

## APPLICATION FOR RESIDENTIAL PREMISES

To ensure your application is processed ASAP, please read and comply with the following:

### 1. Employee details:

- Full name of the business you are employed by
- Contact name of your Superior / Supervisor
- Length of employment and details of previous employer if less than 12 months with the above

### 2. Personal reference:

- Telephone numbers for contact during the day

### 3. Additional requirements:

- At least 1 copy of ID for every applicant. Suitable ID includes Photo Drivers License, Passport or Birth Certificate.

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

- Name of Agency and Property Manager
  - Telephone Number
  - Amount of rent paid per week
  - Full address of property rented
  - Period of Tenancy
  - Reason for leaving
- } See Application Form

**No option fee is required with this application however if successful 2 weeks rent and 4 weeks bond is payable immediately.**

### Rental Payments – Seven Days in Advance

Key Residential requires all rents to be paid at least one week in advance. After payment of the initial two weeks rent, the next rental payment is due in seven days of taking possession of the property.

Applications can be emailed, faxed or hand delivered to our office at Suite 3 / 135 Main Street, Osborne Park.

If you are successful with your application you will be contacted by phone and a confirmation email will be sent.

Applicants not successful will also be notified by email or text.

We wish you luck with your application, please refer any queries to rentals@keyres.com.au or call 9443 8100.

# OFFER TO LEASE RESIDENTIAL PREMISES

## PART A (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

1. Premises
2. You require the tenancy for a period of  months from  to
3. At a rent of \$  per week / fortnight / month
4. Total number of persons to occupy the Premises      Adults       Children   
Ages
5. Pets      Type of Pet       Breed       Number       Age   
Type of Pet       Breed       Number       Age
6. Do you intend applying for a residential bond from a State Government Department? Yes  No   
If Yes, \$       Branch:
7. Tenant's Special Conditions required by You:

NOTE: The owner may not accept any of the Tenant's Special Conditions

8. (a) You declare that You are not bankrupt and that all of the information supplied in this Offer is true and correct and is not misleading in any way.
- (b) You acknowledge that, having inspected the Premises and if Your Offer is accepted and the Option is exercised, You will accept possession of the premises in the condition it was in as at the date of inspection.
- (c) You make this Offer jointly and severally. Service of any notices to any one of You will be deemed to be service on all of You.

**PLEASE RETURN ALL PAGES PLUS ID: PASSPORT / DRIVERS LICENCE AND INCOME EVIDENCE TO:**

**KEY RESIDENTIAL**

**3 / 135 MAIN STREET, OSBORNE PARK**

**PH: 9443 8100    FAX: 9443 8122**

**ALL DOCUMENTS CAN BE SENT VIA EMAIL TO [rentals@keyres.com.au](mailto:rentals@keyres.com.au)**

# OFFER TO LEASE RESIDENTIAL PREMISES

## 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  Nationality

## DOCUMENTS TO CONFIRM YOUR IDENTITY

Drivers Licence No  State  Passport No

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 owner 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 owner 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 & wage amount )

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

# OFFER TO LEASE RESIDENTIAL PREMISES

## 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  Nationality

## 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 owner 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 owner or managing agent to whom rent was paid   
Address  Phone No   
Rental Paid \$  Period Rented from  To   
Reason for leaving

iii. Occupation  (Note: Employer may be contacted to verify employment & wage amount)  
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: 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: May be contacted to verify particulars)

First Contact     
NAME ADDRESS TELEPHONE

Second Contact     
NAME ADDRESS TELEPHONE

# OFFER TO LEASE RESIDENTIAL PREMISES

## PRIVACY

9. You agree that for the purpose of this Offer, the Owner or Agent may make enquiries of the persons given as referees, next of kin or emergency contacts by You, and also make enquiries of such other persons or agencies as the Owner may see fit.

The personal information You give in this Offer or collected from other sources is necessary for the Owner or Agent to verify Your identity, to process and evaluate the Offer, to manage the tenancy and to conduct the Agents business. Personal information collected about You in this Offer and during the course of the tenancy if the Offer or Option is successful may be disclosed for the purpose for which it was collected to other parties including to the Owner, 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 or Owner. If You enter into the Lease or You fail to comply with your obligations under this offer, or the Lease that fact and other relevant personal information collected about You during the course of this Offer, or the Lease may also be disclosed to the Owner, third party operators of tenancy reference databases or other real estate agents.

If You would like to access the personal information the Owners or Agent holds, you can do so by contacting the Agent.

You can also correct this information if it is inaccurate, incomplete or out-of-date. If the information in this Offer, or the Lease is not provided, the Agent may not be able to process the Offer properly or manage the tenancy properly.

PLEASE READ & INITIAL

Initial

Your Signature (**First Person**) \_\_\_\_\_

Date

  

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

Your Signature (**Second Person**) \_\_\_\_\_

Date

  

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

Your Signature (**Third Person**) \_\_\_\_\_

Date

  

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

## Rental Payments - Seven Days in Advance

**Key Residential requires all rents to be paid at least one week in advance. After payment of the initial two weeks rent, the next rental payment is due in seven days of taking possession of the property.**

Initial