

RAY WHITE BURSMAC APPLICATION FOR RESIDENTIAL TENANCY

FOR A SPEEDY APPLICATION PROCESS, PLEASE CHECK THAT YOU HAVE PROVIDED US WITH THE FOLLOWING FOR EACH APPLICANT (please tick)

- FULLY COMPLETED AND SIGNED APPLICATION FORM
- PHOTOCOPIES OF 100 POINTS
- PHOTO ID
- CURRENT PAY SLIP/ BANK STATEMENT
- REFEREES
- RATES NOTICE IF APPLICABLE

PLEASE NOTE: A **holding deposit** of one week's rent (in the form of cash only) is payable **immediately** upon submission of the application.

PLEASE NOTE: If you have not provided us with all of the information requested above we will not be able to process your application.

PLEASE NOTE: Bond Loans from the Department of Housing will be considered only at the discretion of the Landlord. This office **DOES NOT** accept bond transfers.

Last 4 rent receipts/copy tenant ledger	50 points
Drivers Licence/18+ Card	50 points
Proof of Income	30 points
Proof of Bond Refund Amount	30 points
Passport/Photo ID	30 points
Reference from previous agent/Lessor	20 points
Current Motor Vehicle Rego Papers	10 points
Copy of previous telephone, gas etc	10 points
Copy of birth certificate	10 points

**PRIVACY DISCLOSURE STATEMENT OF BURSMAC PROPERTY GROUP PTY LTD TRADING AS RAY
WHITE BURSMAC**

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use the database operated by REIWA known as National Tenancy Database (NTD). Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates, salespeople, valuers, tradespeople, other agents, database operators, other property managers, body corporates and insurance companies. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or if considered may be rejected.

PRIVACY CONSENT

I, the Applicant acknowledge that I have read the Privacy Notice of Bursmac Property Group Pty Ltd trading as Ray White Bursmac. I authorise Ray White Bursmac to collect information about me from my previous letting agents and or landlords, my personal referees and any Tenancy Default Database which may contain personal information about me. I authorise Ray White Bursmac to disclose personal information to the owner of the property to which this application relates, salespeople, valuers, tradespeople, other agents, database operators, other property managers, body corporates and insurance companies. I also authorise Ray White Bursmac to disclose any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including NTD.

I authorise Ray White Bursmac to disclose the personal information it collects about me to the owner of the property, even if the owner is resident outside Australia. I authorise Ray White Bursmac to refer my details to an arranger of utilities (to arrange connection or transfer of telephone, gas, electricity etc if requested). I authorise Ray White Bursmac to refer my details to AFS.

SIGNED:..... DATE:...../...../.....

ANNEXURE TO TENANCY APPLICATION

PART A

1. To process your application you are requested to answer all questions to the best of your ability. Any false information provided could jeopardise your application.
2. The completion of this annexure does not constitute an offer or acceptance.
3. Any information provided in your application and this annexure may be passed onto NTD in the event of a default occurring.
4. Upon approval and acceptance of your application all monies must be paid in full by bank cheque, Cash or Australian Post Money Order.

PART B

- | | |
|---|--------|
| 1. Have you ever been evicted by any Lessor/Agent? | YES/NO |
| 2. Have you been refused another property by any Lessor/Agent | YES/NO |
| 3. Are you in debt to another Lessor/Agent | YES/NO |
| 4. Is there any reason known to you that would affect your rental payments? | YES/NO |
| 5. Were any deductions made from your bond at your last address? | YES/NO |

If you have answered YES to any of the above questions, please give reason/s:

.....

.....

IMPORTANT: TO BE READ BY APPLICANT PRIOR TO SIGNING

I, The Applicant solemnly and sincerely declare that I am not bankrupt, I have inspected the above mentioned premises and wish to take tenancy on such premise for a period of ____ months commencing from ____/____/____ at a rental amount of \$____ per week and that the rental amount to be paid is within my means. I also undertake to pay a Rental Bond of \$____(Total of 4 weeks rent) prior to commencement of the tenancy agreement, which must be paid by money order, bank cheque or cash ONLY. I further undertake to pay two weeks rent at the commencement of the tenancy, by money order or cash.

I acknowledge that rental payments are to be made via BPAY or Rental Rewards, whereby rent may be paid online.

BOND LOAN: If you will be applying for a Bond Loan from the Department of Housing, you are required to disclose this information.

Will you be paying your bond via Bond Loan?

YES NO

NOTE: Acceptance of Bond Loans is purely at the discretion of the Landlord
NOTE: This office does not accept bond transfers.

Applicant Signature..... Date...../...../..... Time:

Witness:

Application Received Date...../...../..... Time:.....

NOTES:.....

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APPROVED BY
THE REAL ESTATE INSTITUTE
OF WESTERN AUSTRALIA (INC.)
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Copy to Applicant Yes / No
Receipt No.....

STANDARD APPLICATION AND OFFER OF OPTION TO LEASE RESIDENTIAL PREMISES

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

INFORMATION FROM APPLICANT

Applicant: Mr/Mrs/Ms Telephone.....

Applicant: Mr/Mrs/Ms Telephone.....

Applicant: Mr/Mrs/Ms Telephone.....
Surname First Name Middle Name

TENANCY DETAILS

1. Premises

2. The tenancy is required for a period ofmonths From To

3. At a rental of \$.....

4. Total number of persons to occupy Premises Adults Children
Ages Ages

5. Pets - Type of Pet Breed..... Number Age
Type of Pet Breed..... Number Age

6. Do you intend applying for a Ministry of Housing Bond? Yes No
If yes, \$..... Branch

7. Option Fee \$.....

8. If offer accepted, Period of Option: business days from acceptance of Application (see item 30)

AMOUNTS PAYABLE (if option exercised and lease entered into)

9. Security deposit bond of \$.....

10. Pet bond (if applicable) \$.....

11. Initial rent to/...../..... \$.....

12. Rent paid to/...../..... \$.....

13. Letting Fee of \$.....

14. Stamp Duty (plus duplicate) of \$.....

15. Other \$.....

16. Total due \$

Option Fee (payable on application) (\$.....)

17. BALANCE OWING (cash or financial institution cheque only) \$

- 18. The amounts referred to in Items 9 to 17 are payable upon the Applicant signing the Lease and/or prior to taking possession of the Premises.
- 19. 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.
- 20. 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.
- 21. 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.
- 22. Upon the exercise of the option by the Applicant, the Applicant will execute the Lease. The Lease shall 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 17.
- 23. The Applicant agrees to pay the rent one period in advance except for the first two weeks rent, and to pay the letting fee to the maximum amount allowable pursuant to Section 27 of the Residential Tenancies Act 1987.
- 24. 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.
- 25. The Applicant acknowledges and agrees that the Owner will carry out all inspections of the Premises between normal business hours.
- 26. 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.
- 27. The Applicant makes this Application and Offer jointly and severally. Service of any notice to any one Applicant shall be deemed to be service on them all.

PRIVACY

The Applicant

- 28. 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.
- 29. 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 and to manage the tenancy. 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 and third party operators of tenancy reference databases. 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 agents.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting

.....at

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

- 30. 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, shall be the amount referred to in item 7. The period of the Option shall 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.
- 31. The Option is exercised by the Applicant either:
 - (i) executing the Lease; or
 - (ii) taking possession of the Property with the Owner's consent; or
 - (iii) giving a notice in writing to the Owner exercising the Option;
 whichever occurs first.
- 32. 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.
- 33. 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.



34. 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



36. THIRD APPLICANT'S PARTICULARS

10/04 302

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



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, the initial rent payment and the letting fee.

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.

