

**THIS SECTION OFFICE USE ONLY**

PROPERTY MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

BEST CONTACT NUMBER: \_\_\_\_\_

**PHOTOCOPIED & ATTACHED:**

BANKCARD ☐

PASSPORT ☐

PAYSLIPS ☐

DRIVERS LICENSE ☐

BANK STATEMENT ☐

**IMPORTANT INFORMATION**

Please Note the following information when lodging an application for any of our rental properties. These conditions are **STRICTLY** adhered to.

- You must inspect the property (including inside) prior to submitting an application. Looking through the windows is not sufficient. All applicants are responsible at the time of viewing to check that the property satisfies their needs. If you are interstate/overseas and can not physically inspect the home you are aware you are taking the home based on the internet advertising and once the lease is signed it is a legally binding contract even if you change your mind when you see the home.
- A minimum of 100 identification points must be supplied with your application i.e. Passport, Driver license, Medicare card, current lease agreement, bank/pay slip, proof of address, car rego, utility accounts, passport.
- We understand you would like to know if your application has been accepted as soon as possible and Peard endeavour to have all applications processed within 48 hours but waiting on references can sometimes delay this process. You will be contacted and advised if your application was successful. No reason is required to be given to unsuccessful applicants.
- EACH applicant must read, initial & accept conditions of the Tenant Privacy Statement & the Special Conditions. All initials and signatures are required on every page where indicated by all parties over 18 before submitting the application or we may be unable to get references.

- If you are currently self or not employed or under 18 years of age at the time of submitting this application, you may be required to provide a guarantor for your tenancy.
- Please read and sign the attached Annexure "A", "B", "C" and Annexure "D" Pet Annexure if you have a pet as these will form part of your lease agreement.

It is important that you do not leave anything blank on the application. Please fill out as much information as possible. If something does not apply to your situation, please write "N/A" in the application field.

#### SUCCESSFUL APPLICANTS:

If your application is successful, within 48 hours of acceptance you will be required to sign the lease as until the lease is signed the home will still be advertised.

Please note that if your funds have not been received or cleared into the Peard Trust Account prior to your lease start date keys WILL NOT be given out. Personal cheques WILL NOT be accepted under any circumstances.

#### TENANCY PRIVACY STATEMENT:

Changes to the Privacy Laws on 21<sup>st</sup> December 2001 call for our property managers to ensure you fully understand the National Principles & the manner in which we use your private information in order to carry out our role as professional property managers.

Please take the time to read the Privacy Section in Section 21 of the application and initial this area or we may be unable to obtain references for you.

#### PRIMARY PURPOSE OF TENANCY PRIVACY STATEMENT:

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises & if the risk is considered acceptable, to provide you with the lease/tenancy of the property.

To carry out this role & during the term of your tenancy we usually disclose your information to:

- |                                   |  |
|-----------------------------------|--|
| - Landlord                        | - Residential Tenancy Tribunals/Courts |
| - Landlords lawyers               | - Collection Agents                    |
| - Landlords mortgagee             | - National Tenancy Database Pty Ltd    |
| - Organisations/Trades people     | - Other Real Estate Agents & Landlords |
| Required to carry our maintenance | - Rental bond Authorities              |

#### SECONDARY PURPOSES OF TENANCY PRIVACY STATEMENT:

We also collect your personal information to: (tick each box if you consent to the use & disclosure)

- ☐ Allow organisations/trades people to contact you in relation to Maintenance matters
- ☐ Pay/Release bonds to/from Rental bond Authorities
- ☐ Refer to Tribunals, Courts & Statutory Authorities (where necessary)

- ☐ Refer to collection Agents/Lawyers (where default/enforcement action is required)
- ☐ Provide confirmation details for organisations contacting us on your behalf  
i.e. banks, utilities (gas, electricity, water, phone) Employers, etc.

Please note: If your personal information is not provided to us, and you do not consent to the uses of which we put your personal information, we cannot properly assess the risk to our clients, or carry out our duties as professional property managers. Consequently, it will be difficult to provide you with the lease/tenancy of the premises.

#### NTD AND TICA DISCLOSURE:

You can contact the National Tenancy Database Pty Ltd (ABN: 65 079 105 1025) ("NTD") by:

Telephone:	(03) 9610 4996	Website:	<a href="http://www.ntd.net.au">www.ntd.net.au</a>
Fax:	(03) 9620 7339	Mail:	PO Box 156
Email:	<a href="mailto:Stephanie@ntd.net.au">Stephanie@ntd.net.au</a>		Collins Street
In Person:	Level 7, 477 Collins St, Melb VIC 3007		Melbourne VIC 3007

You can contact TICA Insurance's Pty Ltd (AR Number: 295921) by:

Telephone:	(02) 9743 1800	Website:	<a href="http://www.tica.com.au">www.tica.com.au</a>
Fax:	(02) 9743 4844	Mail:	PO Box 120
Email:	<a href="mailto:membership@tica.com.au">membership@tica.com.au</a>		Concord Street NSW 2137

From December 21<sup>st</sup> 2001, you can gain access to your personal information.

#### PRIMARY PURPOSE OF NTD/TICA DISCLOSURE STATEMENT:

NTD/TICA collects your personal information to provide to its members and others listed below, historical tenancy and public record information on individuals and companies who/which lease residential and commercial property from or through Licensed Real Estate Agent Members of NTD/TICA.

NTD/TICA also provides credit information on companies/directors applying for commercial leases.

The Real Estate Agent/Property Manager may advise NTD/TICA of your conduct through the lease/tenancy if a court order is granted due to Breach of Agreement, and that information will form part of your tenant history.

NTD/TICA usually discloses information to:

- Licenced Real Estate Agent Members
- NTD's parent company, Collection House Ltd (ABN: 74 00 230 716) and its subsidiaries and related entities
- Credit Bureaus.

If your personal information is not provided to NTD/TICA, the Real Estate Agent/Property Manager will not be able to carry out their professional responsibilities and will not be able to provide you with a lease/tenancy of the premises.

PAYMENTS TO PEARD REAL ESTATE (Rent / Water Consumption):

Once residing in a property, the tenant agrees to pay all monies to the lessor/agent via our NAB ALLOCATED EFT SYSTEM (National Australia Bank).

**[ ] I/We agree that we must and will disclose to Peard Real Estate all and any information regarding any previous and or current Bankruptcy (if applicable) of any of the applicants listed.**

*I/We have read, agree and understand all of the above information outlined for this application form.*

*SIGNED by ALL applicants:*

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)

Upon completion of your application form, please return to our relevant office via email on the below listed information. Should you prefer to submit your application in person, please do not hesitate to attend our relevant office.

Peard Office	Email Address	Office Address
Mindarie	<a href="mailto:rentals@peard.com.au">rentals@peard.com.au</a>	9/11 Boas Avenue, Joondalup
Hillarys	<a href="mailto:hillarys@peard.com.au">hillarys@peard.com.au</a>	9/11 Boas Avenue, Joondalup
Scarborough	<a href="mailto:Scarborough.rentals@peard.com.au">Scarborough.rentals@peard.com.au</a>	5/68 Scarborough Beach Road, Scarborough
Joondalup	<a href="mailto:pm.reception@peard.com.au">pm.reception@peard.com.au</a>	9/11 Boas Avenue, Joondalup
Swan Valley	<a href="mailto:Swanvalley@peard.com.au">Swanvalley@peard.com.au</a>	9/11 Boas Avenue, Joondalup
Leederville	<a href="mailto:Leederville@peard.com.au">Leederville@peard.com.au</a>	181 Roberts Rd, Subiaco
Rockingham	<a href="mailto:Rockingham@peard.com.au">Rockingham@peard.com.au</a>	5/7 Railway Terrace, Rockingham
Canning Vale	<a href="mailto:canningvalePM@peard.com.au">canningvalePM@peard.com.au</a>	181 Roberts Rd, Subiaco
Karratha	<a href="mailto:Karratha@peard.com.au">Karratha@peard.com.au</a>	Shop 3, Karratha City Shopping Centre

## 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>Complete this Application.</li> <li>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>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>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>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>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			
Address			
Telephone		Facsimile	
E-mail			

# 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) <b>Total</b>	\$	

# application to enter into residential tenancy agreement

## PART B (TO BE COMPLETED BY YOU)

**NOTE:** This document is not a Residential Tenancy Agreement and does not grant any right to occupy the Premises

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

#### TENANCY DETAILS

5. You require the tenancy for a period of  months from  to
6. At a rent of \$  per week
7. Total number of persons to occupy the Premises Adults  Children  Ages
8. Pets - Type of Pet  Breed  Number  Age   
Type of Pet  Breed  Number  Age
9. Do you intend 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		Town/City		Postcode	
Address 1					
Address 2					

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

# application to enter into residential tenancy agreement

18. If You are the successful application the Lessor will provide You with a proposed Residential Tenancy Agreement for the Premises which will grant You the option of entering into a Residential Tenancy Agreement:

- (a) if You sign the Residential Tenancy Agreement, comply with all the stipulated requirements for the creation of a binding Residential Tenancy Agreement as set out in Part C of the document (eg returning the document to the Property Manager by the stipulated time, paying full stipulated rental and bond); and;
- (i) if an Option Fee has been paid THEN a binding Residential Tenancy Agreement will exist between You and the Lessor and any Option Fee will be refunded to You or applied towards the rent; or
- (ii) if no Option Fee has been paid and if neither the Lessor nor the Property Manager sign the document THEN no binding Residential Tenancy Agreement will exist between You and the Lessor; 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:

--	--	--	--

# application to enter into residential tenancy agreement

## 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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REAL ESTATE

## 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

	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
Reason for leaving		

(ii) Previous address of Applicant

	Phone No	
Address		
Rental Paid	\$	Period Rented From
Reason for leaving		

(iii) Occupation

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
Reason for leaving		

(ii) Previous address of Applicant

	Phone No	
Address		
Rental Paid	\$	Period Rented From
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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000005376851

**PEARL**  
REAL ESTATE

## 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
Reason for leaving		

(ii) Previous address of Applicant

	Phone No	
Address		
Rental Paid	\$	Period Rented From
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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**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

# Annexure 'A'

## Special Conditions to Form Part of the Tenancy Agreement

1. **CONTENTS INSURANCE:** Tenants acknowledge they must arrange their own contents insurance. The Owner's building/contents insurance does not cover their possessions under any circumstances.
2. **WATER CONSUMPTION:** Tenants acknowledge they are responsible for all water consumed at the premises & they will pay in full all invoices for such within 7 days of issue. Should the outstanding invoice not be paid in full by the due date a breach notice may be issued. This stands for all invoices that are sent to tenants, eg pool chemicals, power, gas if applicable.
3. **RETICULATION AND WATERING DAYS:** The reticulation fittings, including sprinklers and piping is to be maintained by the Tenant & kept in good working order. Tenant is made aware they are to water as per their water days as per Water Corporation guidelines. Failure to comply with Water Corporation water restrictions may incur a fine which the Tenant will be responsible for. If the property has a bore, the pump must be operated at least once a fortnight even during winter months so that the pump does not seize. Failure to comply will constitute a breach of this Agreement.
4. **SPRINKLER BAN:** The tenant/s are aware and agree that should the water corporation impose a full sprinkler ban the tenant must continue to water the lawns and gardens by hand to maintain their condition to the same standard as when they moved in. The Tenant is responsible for the winter shutdown and spring start up of the reticulation system and the maintenance of the system that this involves. If the tenant does not adhere to the sprinkler bans any fines received during the sprinkler ban period will be payable by the tenant.
5. **TENANT AT FAULT - MAINTENANCE ISSUE:** The tenant acknowledges that should a maintenance contractor be called to the property and the fault is found to be caused by the tenant or no fault is found the tenant/s may be responsible for the full cost of the account and will have to pay this to Peard Real Estate within 7 days of issue. (Example – no TV reception and it is found the tenant has not tuned in TV correctly)
6. **PARKING OF VEHICLES AT PROPERTY:** Vehicles of any sort are not to be parked on lawns, gardens, verge, service bays or unmarked areas. The Tenant acknowledges they are responsible for the cost of towing and restoration of affected area's should damage occur to the property. No unregistered vehicles are to be parked at the property at any time.
7. **OIL STAINING:** Tenants agree to place drip trays on the carport/driveway/garage to prevent any oil, grease and petrol leaks from motor vehicles if applicable. Failure to do so will result in the Tenant being charged for the removal/rectification of any staining.
8. **EMPLOYMENT / CONTACT DETAILS CHANGE:** Any Tenants under this Agreement shall notify in writing the Agent within fourteen days of any change of their employment, phone number or email address as per Section 53 (2) of The Residential Tenancy Act.

9. **PETS:** Tenants are aware that if the Owner has allowed them to keep a pet at the property then under NO circumstances are they allowed inside the dwelling unless written permission is provided by the owner. If pet causes any damage to the property, Tenants must rectify damage immediately to a professional standard at the Tenant's expense. A pet bond of \$260 is payable at the time of signing this Lease. Visitor's pets are **NOT** permitted at the property at anytime. Tenants agree to regularly remove ALL faeces from the property & ensure properly disposed of. Tenants are to treat pets for fleas on a regular basis. The Tenant acknowledges that the pet bond of \$260 may be used by the Agent for the property and/or dwelling to be sprayed for fleas if a professional pest control receipt is not provided to the Agent proving that this has already been done.
10. **VACATING THE PROPERTY:** The tenant acknowledges at the time of vacating the property and returning the keys to the Agent, that the tenant is confident that the property is returned to the Agent in no less condition than stated on the Property Condition Report, fair wear & tear excepted. The Tenant acknowledges that upon vacating a Final Bond Inspection will be conducted by the Agent. If the condition of the property does not agree with the Property Condition Report, the Tenant acknowledges & accepts that the cost for contractors to undertake work to bring the property in line with the Property Condition Report will be deducted from their Bond. The tenant agrees to abide by the Vacating Tenant Cleaning Checklist which is issued to them once Tenant's notice to vacate is received.
11. **CARPET CLEANING:** The tenant acknowledges and agrees that carpets must be cleaned by a reputable carpet cleaning company when they vacate the property and they must be a registered company with an ABN. A receipt must be provided to the agent at the time of vacating. If a receipt is not provided the agent will engage a carpet cleaning contractor at the tenants cost to be deducted from the bond.
12. **VIEWINGS:** As per Section 24.6 of the Residential Tenancies Agreement the Tenant agrees to allow the Agent access to the property to show prospective tenants during the 21 days prior to their vacating date. These viewings can take place from Monday through to Saturday by the Agent giving reasonable notice (72 hours) of such inspections.
13. **SALE OF PROPERTY:** If the home is placed on the sales market during the tenants lease the tenant must allow access for the purpose of potential purchasers viewing the home after being given reasonable notice (72 hours) on a reasonable number of occasions. If the tenant does not allow access the Agent/Owner can breach the tenant and then apply to court for an order to be made allowing access.
14. **REALTY ASSIST:** The landlord/tenant is aware and accepts that there is a business, financial or personal relationship between Peard Real Estate (Peard & Associates Pty Ltd) and Realty Assist. The landlord/tenant is also aware that by engaging the services of Realty Assist there will be no financial benefit or gain to Peard Real Estate Rentals (Westman Nominees Pty Ltd)/ Director/Property Managers)

All Bond requests are processed via our payment partner, Realty Assist. Tenants will have the option to pay now, or enter into a payment arrangement with Realty Assist (Pay Later). Bond payments are processed via our payment partner and held in our Trust Account until the bond is lodged with the Bonds Administrator. Peard Real Estate are not liable for third party payment arrangements as they are made between the applicant and Realty Assist.

**The Tenants acknowledge receipt of a copy of this Annexure and agree to abide by all of the above conditions:**

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**Tenant Sign**

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**Tenant Sign**

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**Tenant Sign**

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**Tenant Sign**

# Annexure B

## Zero Tolerance Rent Arrears

This Annexure outlines Agents rent arrears procedure and the Tenant hereby acknowledges they understand & accept the following:

### **Step 1. Day 1-2**

You may receive a phone call, SMS or Email to advise that the rent has not been received

### **Step 2. Days 3 in Arrears**

If the rent is not paid in full by 4pm this day, a Form 21, 14 day Breach Notice or a Form 1B, 7 day Termination Notice may be issued. It is important to note that should a Form 1A or a Form 1B be issued, it is recorded on your file and will go against your record as a tenant.

### **Step 3, Breach/Termination Expired - Rent Still Unpaid – Application to Court**

If your rent has not been paid in full by the expiration of the Form 21 or Form1B Notice the owner may choose to apply to Court for a vacant possession court order. IF this action is taken you may be listed on National and International Tenancy Defaulting Databases as per Annexure “C” of this contract which will affect your rental history.

I/We the Tenants hereby understand and acknowledge the above ‘Zero Tolerance’ rent arrears policy and fully understand and accept its consequences.

\_\_\_\_\_  
Tenant Sign

\_\_\_\_\_  
Tenant Sign

\_\_\_\_\_  
Tenant Sign

\_\_\_\_\_  
Tenant Sign

# Annexure C

## Defaulting Tenant Databases

This Annexure advises that the Agent is a member of the following:

**Tenancy Information Centre Australia Pty Ltd**

**Real Estate Institute of Australia Tenant Register**

**National Tenancy Database Register**

These are National Information Services to the real estate industry on defaulting tenants. Our office is a supporter of these services and advises that should a default occur under your Tenancy Agreement and more than the bond monies is owed or a court order is obtained, the information will be listed on the above databases. Once listed, the information will remain on file for a period of 3 years.

This may increase difficulty when trying to relocate as the above registers have a strong membership throughout Australia, New Zealand and the United Kingdom.

We look forward to a harmonious Agent/Tenant relationship, and will only follow this course of action when absolutely necessary.

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Tenant Sign

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Tenant Sign

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Tenant Sign

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Tenant Sign

ANNEXURE [ **D** ]

## PART C RESIDENTIAL PROPERTY LEASE

### Special Condition for a Pet

Tenant:	<input type="text"/>		
Lessor/ Lessor's Agent:	<input type="text"/>		
Address of Premises:	<input type="text"/>		
Type of Pet:	<input type="text"/>	Name of Pet:	<input type="text"/>
Age of Pet:	<input type="text"/>	Registration Number:	<input type="text"/>

("Pet" refers only to the pet or pets referred to above).

#### The Lessor and Tenant agree that the Tenant may keep the above Pet at the Premises on the following conditions:

1. The Tenant must be a responsible pet owner, showing due care for the cleanliness of the Pet and the Lessor's Premises and for the amenity of the neighbourhood.
2. If the Premises are part of a strata scheme and the Strata Owners resolve that pets cannot be kept on the strata lot comprising the Premises then the Tenant must remove the Pet from the Premises.
3. If the Tenant breaches these conditions and fails to remedy any breach within 14 days after written notice of breach has been given then the Tenant must immediately remove the Pet from the Premises.
4. The Tenant agrees to abide by any laws or by-laws of the Local Government Authority relating to pets.
5. Any additional or replacement pets to the Pet must be approved by the Lessor in writing, and if approved, will be subject to these conditions.
6. The Lessor may at any time request, and the Tenant must provide, a photograph of the Pet.
7. The Lessor and Tenant agree that the Pet must:
  - a. be kept clean, quiet and controlled at all times,
  - b. be free from parasites and disease,
  - c. be domesticated,
  - d. not disturb neighbours, other tenants or other pets,
  - e. not wander unsupervised (except for a cat which must be kept indoors at night),
  - f. be toilet trained,
  - g. receive appropriate veterinary care where required,
  - h. be under control or on a lead when passing through any common property, so that the Pet does not disturb other tenants, their visitors or other pets.
8. The Tenant is responsible for keeping all areas where the Pet is housed and fed clean, fresh, safe and free from parasites.
9. The Tenant must promptly pick up and dispose of all faeces (pet droppings) in an appropriate bag and have them placed in a rubbish bin and wash away urine from outdoor areas.
10. The Tenant is liable for any damage or injury caused by the Pet to the Premises and will pay the Lessor for any costs or expenses incurred by the Lessor as a result of damage or injury to any person or property. Damage includes destruction or damage to garden, lawn, reticulation and courtyard areas.
11. The Tenant warrants that, having inspected the Premises, the fences at the Premises are adequate to enclose the Pet. If the fences are not effective at enclosing the Pet, then the Tenant must make alternative arrangements to accommodate the Pet.
12. If the fence is damaged (not by the Tenant or the Pet) and becomes inadequate to enclose the Pet, then the Tenant must (a) promptly notify the Lessors' Agent and (b) make alternative arrangements to accommodate the Pet, until the fence is repaired.
13. If the Pet is capable of carrying parasites that can affect humans then the Tenant agrees to increase the Security Bond by \$260 (Pet Bond).

Tenant's signature:

Please print name here:

Date:

Lessor/ Lessor's Agent  
signature:

Please print name:

Date:

# 100 Point Check



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

Applying For (Property Address): \_\_\_\_\_

Group A (at least one from Group A required)								
Document Type (please tick type used)	Point Value	Name of Issuing Body	Date of Issue	Place of Issue	Expiry Date	Document/ Account No	DOB	Address
<input type="checkbox"/> Birth Certificate	40							
<input type="checkbox"/> Passport	40							
<input type="checkbox"/> Drivers Licence	60							
Group B								
<input type="checkbox"/> Student Photo ID Card (issued by an Aust Tertiary Education Institution)	40							
<input type="checkbox"/> Pension Concession Card or Health Care Card	40							
<input type="checkbox"/> Other (bankcard etc) Type: Type:	25							
<input type="checkbox"/> Medicare/ Private Health Care Card	25							
TOTAL POINTS: (Minimum 100 Points)			Date Completed:		Completed By: (Staff Name)		Staff Signature:	

(Ensure Photocopies of ALL Identification Used are Attached)

Server: / Property Management / PM Standard Forms / STF002.doc