

# Hagen & Co

## REAL ESTATE

**2/254 SCARBOROUGH BEACH ROAD, DOUBLEVIEW WA 6018**

Ben Courtis: pm1@hagen.com.au  
Fraser Simcock: pm2@hagen.com.au

**9446 9399**

### TENANCY APPLICANTS

***Please Note: This office is a member of REAL ESTATE NATIONAL TENANCY DATABASE (RENT CHECK) and all applications for tenancy received in this office are processed through this rent check database.***

WE REQUIRE THE FOLLOWING INFORMATION TO BE SUPPLIED TO PROCESS AN APPLICATION:

1. Photographic identification to comply with a 100 point check e.g. Passport &/or Driver's License
2. At least 2 references from previous landlord or agent, e.g. agent's name, telephone contact/ lease agreement
3. Proof of last residential address – Telstra, Mobile, Alinta or Electricity account, Bank/ Credit Statements
4. Copies of previous rental receipts
5. Supporting proof of income for payment of rental – wage slip/ bank statement with regular wage income
6. On approval of application all monies must be paid in full, in cash, bank cheque only (no personal cheques accepted) or direct deposit into Hagen & Co trust account

**Our office reserves the right to allow for any changes or additions to the above. Should the applicant fail to provide the above details, the application may not be processed.**

#### **PLEASE NOTE :**

1. *All applications that are not approved remain the property of Hagen & Co.*
2. *No white-out is to be used on this form*
3. *It is our Company Policy that rental payments are made by the BPAY banking system. Arrangements for this can be made by simply contacting your financial institution or via internet banking to set up a regular BPAY payment schedule. Due to security reasons we are unable to accept any form of CASH payment at our office (excluding initial lease agreement sign up).*



# 100 Point Check

Following are some of the checks that may be made towards the prescribed verification procedure (100 Point Check), pursuant to the *Financial Transaction Reports Act 1988* (FTR Act), for the purpose of obtaining an identification record (section s.20A(1)(b)(i) of the FTR Act) for a signatory to an account. Refer to the Regulations for a complete list.

**Please note:** Special provisions may apply to particular signatories, refer to AUSTRAC Account Opening model form 202 and to Regulations 4, 5, 6, 7, 8, 9, 10A, 10B of the *Financial Transaction Reports Regulations* for more details.

How to complete this form:

- Record the points scored for the checks carried out.
- In Parts A and B, record the appropriate details for the checks carried out if verification has or has not been achieved.
- Total the points scored.
- In Part C, indicate

TYPE OF CHECK	AVAILABLE POINTS	POINTS SCORED	DETAILS TO BE RECORDED
<b>1 PRIMARY DOCUMENTS</b> NAME of signatory from one of the following: • <b>Birth Certificate</b> • <b>International travel document:</b> <ul style="list-style-type: none"> <li>– a current passport</li> <li>– expired passport which has not been cancelled and was current within the preceding 2 years</li> <li>– other document of identity having the same characteristics of a passport (eg. this may include some diplomatic documents and some documents issued to refugees)</li> </ul> • <b>Citizenship certificate</b>	Score 70 points only. (Do not score additional points for more than one document.)	70	<input type="checkbox"/> Provide document details in A overleaf, or keep a copy of the document.
<small>Regulation 4(1)(e)</small>			
<b>2</b> NAME of signatory verified from the following, (but only where they contain a photograph or signature that can be matched to the signatory): <ul style="list-style-type: none"> <li>• A licence or permit issued under a law of the Commonwealth, a State or Territory (e.g. an Australian driver's licence)</li> <li>• An identification card issued to a public employee</li> <li>• An identification card issued to a person by the Commonwealth, a State or Territory as evidence of the person's entitlement to a financial benefit</li> <li>• An identification card issued to a student at a tertiary education institution</li> </ul>		40	<input type="checkbox"/> Provide document details in A overleaf, or keep a copy of the document.
<small>Regulation 4(1)(f)</small>			
<b>3</b> NAME and ADDRESS of signatory verified from the following: <ul style="list-style-type: none"> <li>• A document held by the cash dealer giving security over the signatory's property</li> <li>• A mortgage or other instrument of security held by another financial body</li> </ul>		35	<input type="checkbox"/> Provide document details in A overleaf, or keep a copy of the document.
<small>Regulation 4(1)(a)(iii)-(iv)</small>			
<b>4</b> NAME and ADDRESS of signatory verified from the following: <ul style="list-style-type: none"> <li>• A current employer, or a previous employer within last 2 years</li> <li>• A rating authority (e.g. land rates)</li> <li>• The Credit Reference Association of Australia (subject to the <i>Privacy Act 1988</i>)</li> <li>• Land Titles Office records</li> </ul>		35	<input type="checkbox"/> Provide details in B overleaf
<small>Regulation 4(1)(a)(i)-(ii), (v)-(vi)</small>			
<b>5</b> NAME, ADDRESS and TELEPHONE NUMBER verified: <ul style="list-style-type: none"> <li>○ by reference to the latest telephone directory published by Telstra or by advice provided by Telstra; and</li> <li>○ by telephone contact with the signatory on that telephone number</li> </ul>		25	<input type="checkbox"/> Provide phone number in B below.
<small>Regulation 4(1)(d)</small>			
<b>6</b> NAME of signatory verified from any other secondary identification document relating to the signatory, e.g. credit card, Medicare card, telephone account, council rates notice, etc. <b>Note</b> More than one document may be counted, but points scored from a particular source may be counted only once, e.g. if MasterCard and Visa Card issued from the same financial institution, only one may be counted.		25	<input type="checkbox"/> Provide document details in A below, or keep a copy of the document.
<small>Regulation 4(1)(g)</small>			
<b>7</b> NAME and ADDRESS of the signatory verified from the following: <ul style="list-style-type: none"> <li>• The electoral roll compiled by the Australian Electoral Office and available for public scrutiny</li> <li>• The records of a public utility</li> </ul>		25	<input type="checkbox"/> Provide details in B below.
<small>Regulation 4(1)(b)</small>			
<b>8</b> NAME and DATE OF BIRTH of the signatory verified from any one of the following: <ul style="list-style-type: none"> <li>• The records of a primary, secondary or tertiary educational institution attended by the signatory within the last 10 years</li> <li>• The records of a professional or trade association of which the signatory is a member</li> </ul>		25	<input type="checkbox"/> Provide details in B below.
<small>Regulation 4(1)(c)</small>			
		<b>TOTAL</b>	<input type="checkbox"/>
The signatory is taken to be identified if the signatory rates at least 100 points			
<small>Regulation 3(2)</small>			

## UTILITY CONNECTION FORM

260 Woodside Street, Doubleview WA 6018

T (08) 9446 9399

E hagen@hagen.com.au

W www.hagen.com.au

## How it works

In conjunction with our service partner MyConnect, we are able to offer you:

- A completely FREE service to connect your utilities
- MyConnect will call you to discuss available retailers
- You choose your preferred retailer
- MyConnect make all necessary phone calls and arrange your utilities to be connected from your move in date
- Save time and money by allowing MyConnect to assist



## Connection Details

Full Name/s	Interpreter required	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Home Phone	Mobile (1)	Mobile (2)	
Email Address			
New Property Address			
Move in date	Connection date		

## Declaration

By signing this application I/we; Acknowledge the Real Estate Agent, and myconnect receive a fee/incentive from a utility provider in relation to the connection of utility services. I consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details including National Metering Identifier (NMI), Meter Installation Registration Number (MIRN) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities.

Print Name/s	Signature/s	Date
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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:

Address 1			
Address 2			
Suburb		State	Postcode

**FROM:** Proposed Tenants' Names:

	Given Name(s)	Family Name
Tenant 1		
Tenant 2		
Tenant 3		
Tenant 4		

**TO:** The Property Manager:

Agency Name	Hagen & Co		
Address	2/254 Scarborough Beach Road, DOUBLEVIEW, WA, 6018		
Telephone	94469399	Facsimile	(08) 9446 1399
E-mail	hagen@hagen.com.au		

# application to enter into residential tenancy agreement



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## PART A (TO BE COMPLETED BY PROPERTY MANAGER)

1. Premises

Address 1

Address 2

Suburb

State

Postcode

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 \$

(b) Pet bond (if applicable) \$

(c) First two weeks rent \$

(d) Less Option Fee (if paid) \$

(e) **Total** \$

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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  Reg. No.  Age   
Type of Pet  Breed  Reg. No.  Age

9. Do you intend on 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):

PO Box	<input type="text"/>	Town/City	<input type="text"/>	Postcode	<input type="text"/>
Address 1	<input type="text"/>				
Address 2	<input type="text"/>				

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;
  - (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 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) and debt collectors, 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:

	Given Name(s)	Family Name
Tenant 1		
Tenant 2		
Tenant 3		
Tenant 4		

Signature:

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## 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 applicatino 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.**



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YOUR (First Person's) PARTICULARS										
Given Name(s)						Family Name				
Address 1										
Address 2										
Suburb						State		Postcode		
Phone No	Work				Mobile			Home		
Email							Gender			
Date of Birth		Place of Birth				Family Name at Birth			Australian Citizen	<input type="checkbox"/> Yes <input type="checkbox"/> No

DOCUMENTS TO CONFIRM YOUR IDENTITY											
Drivers Licence No			State of Issue			Passport No			Country of Issue		
Medicare Card No				Ref No			Colour			Expiry Date	
Other ID											
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

Phone No

Address

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

Phone No

Address

Rental Paid \$  Period Rented From  To

Reason for leaving

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

Employer  Phone No

Period of Employment  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  TELEPHONE

ADDRESS

Second Next of Kin NAME  TELEPHONE

ADDRESS

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

First Contact NAME  TELEPHONE

ADDRESS

Second Contact NAME  TELEPHONE

ADDRESS

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YOUR (Second Person's) PARTICULARS									
Given Name(s)						Family Name			
Address 1									
Address 2									
Suburb						State		Postcode	
Phone No	Work				Mobile			Home	
Email							Gender		
Date of Birth		Place of Birth				Family Name at Birth			Australian Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No

DOCUMENTS TO CONFIRM YOUR IDENTITY									
Drivers Licence No		State of Issue		Passport No			Country of Issue		
Medicare Card No				Ref No		Colour		Expiry Date	
Other ID									
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

Phone No

Address

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

Phone No

Address

Rental Paid \$  Period Rented From  To

Reason for leaving

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

Employer  Phone No

Period of Employment  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  TELEPHONE

ADDRESS

Second Next of Kin

NAME  TELEPHONE

ADDRESS

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

First Contact

NAME  TELEPHONE

ADDRESS

Second Contact

NAME  TELEPHONE

ADDRESS

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YOUR (Third Person's) PARTICULARS									
Given Name(s)						Family Name			
Address 1									
Address 2									
Suburb						State		Postcode	
Phone No	Work				Mobile			Home	
Email							Gender		
Date of Birth		Place of Birth				Family Name at Birth			Australian Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No

DOCUMENTS TO CONFIRM YOUR IDENTITY											
Drivers Licence No			State of Issue			Passport No			Country of Issue		
Medicare Card No				Ref No			Colour			Expiry Date	
Other ID											
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

Phone No

Address

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

Phone No

Address

Rental Paid \$  Period Rented From  To

Reason for leaving

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

Employer  Phone No

Period of Employment  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  TELEPHONE

ADDRESS

Second Next of Kin NAME  TELEPHONE

ADDRESS

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

First Contact NAME  TELEPHONE

ADDRESS

Second Contact NAME  TELEPHONE

ADDRESS

# application to enter into residential tenancy agreement



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YOUR (Fourth Person's) PARTICULARS									
Given Name(s)						Family Name			
Address 1									
Address 2									
Suburb						State		Postcode	
Phone No	Work				Mobile			Home	
Email							Gender		
Date of Birth		Place of Birth				Family Name at Birth			Australian Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No

DOCUMENTS TO CONFIRM YOUR IDENTITY											
Drivers Licence No			State of Issue			Passport No			Country of Issue		
Medicare Card No				Ref No			Colour			Expiry Date	
Other ID											
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

Phone No

Address

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

Phone No

Address

Rental Paid \$  Period Rented From  To

Reason for leaving

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

Employer  Phone No

Period of Employment  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  TELEPHONE

ADDRESS

Second Next of Kin

NAME  TELEPHONE

ADDRESS

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

First Contact

NAME  TELEPHONE

ADDRESS

Second Contact

NAME  TELEPHONE

ADDRESS

# application to enter into residential tenancy agreement

## CONDITIONS RELEVANT TO MAKING AN APPLICATION AND OFFER

The amounts required for bond and first two weeks rent are payable prior to or on signing of the lease and prior to taking possession of the premises.

The applicant will not be entitled to occupation of the premise until:

- (i) Vacant possession is provided by the current occupant of the premises
- (ii) The lease is signed by ALL Applicants; and
- (iii) The payment of all monies due to be paid by the Applicant/s prior to occupation of the premises

The Applicant/s agree to pay the rent one period in advance except for the first two weeks rent.

THE APPLICANT/S ACKNOWLEDGES THAT THEY ARE RESPONSIBLE FOR THEIR OWN CONTENTS. IT IS HIGHLY RECOMMENDED THAT THE APPLICANT/S SHOULD ARRANGE THEIR OWN INSURANCE TO COVER THEIR OWN CONTENTS AND ALSO determine if the insurance covers damage to Premises caused by waterbed of the escape of water from a waterbed.

The applicant acknowledges and agrees that the Owner/Agent will carry out all inspections of the Premises between normal business hours.

All acts and things which the Owner is required or empowered to do may be done by the Lessor or their appointed Managing Agent.

The Applicant/s make this Application and the offer jointly and severally. Service of any notice to any one Applicant shall be deemed to be service on them all.

You Signature (First Person) \_\_\_\_\_

You Signature (Second Person) \_\_\_\_\_

You Signature (Third Person) \_\_\_\_\_

You Signature (Fourth Person) \_\_\_\_\_

**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

Your Signature ( **Fourth Person** )  Date