required and can be made by any of the following ways

Phone: 190 222 0346 calls are charged at \$5.45 per minute including GST (higher from mobile or pay phone)

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30 plus stamped self addressed envelope is required.

#### Primary Purpose

TICA collects information from its members on tenancy related matters and provides such information to other members as a risk management system, for the purpose of assessing a tenancy application. TICA does not provide any information that it collects to any other individual or organisation for any other purpose other than assessing a tenancy application or risk management system other than government departments and or agencies allows by law to obtain information from TICA.

The personal information that TICA may hold is as follows:

Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian), comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to.

#### Further Information About TICA

Full details about TICA can be found on TICA's website at [www.tica.com.au](http://www.tica.com.au) under Tenant Information and Privacy Policies or by contacting TICA on our Helpline 190 222 0346 calls charged at \$5.45 per minute including GST (higher from mobile and pay phones)

If your personal information is not provided to TICA the member may not proceed with assessing your application and you may not be provided with the rental property.

Signed By The Applicant/s

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date Day Month Year

\_\_\_\_\_  
Witnessed

## STANDARD APPLICATION AND OFFER OF OPTION TO LEASE RESIDENTIAL PREMISES

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

### INFORMATION FROM APPLICANT

Applicant: Mr/Mrs/Ms.....Telephone.....

Applicant: Mr/Mrs/Ms.....Telephone.....

Applicant: Mr/Mrs/Ms.....Telephone.....

Surname                      First Name                      Middle Name

### TENANCY DETAILS

1. Premises.....
2. The tenancy is required for a period of .....months From ..... To .....
3. At a rental of \$.....
4. Total number of persons to occupy Premises      Adults .....      Children .....
- Ages .....      Ages .....
5. Pets - Type of Pet ..... Breed..... Number ..... Age .....
- Type of Pet ..... Breed..... Number ..... Age .....
6. Do you intend applying for a residential tenancy bond from a State Government Department?      Yes      No
- If yes,      \$.....      Branch .....
7. Option Fee \$.....
8. If offer accepted, Period of Option: ..... business days from acceptance of Application ( see item 28)

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

9. Security deposit bond of \$.....
10. Pet bond (if applicable) \$.....
11. Rent paid to ...../...../..... \$.....
12. Total due \$ ..... Option Fee (payable on  
(\$.....) application)
13. BALANCE OWING (cash or financial institution cheque only) \$.....

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

14. The amounts referred to in Items 9 to 13 are payable upon the Applicant signing the Lease and/or prior to taking possession of the Premises.
15. The Applicant will not be entitled to occupation of the Premises until:
  - (i) vacant possession is provided by the current occupant of the Premises;
  - (ii) the Lease is signed by the Applicant; and
  - (iii) the payment of all monies due to be paid by the Applicant being paid by the Applicant prior to occupation of the Premises.
16. The persons comprising the Applicant are not bankrupt and they each declare that all of the information supplied in the Applicant's Particulars are true and correct and are not misleading in any way.
17. The Applicant acknowledges having inspected the Premises and if the Option is exercised, will accept possession of the Premises in the condition as at the date of inspection.
18. Upon the exercise of the option by the Applicant, the Applicant will execute the Lease. The Lease will be the "REIWA Standard Residential Property Lease", including any special conditions included and/or attached to this Application and the payment of all monies referred to in items 9 to 13.
19. The Applicant agrees to pay the rent one period in advance except for the first two weeks rent.
20. The Applicant acknowledges that they are responsible for their own contents. The Applicant should arrange their own insurance to cover their own contents and determine if the insurer covers damage to Premises caused by a waterbed or the escape of water from a waterbed.
21. The Applicant acknowledges and agrees that the Owner will carry out all inspections of the Premises between normal business hours.
22. All acts and things which the Owner is required or empowered to do may be done by the Lessor or their appointed Managing Agent. Notices to the Owner must be served on the Managing Agent unless otherwise directed by the Owner.
23. The Applicant makes this Application and Offer jointly and severally. Service of any notice to any one Applicant will be deemed to be service on them all.

**PRIVACY**

24. **The Applicant agrees that for the purpose of this Application, the Owner/Managing Agent may make enquiries of the persons given as referees by the Applicant, and also make enquiries of such other persons or agencies as the Owner may see fit.**  
**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, to manage the tenancy and to conduct the Agent's business. 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, third party operators of tenancy reference databases, and prospective buyers of the Premises. Information already held on tenancy reference databases 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 that 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 real estate agents.**  
**If the Applicant would like to access the personal information the Agent holds, they can do so by contacting the Agent.**  
**The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date.**  
**If the information is not provided, the Agent may not be able to process the application and manage the tenancy.**

**OFFER OF OPTION TO OWNER**

25. The Applicant offers to the Owner an Option to lease the Premises. The Option to lease is created by the Owner's notification to the Applicant whether in writing or not that the Application and Offer is accepted by the Owner. The Option Fee payable with this Application and Offer, will be the amount referred to in item 7. The period of the Option will commence from and include the date of the acceptance of the Application by the Owner and continues for the number of business days referred to in item 8, or if none, then by 4pm two business days after the acceptance of the Application and Offer.
26. The Option is exercised by the Applicant either:
  - (i) executing the Lease; or
  - (ii) taking possession of the Premises with the Owner's consent; or
  - (iii) giving a notice in writing to the Owner exercising the Option;
 whichever occurs first.
27. If the Option is exercised by the Applicant, then the Option Fee paid is credited to the rental payable pursuant to the Lease. If not exercised, then the Option Fee is the property of the Owner pursuant to section 27(2)(a) of the Residential Tenancies Act 1987.
28. The Applicant encloses with this Application an Option Fee for the sum referred to in Item 7. It is agreed that the acceptance of this Application is subject to the approval of the Owner in the Owner's absolute discretion. **The Applicant UNDERSTANDS THAT WITHDRAWAL AFTER ACCEPTANCE OF THE APPLICATION AND OFFER WILL RESULT IN FORFEITURE OF THE OPTION FEE.**

| ] initials



29. FIRST APPLICANT'S PARTICULARS

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

Present Address

Phone No Work Phone No Home

Mobile Email

Date of Birth

Driver's Licence No State Passport No

Other ID

Proof of Identification (licence number/bankcard etc)

Vehicle Type & Registration No

Smoker Yes / No

Personal References a) NAME TELEPHONE

b) NAME TELEPHONE

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

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

(iii) Occupation Employer Period of employment Phone No Wage \$ If less than 12 months, name and address of previous employer

(iv) Next of Kin (name and address and telephone) First person NAME ADDRESS TELEPHONE Second person NAME ADDRESS TELEPHONE

Emergency Contact (name and address and telephone)

First person NAME ADDRESS TELEPHONE

Second person NAME ADDRESS TELEPHONE



Name ..... (SURNAME) ..... (FIRST NAME) ..... (MIDDLE NAME) .....

Present Address .....

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

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

Date of Birth .....

Driver's Licence No ..... State ..... Passport No .....

Other ID .....

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

Vehicle Type & Registration No .....

Smoker Yes / No

Personal References a) ..... NAME ..... TELEPHONE .....

b) ..... NAME ..... TELEPHONE .....

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

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

(iii) Occupation ..... Employer ..... Period of employment ..... Phone No ..... Wage \$..... If less than 12 months, name and address of previous employer.....

(iv) Next of Kin (name and address and telephone) First person ..... NAME ..... ADDRESS ..... TELEPHONE ..... Second person ..... NAME ..... ADDRESS ..... TELEPHONE .....

Emergency Contact (name and address and telephone) First person ..... NAME ..... ADDRESS ..... TELEPHONE ..... Second person ..... NAME ..... ADDRESS ..... TELEPHONE .....



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

Present Address

Phone No Work Phone No Home

Mobile Email

Date of Birth

Driver's Licence No State Passport No

Other ID

Proof of Identification (licence number/bankcard etc)

Vehicle Type & Registration No

Smoker Yes / No

Personal References a) NAME TELEPHONE

b) NAME TELEPHONE

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

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

(iii) Occupation Employer Period of employment Phone No Wage \$ If less than 12 months, name and address of previous employer

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(This page is not part of the Application) OFFICE ONLY

Premises.....
Owner .....
Applicant .....

Current Managing Agent/Owner report including details of any breaches .....

Previous Managing Agent/Owner report including details of any breaches .....

Pets: Yes/No Type and Number of Pets .....

Gardens comments .....

Pool/spa comments .....

Tenancy Database .....

If Applicant(s) is a new resident two work references from:
Copies sighted .....
Employer phoned ..... spoke to .....

Table with 4 main columns: OCCUPATION CONFIRMED (Temporary, Part-time, Permanent), EMPLOYED SINCE, ACCEPTED BY, REFERENCE CHECK. Rows 1, 2, 3.

Owner's Comments .....

Date of Owner's Approval/Rejection .....

Date Option granted to Applicant ..... Date Option expires .....



## EXPLANATION RESIDENTIAL TENANCY APPLICATIONS

**Only complete an application and pay the option fee if you are sure that you want to enter into a lease with the owner for the particular premises, or hold the premises for a period.**

This explanation is intended for a person who is applying through a REIWA member agent for a residential property lease using REIWA approved documents.

The owner 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 owner of the premises to determine in their opinion, who is the most suitable applicant, the managing agent requires some background information regarding previous premises that you have leased, and information on how you will pay the rent.

**The form "STANDARD APPLICATION AND OFFER OF OPTION TO LEASE RESIDENTIAL PROPERTY" is not the lease.**

The purpose of this form is:

**Firstly**, to inform the owner of your details, and your requirements for the lease. For example, if you wish to have pets at the premises.

**Secondly**, 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 and the initial rent payment.

**Thirdly**, to make you aware of conditions associated with making the application. For example, if your application is accepted, when you can take possession.

**Fourthly**, to create an option to take the premises. If the owner accepts your application, then the owner gives you the option to take up a lease. Unless otherwise agreed, you will have two business days from the time when the owner's agent informs you that your application has been approved in which to make a final decision if you want to enter into a lease. This is a holding period. If you enter into the lease, then the option fee will be credited to the rent payable. If you decline the opportunity to enter into the lease during the option period, then the owner will keep the option fee.

### Summary

**Your action:** 1. Complete application

2. Submit application with the option fee

**Owner's action:** 3. Accept or reject application

If application is rejected then option fee is returned.

**Your action:** 4. If application is accepted, then you have a period of time to enter into the lease.

5. If you withdraw after acceptance by the owner, then you will forfeit the option fee.

