

APPLICATION TO RENT RESIDENTIAL PREMISES

APPLICANT ONE:
APPLICANT TWO:
APPLICANT THREE:

DETAILS OF THE PROPERTY:

APPLICANT ONE

Name: _____ Date of birth ____/____/____
Phone Home: _____ Phone Work: _____
Phone Mobile: _____ Email address: _____
Current address: _____
Proof of identification cited e.g. drivers licence, passport or birth certificate

PREVIOUS RENTAL HISTORY

Address: _____
Rent paid \$ _____ per week/fortnight/month
Rent paid to: _____ (agent or owner's name and address) Phone number: _____
Rented from ____/____/____ to ____/____/____
Reasons for leaving: _____

EMPLOYMENT DETAILS (If self-employed less than one year, give previous employer)

Occupation: _____ Employer: _____
Employer's address: _____
Employed from ____/____/____ to ____/____/____
Contact Name: _____ Phone: _____
Net income \$ _____ per week/fortnight/month;
Net weekly income from other sources \$ _____ per week/fortnight/month

PERSONAL REFERENCES

1) Name: _____ Relationship to applicant: _____
Contact Phone: _____
Address: _____

2) Name: _____ Relationship to applicant: _____
Contact Phone: _____
Address: _____

NEXT OF KIN

Name: _____ How related: _____
Phone Home: _____ Phone Work: _____ Phone Mobile: _____
Address: _____

EMERGENCY CONTACT

Name: _____ How related: _____
Phone Home: _____ Phone Work: _____ Phone Mobile: _____
Address: _____

APPLICANT TWO

Name: _____ Date of birth ____/____/____
Phone Home: _____ Phone Work: _____
Phone Mobile: _____ Email address: _____
Current address: _____
Proof of identification cited e.g. drivers licence, passport or birth certificate

PREVIOUS RENTAL HISTORY

Address: _____
Rent paid \$ _____ per week/fortnight/month
Rent paid to: _____ (agent or owner's name and address) Phone number: _____
Rented from ____/____/____ to ____/____/____
Reasons for leaving: _____

EMPLOYMENT DETAILS (If self-employed less than one year, give previous employer)

Occupation:	Employer:
Employer's address:	
Employed from ___/___/___ to ___/___/___	
Contact Name:	Phone:
Net income \$_____ per week/fortnight/month;	
Net weekly income from other sources \$_____ per week/fortnight/month	

PERSONAL REFERENCES

1) Name:	Relationship to applicant:
Contact Phone:	
Address:	

2) Name:	Relationship to applicant:
Contact Phone:	
Address:	

NEXT OF KIN

Name:	How related:
Phone Home:	Phone Work: Phone Mobile:
Address:	

EMERGENCY CONTACT

Name:	How related:
Phone Home:	Phone Work: Phone Mobile:
Address:	

APPLICANT THREE

Name:	Date of birth ___/___/___
Phone Home:	Phone Work:
Phone Mobile:	Email address:
Current address:	
Proof of identification cited e.g. <input type="checkbox"/> drivers licence, <input type="checkbox"/> passport or <input type="checkbox"/> birth certificate	

PREVIOUS RENTAL HISTORY

Address:	
Rent paid \$_____ per week/fortnight/month	
Rent paid to: _____ (agent or owner's name and address)	Phone number:
Rented from ___/___/___ to ___/___/___	
Reasons for leaving:	

EMPLOYMENT DETAILS (If self-employed less than one year, give previous employer)

Occupation:	Employer:
Employer's address:	
Employed from ___/___/___ to ___/___/___	
Contact Name:	Phone:
Net income \$_____ per week/fortnight/month;	
Net weekly income from other sources \$_____ per week/fortnight/month	

PERSONAL REFERENCES

1) Name:	Relationship to applicant:
Contact Phone:	
Address:	

2) Name:	Relationship to applicant:
Contact Phone:	
Address:	

NEXT OF KIN

Name:	How related:
Phone Home:	Phone Work: Phone Mobile:
Address:	

EMERGENCY CONTACT

Name:	How related:	
Phone Home:	Phone Work:	Phone Mobile:
Address:		

GENERAL INFORMATION

I am / We are over 18 years of age, not bankrupt and declare that the above information is true and correct.

I / We have inspected the property _____ and am/are satisfied that they are in good and tenable state of repair.

I / We wish to take a tenancy of the premises for a period of: ___ months from ___/___/___ to ___/___/___ at a rental of \$ _____ per week / per fortnight / per calendar month (delete whichever is not applicable)

Do you intend applying for a Department of Housing (formerly Homeswest) Bond? No Yes
If Yes, which branch: _____

I / We agree to pay Security bond	\$
Pet Bond (if applicable)	\$
Initial rent paid to	___/___/___
Rent paid to	___/___/___
TOTAL	\$
Less Option Fee*	\$
BALANCE DUE ON ACCEPTANCE	\$
<i>(Cash or Bank Cheque Only)</i>	

I / We enclose our *Option Fee of \$ _____

It is agreed that the acceptance of this application is subject to approval by the owner/agent.

*I/ WE FURTHER UNDERSTAND THAT THE WITHDRAWAL BY APPLICANT(S) AFTER AN OFFER IS MADE BY THE OWNER FOR THE TENANCY MAY RESULT IN THE FORFEITURE OF THE OPTION FEE. If this application does result in a tenancy agreement being entered into, the Option Fee will be credited towards the first rent payment.

APPLICANT ONE'S SIGNATURE:		Date:	___/___/___
APPLICANT TWO'S SIGNATURE:		Date:	___/___/___
APPLICANT THREE'S SIGNATURE:		Date:	___/___/___
ACCEPTANCE BY OWNER OR AGENT FOR OWNER:		Date:	___/___/___

Information for Property Owners and Applicants

The Application Form

This application form is designed to help the owner choose who will rent the nominated premises. This form is not, nor does it form any part of a tenancy agreement. The rights and obligations of the tenant and owner (including the owner's agent) are governed by the *Residential Tenancies Act 1987* (WA). The owner or agent will require some background information on the applicant, for example, rental history and information on how the rent will be paid. While the applicant is not compelled to answer all questions on the form, the application may not be approved if there is not enough information provided.

Option Fee

A sum of money paid by the applicant to show that their rental application is genuine may be required (an option fee). If the owner/agent decides not to offer the applicant the tenancy, they must return the fee in full. If the applicant takes up the tenancy the owner/agent can either return the option fee in full or credit it towards the first rent payment. The applicant may apply to the Magistrates Court for the return of any option fee owed to them by the owner. Where the applicant decides not to rent the property after being offered the tenancy the option fee may not be returned.

Privacy

The information provided on this application form may be subject to the National Privacy Principles established by the *Privacy Act 1988* (Cth). More information on the National Privacy Principles may be found on the website of the Office of the Privacy Commissioner <http://www.privacy.gov.au>

Purpose of Collection

Information the prospective tenant provides in this application or collected from other sources is necessary for the owner/agent to verify the applicant's identity, to process and evaluate the application, to manage the tenancy and to conduct the agent's business. If the application form is unsuccessful this form will be destroyed.

Disclosure

Personal information collected about the applicant in this application and during the course of the tenancy if the application is successful may only be disclosed for the purpose for which it was collected to other parties including to the landlord, referees, other agents, and prospective buyers of the premises. Information will also be disclosed if required by the law or with the consent of the applicant. The details of next of kin will be used in emergencies only.

Access to Information

If the applicant would like to access the personal information they can do so by contacting the owner or agent. The applicant can also correct this information if it is inaccurate, incomplete or out of date.

Equality

Please note that all applicants must be considered in accordance with the *Equal Opportunity Act 1984* (WA). There must be no discrimination based on: sex; marital status; pregnancy; gender history, parental; or carer status; sexual orientation; race; religious or political conviction; disabilities; mental health; age or discrimination by personal association with someone else who may be treated unfairly on the basis of any of the above.

Further Information

For further information for tenants and owners please refer to:

<http://www.commerce.wa.gov.au/tenancy>. You may also contact the Department of Commerce Consumer Protection Division by telephone on 1300 30 40 54 or by visiting one of our offices.