



4/7 Gympie Way, Willetton WA 6155
Ph. 08935 83400 Mob. 0424 066 861

APPLICATION FORM

Please go through each pin point and make sure everything is submitted to make the process time quicker and we can have a response to you quicker. If you're not sure about something you have read and need further clarification or you do not have something that we require please contact us for direction. Thank you.

Supporting Documents – Supply any supporting documents you feel are necessary in assisting us in verifying your stability for the property – E.g. Payslips, Proof of finances should you not be working or are self-employed or the details of the sales agent who has sold your home if you haven't rented before. If self-employed you must give a copy of your last tax statement.

Submitting your application - You can email, fax or SMS (photo taken) your completed application form to us at the details above or drop it into our office from Monday to Friday 9am – 5:00pm.

Processing your 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. It is a good idea to let all references know to expect a call especially work reference as they may not release financial information without your consent.

Signing the agreement once approved - Once an applicant is approved a one week holding fee must be paid ASAP and this will secure you the property. Depending on the move in time we may ask you to sign the lease agreement straight away and for all the funds to be debited via BPAY (4 weeks rent plus your first 2 weeks rent)

Property condition report - When you move into the property you will receive the Property Condition Report this report details the condition of the property you will make amendments (if any) to the report to reflect the condition of the property, the report must be returned to us within 7 days of you taking possession, this report is very important as it is used to carry out the final inspection at the end of your tenancy.

Utilities - It is the tenant's responsibility to connect the telephone (if required) including NBN, electricity & gas. All connection and usage costs are at the tenant's responsibility.

Cover Letter - We kindly ask that you write a brief covering letter (on the next page) to give us some background on who is applying and the relationships between everyone who will be living in the property. This doesn't have to be long just a paragraph to give the owner knowledge of the applicant(s) and an introduction of yourselves.

Identification -

Please could **EACH** applicant supply/provide a copy of at least ONE from every section below:

- Photo Identification:
 - Valid driver's licence
 - Proof of age card
 - Birth certificate or extract
 - Passport
- Address Confirmation:
 - Copy of a utility bill in your name i.e. Water, Electricity etc.
 - Copy of your car registration / license paper work
 - Bank statement
 - Any mail from a government department such as Centrelink, Medicare etc.
- Secondary identification:
 - Medicare Card
 - Bank Card
 - Centrelink / Health Care Card
 - Student Card

**APPLICATION & OFFER OF OPTION TO
LEASE RESIDENTIAL PREMISES**

Property Address applying for:

_____ **Suburb:** _____

All occupiers over 18 years of age

Applicant 1 Name: _____ **DOB:** ___/___/___ **Phone:** _____ **Smoker:** Y/N

Applicant 2 Name: _____ **DOB:** ___/___/___ **Phone:** _____ **Smoker:** Y/N

Applicant 3 Name: _____ **DOB:** ___/___/___ **Phone:** _____ **Smoker:** Y/N

Applicant 4 Name: _____ **DOB:** ___/___/___ **Phone:** _____ **Smoker:** Y/N

Term of lease: 6 - 12 - 18 months **Move in date:** _____ / _____ / _____

Total No. of persons: Adults _____ Ages _____ Children _____ Ages _____

Pets: Number of pet's _____ Breeds _____ Ages _____

Do you intend on applying for a department of housing bod? NO / YES (how much) \$ _____



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

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.

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.

If the information is not provided, the Agent may not be able to process the application

ALL APPLICANTS SIGN HERE:

1) _____ 2) _____ 3) _____ 4) _____

Applicant 1 to complete –

Full Name: _____ Email: _____

Australian Resident: YES / NO *If no, are you currently on a working or studding visa: NO / YES which type: _____*

Present Address (where you're currently living):

_____ Suburb: _____

Who rent is paid to: _____ Private or Real estate: _____

If private - owners full name and number: _____

If Agency - property manager's name & contact number: _____

Period Rented: From ____/____/____ to ____/____/____ Rental Amount Paid: \$ _____ per week

Reasons for leaving: _____

Previous Address (address before your current address):

_____ Suburb: _____

Who rent is paid to: _____ Private or Real estate: _____

If private - owners full name and number: _____

If Agency - property manager's name, contact number and company: _____

Period Rented: From _____ to _____ Rental Amount Paid: \$ _____ per week

Reasons for leaving: _____

OCCUPATION:

Employer & address: _____

Managers name & contact: _____ Period of employment: _____ Salary: _____

If less than 12 months, please fill out the below as well.....

Employer & address: _____

Managers name & contact: _____ Period of employment: _____ Salary: _____

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

STUDYING: (only fill out if receiving benefits, please submit documents with application):

Institution: _____ Started ____/____/____

What financial help do you receive, if any? \$ _____ w-f-m

CENTRELINK: (only fill out if receiving benefits, please submit documents with application)

Benefit Receiving: _____ Amount Received: \$ _____ w-f-m

NEXT OF KIN:

Name: _____ Phone No: _____ How Related: _____

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

Name: _____ Phone No: _____ How Related: _____

Office Use only: _____

Applicant 2 to complete –

Full Name: _____ Email: _____

Australian Resident: YES / NO *If no, are you currently on a working or studding visa: NO / YES which type: _____*

Present Address (where you're currently living):

_____ Suburb: _____

Who rent is paid to: _____ Private or Real estate: _____

If private - owners full name and number: _____

If Agency - property manager's name & contact number: _____

Period Rented: From ____/____/____ to ____/____/____ Rental Amount Paid: \$ _____ per week

Reasons for leaving: _____

Previous Address (address before your current address):

_____ Suburb: _____

Who rent is paid to: _____ Private or Real estate: _____

If private - owners full name and number: _____

If Agency - property manager's name, contact number and company: _____

Period Rented: From _____ to _____ Rental Amount Paid: \$ _____ per week

Reasons for leaving: _____

OCCUPATION:

Employer & address: _____

Managers name & contact: _____ Period of employment: _____ Salary: _____

If less than 12 months, please fill out the below as well.....

Employer & address: _____

Managers name & contact: _____ Period of employment: _____ Salary: _____

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

STUDYING: (only fill out if receiving benefits, please submit documents with application):

Institution: _____ Started ____/____/____

What financial help do you receive, if any? \$ _____ w-f-m

CENTRELINK: (only fill out if receiving benefits, please submit documents with application)

Benefit Receiving: _____ Amount Received: \$ _____ w-f-m

NEXT OF KIN:

Name: _____ Phone No: _____ How Related: _____

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

Name: _____ Phone No: _____ How Related: _____

Office Use only: _____

Applicant 3 to complete –

Full Name: _____ Email: _____

Australian Resident: YES / NO *If no, are you currently on a working or studding visa: NO / YES which type: _____*

Present Address (where you're currently living):

_____ Suburb: _____

Who rent is paid to: _____ Private or Real estate: _____

If private - owners full name and number: _____

If Agency - property manager's name & contact number: _____

Period Rented: From ____/____/____ to ____/____/____ Rental Amount Paid: \$ _____ per week

Reasons for leaving: _____

Previous Address (address before your current address):

_____ Suburb: _____

Who rent is paid to: _____ Private or Real estate: _____

If private - owners full name and number: _____

If Agency - property manager's name, contact number and company: _____

Period Rented: From _____ to _____ Rental Amount Paid: \$ _____ per week

Reasons for leaving: _____

OCCUPATION:

Employer & address: _____

Managers name & contact: _____ Period of employment: _____ Salary: _____

If less than 12 months, please fill out the below as well.....

Employer & address: _____

Managers name & contact: _____ Period of employment: _____ Salary: _____

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

STUDYING: (only fill out if receiving benefits, please submit documents with application):

Institution: _____ Started ____/____/____

What financial help do you receive, if any? \$ _____ w-f-m

CENTRELINK: (only fill out if receiving benefits, please submit documents with application)

Benefit Receiving: _____ Amount Received: \$ _____ w-f-m

NEXT OF KIN:

Name: _____ Phone No: _____ How Related: _____

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

Name: _____ Phone No: _____ How Related: _____

Office Use only: _____

Applicant 4 to complete –

Full Name: _____ Email: _____

Australian Resident: YES / NO *If no, are you currently on a working or studding visa: NO / YES which type: _____*

Present Address (where you're currently living):

_____ Suburb: _____

Who rent is paid to: _____ Private or Real estate: _____

If private - owners full name and number: _____

If Agency - property manager's name & contact number: _____

Period Rented: From ____/____/____ to ____/____/____ Rental Amount Paid: \$ _____ per week

Reasons for leaving: _____

Previous Address (address before your current address):

_____ Suburb: _____

Who rent is paid to: _____ Private or Real estate: _____

If private - owners full name and number: _____

If Agency - property manager's name, contact number and company: _____

Period Rented: From _____ to _____ Rental Amount Paid: \$ _____ per week

Reasons for leaving: _____

OCCUPATION:

Employer & address: _____

Managers name & contact: _____ Period of employment: _____ Salary: _____

If less than 12 months, please fill out the below as well.....

Employer & address: _____

Managers name & contact: _____ Period of employment: _____ Salary: _____

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

STUDYING: (only fill out if receiving benefits, please submit documents with application):

Institution: _____ Started ____/____/____

What financial help do you receive, if any? \$ _____ w-f-m

CENTRELINK: (only fill out if receiving benefits, please submit documents with application)

Benefit Receiving: _____ Amount Received: \$ _____ w-f-m

NEXT OF KIN:

Name: _____ Phone No: _____ How Related: _____

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

Name: _____ Phone No: _____ How Related: _____

Office Use only: _____

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: admin@gr8corp.com.au

In person: 4/7 Gympie Way, Willetton WA 6155

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.

ALL APPLICANTS SIGN HERE:

1) _____ 2) _____ 3) _____ 4) _____