

## Tenancy Application Information

Before completing the application form, we at property people would like you to understand the requirements we will be asking of you.

Please fill out the application with as much detail as possible, if you are unsure of a question; please ask one of our friendly admin staff. Make sure to read the conditions in the application, as once you sign the form you are stating that you have read and have understood.

**Noted below are some issues that sometimes you might not have thought of or didn't expect:**

1. All applicants over the age of 18 years old intending on occupying the property must provide all details and sign this application form.
2. Photo id is required when submitting this application eg: drivers license, passport etc, this is required for each applicant over the age of 18. Originals will need to be viewed by our office.
3. If you are visiting Australia or are on a visa, a copy of your visa will also need to be provided.
4. Applications will not be accepted by our office after 4:30 please ensure you drop your application in between the hours of 8:30 and 4:30 Mon to Fri.
5. You will need to sign the application form on page 2 (initials), and also on page 6.
6. If you have any specials conditions or would like to ask for anything to be included in the lease ie: you have a pet, you need to write it on page 6 for it to be considered.
7. Please fill in the lease term and also when you would like the property by on page 1
8. You do not need to bring in a holding deposit with the application, however you will need to bring in one week's rent if you are accepted within 24 hours of acceptance. This needs to be in cash and will be put towards your first 2 weeks rent upon commencement of the lease.
9. **If you are not accepted for the property then you will be notified, your application is shredded and we will not be able to give this back to you, please don't ask.**
10. Applications take a minimum of 48 hours to process, please allow us time to do so, we will then call you either way to let you know the outcome.
11. Only approved occupants can reside at the property, if another needs to be added please inform your property manager.
12. None of our properties allow smoking inside the residence, near open doors or windows.
13. The lease may include a 6 month rent review clause.

Hopefully the above has answered all your questions, if you do have a query, please give us a call or ask when you drop the application form in....we don't bite.



**CONDITIONS RELEVANT TO MAKING AN APPLICATION AND OFFER**

14. The amounts referred to in Items 9 to 13 are payable upon the Applicant signing the Lease and/or prior to taking possession of the Premises.
15. The Applicant will not be entitled to occupation of the Premises until:
  - (i) vacant possession is provided by the current occupant of the Premises;
  - (ii) the Lease is signed by the Applicant; and
  - (iii) the payment of all monies due to be paid by the Applicant being paid by the Applicant prior to occupation of the Premises.
16. The persons comprising the Applicant are not bankrupt and they each declare that all of the information supplied in the Applicant's Particulars are true and correct and are not misleading in any way.
17. 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.
18. Upon the exercise of the option by the Applicant, the Applicant will execute the Lease. The Lease will be the "REIWA Standard Residential Property Lease", including any special conditions included and/or attached to this Application and the payment of all monies referred to in items 9 to 13.
19. The Applicant agrees to pay the rent one period in advance except for the first two weeks rent.
20. The Applicant acknowledges that they are responsible for their own contents. The Applicant should arrange their own insurance to cover their own contents and determine if the insurer covers damage to Premises caused by a waterbed or the escape of water from a waterbed.
21. The Applicant acknowledges and agrees that the Owner will carry out all inspections of the Premises between normal business hours.
22. All acts and things which the Owner is required or empowered to do may be done by the Lessor or their appointed Managing Agent. Notices to the Owner must be served on the Managing Agent unless otherwise directed by the Owner.
23. 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**

24. **The Applicant agrees that for the purpose of this Application, the Owner/Managing 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 may see fit.**  
**The personal information the prospective tenant provides 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.**

**OFFER OF OPTION TO OWNER**

25. The Applicant offers to the Owner an Option to lease the Premises. The Option to lease is created by the Owner's notification to the Applicant whether in writing or not that the Application and Offer is accepted by the Owner. The Option Fee payable with this Application and Offer, will be the amount referred to in item 7. The period of the Option will commence from and include the date of the acceptance of the Application by the Owner and continues for the number of business days referred to in item 8, or if none, then by 4pm two business days after the acceptance of the Application and Offer.
26. The Option is exercised by the Applicant either:
  - (i) executing the Lease; or
  - (ii) taking possession of the Premises with the Owner's consent; or
  - (iii) giving a notice in writing to the Owner exercising the Option;
 whichever occurs first.
27. If the Option is exercised by the Applicant, then the Option Fee paid is credited to the rental payable pursuant to the Lease. If not exercised, then the Option Fee is the property of the Owner pursuant to section 27(2)(a) of the Residential Tenancies Act 1987.
28. The Applicant encloses with this Application an Option Fee for the sum referred to in Item 7. It is agreed that the acceptance of this Application is subject to the approval of the Owner in the Owner's absolute discretion. **The Applicant UNDERSTANDS THAT WITHDRAWAL AFTER ACCEPTANCE OF THE APPLICATION AND OFFER WILL RESULT IN FORFEITURE OF THE OPTION FEE.**

[ ] initials



29. FIRST APPLICANT'S PARTICULARS

Name ..... (SURNAME) ..... (FIRST NAME) ..... (MIDDLE NAME) .....

Present Address .....

Phone No Work ..... Phone No Home .....

Mobile ..... Email .....

Date of Birth .....

Driver's Licence No ..... State ..... Passport No .....

Other ID .....

Proof of Identification (licence number/bankcard etc) .....

Vehicle Type & Registration No .....

Smoker Yes / No

Personal References a) ..... NAME TELEPHONE ..... b) ..... NAME TELEPHONE .....

(i) Name of current owner or managing agent to whom rent is paid ..... Address ..... Phone No ..... Rental Paid \$..... Period rented From ..... To ..... Reasons why leaving .....

(ii) Previous address of Applicant ..... Name of previous owner or managing agent to whom rent was paid ..... Address ..... Phone No ..... Rental Paid \$..... Period rented From ..... To ..... Reasons why leaving .....

(iii) Occupation ..... Employer ..... Period of employment ..... Phone No ..... Wage \$..... If less than 12 months, name and address of previous employer.....

(iv) Next of Kin (name and address and telephone) First person ..... NAME ADDRESS TELEPHONE ..... Second person ..... NAME ADDRESS TELEPHONE .....

Emergency Contact (name and address and telephone) First person ..... NAME ADDRESS TELEPHONE ..... Second person ..... NAME ADDRESS TELEPHONE .....

Name ..... (SURNAME) (FIRST NAME) (MIDDLE NAME)

Present Address .....

Phone No Work ..... Phone No Home .....

Mobile ..... Email .....

Date of Birth .....

Driver's Licence No ..... State ..... Passport No .....

Other ID .....

Proof of Identification (licence number/bankcard etc) .....

Vehicle Type & Registration No .....

Smoker Yes / No

Personal References a) ..... NAME TELEPHONE

b) ..... NAME TELEPHONE

(i) Name of current owner or managing agent to whom rent is paid .....

Address .....

Phone No .....

Rental Paid \$..... Period rented From ..... To.....

Reasons why leaving .....

(ii) Previous address of Applicant .....

Name of previous owner or managing agent to whom rent was paid .....

Address .....

Phone No .....

Rental Paid \$..... Period rented From ..... To.....

Reasons why leaving .....

(iii) Occupation .....

Employer ..... Period of employment .....

Phone No ..... Wage \$.....

If less than 12 months, name and address of previous employer.....

(iv) Next of Kin (name and address and telephone)

First person ..... NAME ADDRESS TELEPHONE

Second person ..... NAME ADDRESS TELEPHONE

Emergency Contact (name and address and telephone)

First person ..... NAME ADDRESS TELEPHONE

Second person ..... NAME ADDRESS TELEPHONE



31. THIRD APPLICANT'S PARTICULARS

Name ..... (SURNAME) (FIRST NAME) (MIDDLE NAME)

Present Address .....

Phone No Work ..... Phone No Home .....

Mobile ..... Email .....

Date of Birth .....

Driver's Licence No ..... State ..... Passport No .....

Other ID .....

Proof of Identification (licence number/bankcard etc) .....

Vehicle Type & Registration No .....

Smoker Yes / No

Personal References a) ..... NAME TELEPHONE

b) ..... NAME TELEPHONE

(i) Name of current owner or managing agent to whom rent is paid ..... Address ..... Phone No ..... Rental Paid \$..... Period rented From ..... To ..... Reasons why leaving .....

(ii) Previous address of Applicant ..... Name of previous owner or managing agent to whom rent was paid ..... Address ..... Phone No ..... Rental Paid \$..... Period rented From ..... To ..... Reasons why leaving .....

(iii) Occupation ..... Employer ..... Period of employment ..... Phone No ..... Wage \$..... If less than 12 months, name and address of previous employer.....

(iv) Next of Kin (name and address and telephone) First person ..... NAME ADDRESS TELEPHONE Second person ..... NAME ADDRESS TELEPHONE

Emergency Contact (name and address and telephone)

First person ..... NAME ADDRESS TELEPHONE

Second person ..... NAME ADDRESS TELEPHONE





**(This page is not part of the Application)**  
**OFFICE ONLY**

Premises.....  
Owner .....

Applicant .....

Current Managing Agent/Owner report including details of any breaches .....

Previous Managing Agent/Owner report including details of any breaches .....

Pets: Yes/No Type and Number of Pets .....

Gardens comments .....

Pool/spa comments.....

Tenancy Database .....

If Applicant(s) is a new resident two work references from:  
Copies sighted ..... / ..... / .....  
Employer phoned ..... / ..... / ..... spoke to .....

	OCCUPATION CONFIRMED			EMPLOYED SINCE	ACCEPTED BY	REFERENCE CHECK
	Temporary	Part-time	Permanent			
1						
2						
3						

Owner's Comments.....

Date of Owner's Approval/Rejection.....

Date Option granted to Applicant ..... Date Option expires .....



# EXPLANATION

## RESIDENTIAL TENANCY APPLICATIONS

**Only complete an application and pay the option fee if you are sure that you want to enter into a lease with the owner for the particular premises, or hold the premises for a period.**

This explanation is intended for a person who is applying through a REIWA member agent for a residential property lease using REIWA approved documents.

The owner 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 owner of the premises to determine in their opinion, who is the most suitable applicant, the managing agent requires some background information regarding previous premises that you have leased, and information on how you will pay the rent.

**The form "STANDARD APPLICATION AND OFFER OF OPTION TO LEASE RESIDENTIAL PROPERTY" is not the lease.**

The purpose of this form is:

**Firstly**, to inform the owner of your details, and your requirements for the lease. For example, if you wish to have pets at the premises.

**Secondly**, 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 and the initial rent payment.

**Thirdly**, to make you aware of conditions associated with making the application. For example, if your application is accepted, when you can take possession.

**Fourthly**, to create an option to take the premises. If the owner accepts your application, then the owner gives you the option to take up a lease. Unless otherwise agreed, you will have two business days from the time when the owner's agent informs you that your application has been approved in which to make a final decision if you want to enter into a lease. This is a holding period. If you enter into the lease, then the option fee will be credited to the rent payable. If you decline the opportunity to enter into the lease during the option period, then the owner will keep the option fee.

### Summary

**Your action:**

1. Complete application
2. Submit application with the option fee

**Owner's action:**

3. Accept or reject application

If application is rejected then option fee is returned.

**Your action:**

4. If application is accepted, then you have a period of time to enter into the lease.
5. If you withdraw after acceptance by the owner, then you will forfeit the option fee.

