



## **STANDARD APPLICATION AND OFFER OF OPTION TO LEASE RESIDENTIAL PREMISES**

Please take the time to read the following prior to submitting your application.

### The Application Process

As you have now viewed the inside of the property and have expressed an interest to rent the property out, you need make sure of the following;

- Provide our office with two forms of ID. This can be a Passport, Driver's license, or any other photo ID which includes your full name.
- A document with your current address and a pay slip or bank statement confirming income.
- **Option Fee** - We do not require an option fee to be paid when submitting your application, however upon acceptance of your application you will be required to immediately pay 2 weeks rent in advance. Should the property be less than \$500 per week \$50 will be considered an option fee; for a property over \$500 per week \$100 will be considered the option fee until such time as the lease is signed.

### What Happens After my Application Has Been Approved?

If you have received approval to take tenancy, we will arrange an appointment with you to come into our office, You will need to allow approximately ½ hour to attend to the following:

- Signing of lease by all tenants
- Payment of remaining ingoing costs (bond & pet bond if applicable) this may be paid via direct debit into our Trust account, Money order, Bank Cheque or Cash.
- Hand over of keys, remotes etc and Property Condition Report

### Is There Anything I Need To Know After I Move In?

Your Property Manager will explain our office procedures to you during the lease signing process, however some information that may be of interest to you are:

**RENTAL PAYMENT** - may be made direct debit, or at any Bankwest branch. Alternatively you may send a cheque or money order to our office.

**INSPECTIONS** - your first inspection will take place 6 weeks after the start of your tenancy, and then every three months thereafter. You will receive 7-14 days notice in writing before any inspection.

**450 Albany Highway, VICTORIA PARK WA 6100**

**Phone: 9362 4666**

**Fax: 9361 0671**

**Email: [reception@pmvp.com.au](mailto:reception@pmvp.com.au)**

**Visit our website – [www.portermatthewsvicpark.com.au](http://www.portermatthewsvicpark.com.au)**

# 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 of .....months 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 residential tenancy bond from a State Government Department?      Yes      No

If yes, \$..... Branch .....

7. Option Fee \$.....

8. If offer accepted, Period of Option: ..... business days from acceptance of Application ( see item 28)

## AMOUNTS PAYABLE (if option exercised and lease entered into)

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

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

11. Rent paid to ..... \$.....

12. Total due \$ ..... Option Fee (payable on  
( \$..... ) application)

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

**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

07/07 302

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



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**

07/07 302

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

32. Special Conditions to the lease requested by the Applicant

07/07 302

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

33. Special conditions that will apply to the lease (if Application accepted, and option exercised)

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

34. The Applicant(s) acknowledge that the special conditions will form part of any lease agreement

Applicant's signature ..... Date .....

Applicant's signature ..... Date .....

Applicant's signature ..... Date .....



**(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 ..... spoke to .....

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

- |                        |   |
|------------------------|---|
| <b>Your action:</b>    | 1. Complete application   |
|                        | 2. Submit application with the option fee   |
| <b>Owner's action:</b> | 3. Accept or reject application   |
|                        | If application is rejected then option fee is returned.                                 |
| <b>Your action:</b>    | 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. |

