

TENANT APPLICATION FORM

APPLICATIONS WILL NOT BE PROCESSED UNLESS ALL INFORMATION IS SUPPLIED

OFFICE HOURS:

Our office is open Monday to Friday 8:30am – 5:00pm.

PHOTO IDENTIFICATION:

When returning your application, you must submit either a copy of your driver's license or passport.

SUPPORTING DOCUMENTS:

You will be required to supply supporting documents with your application before it will be processed; a minimum of photo identification is required ie passport, drivers license, proof of finances should you not be working and any other relevant documents you feel will assist your application.

PROCESSING APPLICATION:

We will endeavour to process your application within 48 hours, if we are unable to contact any of your references this process may take longer.

APPROVAL OF APPLICATION:

Once your application has been approved you are required to pay a **holding deposit of 1 weeks rent** within 24 hours. Should the deposit be via BPay a copy of the receipt will be required.

COLLECTION OF KEYS:

You will need to make an appointment to collect the keys, sign the necessary documents & payment of monies within our office hours stated above.

PAYMENT OF RENT & BOND:

Prior to taking possession of the property you will be required to pay 2 weeks rent in advance and 4 weeks bond. If the property has been the owners principal place of residence for the previous 3 months or the weekly rent exceeds \$500 there may be no limit on the bond requirement. Please note we do not accept bond transfers from the Department of Housing or any other agent.

BOND LODGEMENT:

It is important to know that all parties signing the Lodgement of Security Bond Form at the commencement of your lease must be present at the end of the tenancy to sign the Bond Disposal Form to release the funds from the Bond Administrator.

SIGNING THE TENANCY AGREEMENT:

All occupants must be present at the time of signing the Lease Agreement and keys will be released until all occupants have signed the Lease Agreement and all funds have been paid.

ELECTRICITY/TELEPHONE CONNECTION:

It is the tenant's responsibility to connect the electricity & to ensure that it is disconnected at the end of the tenancy. All connections costs & deposits are the tenant's responsibility.

PROPERTY CONDITION REPORT:

When you move into the property you will receive the Property Condition Report and you must outline any differing points, if you do not mark it down you will be liable for any discrepancies when you vacate. You must return the Property Condition Report to our office within seven (7) days.

TENANT DEFAULT:

Our office is a member of NTD & TICA which are tenant default agencies. Should you default in your rent or breach a term of your Tenancy Agreement the details will be listed with these agencies at the end of your tenancy. Once listed the information will remain on file until the default is rectified.



APPLICATION & OFFER OF OPTION TO LEASE RESIDENTIAL PREMISES

Applicant/s Name: _____ Phone: _____

Applicant/s Name: _____ Phone: _____

Applicant/s Name: _____ Phone: _____

Applicant/s Name: _____ Phone: _____

Rental Property Address: _____

Period of Occupancy: _____ Months Commencing ____/____/____ Expiring ____/____/____

At a Rental of \$_____ per week Smokers: Yes / No

Total number of persons to occupy premises:

Adults: _____ Ages: _____ Children: _____ Ages: _____

Pets: Type of Pet _____ Breed: _____ Age: _____ Number _____

Type of Pet _____ Breed: _____ Age: _____ Number _____

Do you intend on applying for a Department of Housing Bond Yes / No, if yes amount \$_____

Security deposit bond of \$ _____

Pet bond (if applicable) \$ _____

Rent \$ _____

Total \$ _____

Holding Deposit fee \$ _____

BALANCE TO BE PAID \$ _____

PLEASE READ THE FOLLOWING AS A REQUIREMENT OF ALL APPLICATIONS

Thank you for your application to rent a property through **GR8 Property**.
Please ensure the application is **FULLY COMPLETED** to ensure prompt processing.

ALL APPLICATIONS RECEIVED ARE SUBJECT TO THE LANDLORD'S APPROVAL

If your application has been approved and a holding deposit has been received and you then decide you no longer wish to rent the property you will forfeit the holding deposit paid.

When signing the lease we require the first two weeks rent, security deposit to be paid by either Cash, Money Order or BPay (the holding deposit is offset against the money owing).

If you require a telephone line connected to the property ***it is your responsibility*** to find out if there is an existing telephone connection. You can contact either Telstra or Optus for this information. You will be responsible for the telephone connection, and/or line connections if applicable as the outgoing tenant may have had them disconnected or may not have had them connected during their occupation of the property.

IF YOUR APPLICATION IS UNSUCCESSFUL, PLEASE NOTE THE FOLLOWING:

The Owner (or Agent) is not obliged to explain why your application was not accepted.

CONDITIONS RELEVANT TO MAKING AN APPLICATION AND OFFER

The applicant will not be entitled to occupy the premises until vacant possession is provided by the current occupant of the premises, the Lease is signed by all Applicants and the payment of all monies due to be paid by the Applicant prior to occupation.

The persons comprising the Application are not bankrupt and they each declare that all of the information supplied in the Applicants Particulars are true and correct and are not misleading in any way.

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.

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

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

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 STATEMENT

The applicant agrees that for the purpose of this Application, the Owner/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/Agent may see fit.

The personal information of the prospective tenant provided 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.

Initials _____

APPLICANT 1

Name: _____ Date of Birth: _____

Mobile: _____ Home: _____ Passport No: _____

Email: _____ Drivers Licence No: _____

Vehicle Type & Reg No: _____ Smoker Yes / No

PRESENT ADDRESS: _____

Rent Paid to (Agent or Owners Name & Address) _____

Agent/Owner Contact No: _____ Property Managers Name: _____

Period Rented: From _____ to _____ Rental Amount Paid: _____

Reasons for leaving: _____

PREVIOUS RENTED ADDRESS: _____

Rent Paid to (Agent or Owners Name & Address) _____

Agent/Owner Contact No: _____ Property Managers Name: _____

Period Rented: From _____ to _____ Rental Amount Paid: _____

Reasons for leaving: _____

PREVIOUS RENTED ADDRESS: _____

Rent Paid to (Agent or Owners Name & Address) _____

Agent/Owner Contact No: _____ Property Managers Name: _____

Period Rented: From _____ to _____ Rental Amount Paid: _____

Reasons for leaving: _____

OCCUPATION: _____ Annual Salary: _____

Employer: _____ Employment Period _____

Employers Address: _____

Phone No: _____ Manager/Director _____

If less than 12 months, name of previous employer: _____

Address of Previous Employer: _____

Phone No: _____ Employment Period _____

N.B If self employed statement of income must be provided

NEXT OF KIN: Name & Address: _____

Phone No: _____ How Related: _____

EMERGENCY CONTACT other than next of Kin:

Name & Address: _____

Phone No: _____ How Related: _____

CHARACTER REFERENCE (this must not be anybody who is related to you or any other applicants):

Name & Address: _____

Phone No: _____ Relationship: _____

APPLICANT 2

Name: _____ Date of Birth: _____

Mobile: _____ Home: _____ Passport No: _____

Email: _____ Drivers Licence No: _____

Vehicle Type & Reg No: _____ Smoker Yes / No

PRESENT ADDRESS: _____

Rent Paid to (Agent or Owners Name & Address) _____

Agent/Owner Contact No: _____ Property Managers Name: _____

Period Rented: From _____ to _____ Rental Amount Paid: _____

Reasons for leaving: _____

PREVIOUS RENTED ADDRESS: _____

Rent Paid to (Agent or Owners Name & Address) _____

Agent/Owner Contact No: _____ Property Managers Name: _____

Period Rented: From _____ to _____ Rental Amount Paid: _____

Reasons for leaving: _____

PREVIOUS RENTED ADDRESS: _____

Rent Paid to (Agent or Owners Name & Address) _____

Agent/Owner Contact No: _____ Property Managers Name: _____

Period Rented: From _____ to _____ Rental Amount Paid: _____

Reasons for leaving: _____

OCCUPATION: _____ Annual Salary: _____

Employer: _____ Employment Period _____

Employers Address: _____

Phone No: _____ Manager/Director _____

If less than 12 months, name of previous employer: _____

Address of Previous Employer: _____

Phone No: _____ Employment Period _____

N.B If self employed statement of income must be provided

NEXT OF KIN: Name & Address: _____

Phone No: _____ How Related: _____

EMERGENCY CONTACT other than next of Kin:

Name & Address: _____

Phone No: _____ How Related: _____

CHARACTER REFERENCE (this must not be anybody who is related to you or any other applicants):

Name & Address: _____

Phone No: _____ Relationship: _____

APPLICANT 3

Name: _____ Date of Birth: _____

Mobile: _____ Home: _____ Passport No: _____

Email: _____ Drivers Licence No: _____

Vehicle Type & Reg No: _____ Smoker Yes / No

PRESENT ADDRESS: _____

Rent Paid to (Agent or Owners Name & Address) _____

Agent/Owner Contact No: _____ Property Managers Name: _____

Period Rented: From _____ to _____ Rental Amount Paid: _____

Reasons for leaving: _____

PREVIOUS RENTED ADDRESS: _____

Rent Paid to (Agent or Owners Name & Address) _____

Agent/Owner Contact No: _____ Property Managers Name: _____

Period Rented: From _____ to _____ Rental Amount Paid: _____

Reasons for leaving: _____

PREVIOUS RENTED ADDRESS: _____

Rent Paid to (Agent or Owners Name & Address) _____

Agent/Owner Contact No: _____ Property Managers Name: _____

Period Rented: From _____ to _____ Rental Amount Paid: _____

Reasons for leaving: _____

OCCUPATION: _____ Annual Salary: _____

Employer: _____ Employment Period _____

Employers Address: _____

Phone No: _____ Manager/Director _____

If less than 12 months, name of previous employer: _____

Address of Previous Employer: _____

Phone No: _____ Employment Period _____

N.B If self employed statement of income must be provided

NEXT OF KIN: Name & Address: _____

Phone No: _____ How Related: _____

EMERGENCY CONTACT other than next of Kin:

Name & Address: _____

Phone No: _____ How Related: _____

CHARACTER REFERENCE (this must not be anybody who is related to you or any other applicants):

Name & Address: _____

Phone No: _____ Relationship: _____

APPLICANT 4

Name: _____ Date of Birth: _____

Mobile: _____ Home: _____ Passport No: _____

Email: _____ Drivers Licence No: _____

Vehicle Type & Reg No: _____ Smoker Yes / No

PRESENT ADDRESS: _____

Rent Paid to (Agent or Owners Name & Address) _____

Agent/Owner Contact No: _____ Property Managers Name: _____

Period Rented: From _____ to _____ Rental Amount Paid: _____

Reasons for leaving: _____

PREVIOUS RENTED ADDRESS: _____

Rent Paid to (Agent or Owners Name & Address) _____

Agent/Owner Contact No: _____ Property Managers Name: _____

Period Rented: From _____ to _____ Rental Amount Paid: _____

Reasons for leaving: _____

PREVIOUS RENTED ADDRESS: _____

Rent Paid to (Agent or Owners Name & Address) _____

Agent/Owner Contact No: _____ Property Managers Name: _____

Period Rented: From _____ to _____ Rental Amount Paid: _____

Reasons for leaving: _____

OCCUPATION: _____ Annual Salary: _____

Employer: _____ Employment Period _____

Employers Address: _____

Phone No: _____ Manager/Director _____

If less than 12 months, name of previous employer: _____

Address of Previous Employer: _____

Phone No: _____ Employment Period _____

N.B If self employed statement of income must be provided

NEXT OF KIN: Name & Address: _____

Phone No: _____ How Related: _____

EMERGENCY CONTACT other than next of Kin:

Name & Address: _____

Phone No: _____ How Related: _____

CHARACTER REFERENCE (this must not be anybody who is related to you or any other applicants):

Name & Address: _____

Phone No: _____ Relationship: _____

OFFER OF OPTION & SPECIAL CONDITIONS:

The persons comprising the Applicant are over 18 years, none are bankrupt and they each declare that all of the information referred to on pages 3-8 are true and correct and are not misleading in anyway.

The Applicants acknowledges having inspected the Property and if the option is exercised will accept possession of the property in the condition as at the date of inspection.

The Applicant acknowledges that they are responsible for their own contents and should arrange their own insurance to cover their contents.

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

REPAIRS & MAINTENANCE:

The Tenant/ agree to report any repair or maintenance issues to the agency, in writing, and are aware that they **DO NOT** have the authority to authorise any repairs without the written consent of the agent.

The tenant/s also agrees to report any damage to the agent, in writing, **within 3 working days** of the same occurring. Failure to do so may render the Tenant/s liable for any costs incurred by the owner. If the damage has occurred as a result of the tenant/s or their guest's actions then the tenant may be held liable & accountable for all costs.

Phone Numbers - The Tenant/s hereby give/s permission for GR8 Property to provide tradesmen with their contact numbers in order to arrange any necessary maintenance or repairs.

Photography - The Tenant/s agree to permit photos being taken, from time to time during the tenancy, of any maintenance that may be required on the property.

LAWNS & GARDENS:

The Tenant/s agree to mow/edge the lawn area and keep it in a healthy neat, tidy & weed free condition, and/or if the lawns are mowed by a contractor and/or a gardener is appointed by the owner the tenant/s acknowledge that they are responsible for maintaining the garden areas in a healthy neat, tidy & weed free condition at all times and to ensure regular watering is carried out to both areas, especially in the summer months. **Pot Plants** – are not to be placed directly on the floors within the property at any times. Any damage to the floor area/s will be repaired or replace at the tenants expense.

RETICULATION:

The Tenant/s acknowledge and accept responsibility to ensure the automatic reticulation is set correctly and accordingly for the seasons of the year and the grounds are sufficiently watered during the summer months and reduced when necessary. The tenant/s is also responsible to ensure the system and the sprinklers are maintained, in working order and to report any fault, in writing within 3 days.

VEHICLES:

The Tenant/s agree/s that Vehicles are not to be parked on the lawn or grassed areas at any time. Drip trays are to be kept on the Garage/Carport floor to protect it from oil stains. Failure to comply will result in having the floor degreased at the end of the tenancy and the Tenant/s shall reimburse the Owner for the cost of such.

PROPERTY INSPECTIONS:

The Tenant/s acknowledges that the agent/owner has the right to enter & inspect the premises after giving written notice of between 7 – 14 days, specifying the inspection date. The first in inspection will be conducted in approximately 6 weeks then 3 monthly thereafter. Access will be by office copy key.

SECOND INSPECTION:

The Tenant/s acknowledge that it is their responsibility for the cleanliness of the property and the tenant/s agree that should it be necessary to carry out a second inspection due to the tenants negligence, the tenant will be responsible for reimbursing the Owner the cost of the original inspection fee (no more than \$80.00).

CHANGE OF DETAILS:

The Tenant/s acknowledges that it is their responsibility to notify the Property Manager, in writing, within fourteen (14) days if any of their details change. I.e. workplace, phone number, marital status etc.

BLUE TACK & ADHESIVES:

The tenant/s agrees not to use blue tack or any other adhesive material in the property. Any damage resulting from this use will need to be rectified at the tenant's expense at the end of the lease.

AIR-CONDITIONERS:

The Tenant/s are aware that it is their responsibility to ensure that the filter on any wall mounted air-conditions are cleaned on a regular basis i.e. monthly during continues use. Failure to do so may result in the owner/agent arranging cleaning at the tenant/s expense.

SMOKING:

The Tenant/s acknowledge that smoking is not permitted inside the premises at any time and accept full responsibility to ensure smoking is conducted outside, all butts are disposed of correctly. The tenant is aware that they will be responsible for the full cleaning costs (carpet, window dressings, sofas, bedding etc) if smoking has been conducted inside the premises.

PROPERTY FOR SALE:

If the owners wish to sell the property the tenant/s agree to extend their co-operation to allow the home to be made available for inspections at a reasonable hour, and on a reasonable number of occasions, after receiving reasonable notice from the agent.

VACATING PROPERTY:

Notice In Writing:

The Tenant/s hereby agrees and acknowledges that 21 days notice in writing to the Owner/Agent (prior to the expiration of their tenancy agreement) is required when vacating the premises.

Keys/ Vacating The Premises:

The Tenant/s are aware that the lease does not come to an end until ALL keys are returned to the agent regardless of whether the property is vacant or not and rent will continue to be charged until the keys are returned.

Inspection By Prospective Tenants:

The Tenant/s agree to allow the Managing Agent access to show prospective Tenants through the property once 21 days notice of your intention to vacate has been given. Notice of intended inspection to be given in accordance with The Residential Tenancies Act 1987.

Carpet Cleaning:

The Tenant/s hereby agree that upon vacating the premises to have all carpets professionally cleaned (and deodorised if necessary) by a contractor approved by the Owner/Agent. Receipt for payment of completed work to be supplied to the Owner/Agent, if the carpets are not cleaned to a satisfactory standard the tenant understands that it is their responsibility to liaise directly with the carpet cleaner and have the carpet re-cleaned at their expense.

Final Water Meter Reading:

The Tenant/s acknowledges and agrees to pay the cost of having a special water metre reading conducted by the Water Corporation at the end of the tenancy.

CLEANING (if applicable):

The Tenant/s agrees that the Agent will arrange a cleaner on a weekly basis at their expense and the invoice will be issued by GR8 Property.

PETS ALLOWED (if applicable):

The Owner/s agree to allow only those pets specified on the Application for Residential Tenancy on the property, however the pets specified are to be kept outside at all times. Should any damage or misuse occur to the property by the pets, the Tenant/s will be held fully responsible to rectify same, at the vacation of the property the tenant must have the property sprayed for fleas by a professional pest control company and supply this office with the receipt.

RENT REVIEW CLAUSE (if applicable):

The Tenant/s acknowledge that under Section 30 of the Residential Tenancies Act 1987 the owner may review the rent paid on the property during the term of the lease agreement, providing 6 months has lapsed. The rent may be increased to reflect the current market value at the time of the review. The monetary difference between the current bond held and the revised rent amounts may be adjusted every 12 months.

POOL SECURITY (if applicable):

The tenants are aware that any security gates/doors leading to the pool area must be fully maintained at all times and must report any dysfunction of the doors/ages to the agent immediately.

DEFAULT OF TENANCY:

In the event that the Tenant/s terminates the Lease agreement prior to the expiration date the Tenant/s agree/s to the following;

- i) Pay all rent and other outgoings to the property
- ii) Reimburse the Owner the unexpired portion of the Leasing Fee charged at the commencement of the tenancy
- iii) Reimburse the Owner the cost of the final bond inspection
- iv) Pay all advertising costs associated with the re-letting of the property

until such time as the property is re-let or the current agreement expires, whichever is the lesser.

SPECIAL CONDITIONS TO THE LEASE REQUESTED BY THE APPLICANT: _____

THE APPLICANT(S) ACKNOWLEDGES THAT THE SPECIAL CONDITIONS WILL FORM PART OF THIS LEASE AGREEMENT/APPLICATION.

Applicants 1 Signature _____ Date ____/____/____

Applicants 2 Signature _____ Date ____/____/____

Applicants 3 Signature _____ Date ____/____/____

Applicants 4 Signature _____ Date ____/____/____

TENANT PRIVACY STATEMENT



All property managers must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as a professional property manager. Please take the time to read this Privacy Statement carefully and once completed, return it to this office with your tenancy application.

As professional property managers, GR8 Property collects personal information about you. You can ask for access to the personal information we have about you, by contacting us by :

Telephone: 08 9358 3400

Facsimile: 08 9358 4602

Email: rentals@gr8corp.com.au

In person: Level 1 / 20 Cecil Avenue, Cannington WA 6107

Visit website: www.gr8property.com.au

PRIMARY PURPOSE

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

To carry out this role when processing your application, during the term of your tenancy and for some time thereafter, we are often required to disclose your personal information to one or more of the following:

- The Landlord
- The Landlord's lawyers
- The Landlord's mortgagee / insurer's
- Referees you have nominated
- Organisations / Trades people required to carry out maintenance to the premises
- Rental Bond Authorities or Rent Bond insurance providers
- Residential Tenancy Tribunals/Courts
- Mercantile Agents
- National Tenancy Database Pty Ltd (ABN 65 079 105 025) ("ntd")
- Other Real Estate Agents & Landlords

SECONDARY PURPOSES (Tick each box if you consent to the use and disclosure)

We also collect your personal information to:

Enable us, or the Landlord's lawyers, to prepare the lease / tenancy documents for the premises

Allow organisations / trades people to contact you in relation to maintenance matters relating to the premises

Pay / release rental bonds to/from Rental Bond Authorities or Rent Bond insurance providers. (where applicable)

Refer to Tribunals, Courts and Government/Statutory Authorities (where necessary)

Refer to Mercantile Agents / Lawyers (where default/ enforcement action is required)

Refer to Landlord's Insurer's

Report your history as a tenant to the National Tenancy Database (ntd).

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

ntd DISCLOSURE STATEMENT

You can contact **National Tenancy Database Pty Ltd** (ABN 65 079 105 025) ("**ntd**") and ask for access to any of your personal information stored on the database by:

Telephone: (03) 8629 1682
Facsimile: (03) 8629 1650
Email: kim@ntd.net.au
In person: Lvl 12/628 Bourke Street, Melbourne. 3000.
Postal Address: P.O. Box 156 Collins Street West Vic 8007
Visit its website: www.ntd.net.au

Proof of Identity will be required, i.e., photo licence, passport etc.

PRIMARY PURPOSE

ntd collects information to provide to its real estate members and others listed below, current and historical tenancy and location information on individuals and companies who/which lease residential and commercial property from or through licensed real estate agent members of **ntd**.

The real estate agent / property manager will advise **ntd** of your conduct throughout the lease / tenancy and that information will form part of your tenant history.

ntd usually discloses information to:

- Licensed real estate agent members
- **ntd's** parent company, Veda Advantage ABN 26 000 602 862, its subsidiaries, related entities.
- Credit Bureaus (Commercial Leases only)

If your personal information is not provided to **ntd**, 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.

Applicants 1 Signature _____ Date ____/____/____

Applicants 2 Signature _____ Date ____/____/____

Applicants 3 Signature _____ Date ____/____/____

Applicants 4 Signature _____ Date ____/____/____