



# Application Form

121 Wharf Street CANNINGTON WA 6107 | Ph 08 9390 1442

## Information Required Checklist

Dear Applicant,

Thank you for your interest in R&H's NRAS property.

To ensure that applicants meet the income requirements to be eligible for a NRAS property, documented proof is required. The Tenant Income Questionnaire will outline income that is to be declared.

Please be advised that your application will not be processed unless all required forms have been correctly filled out/signed, supporting documentation provided.

Please refer to the check list below to ensure you have provided all required information

1. **Cover Letter**: Introducing yourself will allow the landlord to choose the NRAS
  - qualified applicants that best suits their preference.
2. **Tenancy Application Form**.
3. **100 Points of I.D per applicant**- Include a minimum of 1 form of photo I.D
  - 60 points each: Driver license, Passport, Photo I.D.
  - 30 points each: Medicare card, Credit/ATM card, Pension card.
  - 10 points each: Utility bills, bank statements, Car registration papers
4. **NRAS Tenant Consent Form** - one per applicant
5. **Demographic Form** -one per household
6. **Tenant Income Assessment Information** – per applicant (even if zero Income)
7. **Zero Income Statutory Declaration** – one for each tenant who earned no income in the past 12 months.
8. **Supporting documentation** - for each income earning applicant:
  - PAYG Summary from last Financial Year and three most recent payslips for each employment
  - Centrelink INCOME STATEMENT (no other statements are accepted) and
  - 12-month payment history from Centrelink (list of payments)
  - Child support statement

## APPLICATION TO LEASE RESIDENTIAL PROPERTY

The owner of the premises is attempting to locate the most suitable tenant, a tenant who pays rent on time and takes 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 following application and information is not the lease.*** Its purpose is to make you aware of conditions associated with making an application as well as special conditions that will be associated with the prospective lease.

**Application must be handed in to the office & completed FULLY prior to processing**

**If your application is successful and you exercise your option to sign the lease, please note the following:**

- When signing the lease we require all amounts payable to be paid in to our account by direct deposit. **Cash rental payments are not accepted at this office.** Your unique reference code will be issued once your application has been selected. These details will be matched to your account and must be used at all times.
- All tenants must sign the lease and pay the total ingoings before the keys are handed over.
- ***It is the TENANTS responsibility*** to ensure the electricity, gas and telephone are connected.
- ***It is the TENANTS responsibility*** to find out if there is an existing telephone connection to the property. You will be responsible for the telephone connection, and/or line connections if applicable as the outgoing tenant may or may not have had them disconnected.

**ALL APPLICATIONS RECEIVED ARE SUBJECT TO LANDLORD'S APPROVAL**

(The owner or agent is not obliged to explain in the event that your application is not accepted)

# Annexure A - SPECIAL CONDITIONS TO LEASE

In addition to the standard conditions as set out in "The lease Agreement", all leases will be subject to the following "Special Conditions".

1. **Any change to the occupancy of the property must be reported to the Property Manager. New occupants must go through the application and income reporting process before moving in. Approval may be subject to compliance requirements and landlord consent. Failure to follow this clause will result in termination of tenancy.**
2. The tenant acknowledges and confirms they have viewed the said property, and accept it in its current condition.
3. Rent may be subject to review and increase every 6 months to reflect market value.
4. The Tenants shall not use the premises to cause or permit the premises to be used for any illegal purpose, or permit or cause a nuisance. The tenant shall use the premises safely for a dwelling and shall not cause or permit the premises to be used for any other purpose without the prior consent from the owner/agent.
5. The tenant agrees that they will notify Raine & Horne NRAS of any changes to their personal or work contact phone numbers and email addresses.
6. Tenant may not transfer their interest under this Tenancy Agreement, or sub-let the premises.
7. The applicants agree to pay rent one period in advance, except for the first two weeks rent.
8. Failure to pay your rent by the due date may result in termination of your lease agreement and your name being recorded on the National Tenancy Database.
9. Tenants are to use their specially assigned code when making payments. Failure to use your assigned banking code may incur a Breach Notice.
10. The tenant agrees that upon receipt of the Property Condition Report, they will thoroughly check and amend (if applicable) and return within 7 days. Failure to return the report within specified time will result in the final inspection being cross-referenced with the original Property Condition Report.
11. The tenant acknowledges and is aware that the agent, using the office key where applicable, will carry out regular inspections (in most cases, 3 monthly) on the property. First inspection will be conducted approximately 6 weeks from start of lease. The tenant further acknowledges that a reinspection fee of \$50 may apply if the inspection cannot be performed for any reason attributable to the tenant, or if the inspection is found to be unacceptable and requires a follow up inspection.
12. The tenant permits the taking of digital photos at routine inspections for the express purpose of communicating the inspection and any comments to the landlords.
13. Telephone and electricity services **must** be transferred into your name upon occupancy and disconnected upon vacating. If the utilities are sub-metered the tenants acknowledge and agree that the electricity and gas accounts are supplied to the Property Manager (Raine & Horne NRAS) and that these accounts will be invoiced direct to the tenant by Raine & Horne NRAS with payment to be made within fourteen (14) days.
14. The owner of the property is under no obligation to provide direct telephone or internet connection services to the property in question.
15. The tenant acknowledges that any accounts levied by Raine & Horne NRAS (e.g. water consumption) are payable within **fourteen (14) days**. Accounts outstanding for more than 7 days may attract late fee.
16. Tenants will be liable for any bank fees associated with dishonoured cheques.
17. During the term of your tenancy the tenant will be responsible for replacing tap washers. If taps continue to leak after washers have been changed, please notify Raine & Horne.  
We suggest that you regularly check your water meter in order to be aware of the amount of water being consumed. If you are experiencing difficulties or problems please contact your Property Manager.
18. The tenant must ensure they keep the kitchen/cooking area clean and free from grease build-up on walls, tiles, benches, flooring and the range hood (inside & out). This will ensure prevention of discolouration to all said surfaces. **The agent will not tolerate oil build-up; the tenants must clean regularly to prevent build-up and staining.**
19. All exhaust fans in the premises must be kept clean, grease and dust free, for fire prevention reasons and to prevent motor damage. If damage occurs through failure to maintain in cleanly manner, tenants are liable to replace the motor at their cost.
20. Tenants agree **not** to use bleach on plastic toilet seat/lids and cisterns, as this burns the plastic over time.
21. No smoking is permitted inside the property. The tenant will be responsible for any damage caused by smoking inside (such as stench to carpets/wall paint and window treatment, staining of the aforementioned).
22. The tenant agrees to use protective felt pads on the base of furnishings placed on timber flooring to avoid scratching and damage.
23. Office chairs with wheels must have protective mat underneath to prevent damage to carpet/flooring.
24. No stiletto heels are to be worn on floorboards/vinyl flooring, stiletto damage is not considered fair wear and tear, and any damage will be rectified at the tenant's expense.
25. Tenants are responsible for replacing batteries in smoke detectors, doorbell, security alarm control pad, reticulation panel, garage remotes etc, if applicable to the property.
26. Smoke detectors and/or security systems are not to be removed, relocated with or tampered with. All faults are to be reported to the Property Manager within 24hrs.

27. Raine & Horne hereby notifies the tenants that it is the tenant's responsibility to ensure they have their own contents insurance during the tenancy. The owners building insurance does not protect the tenants contents.
28. The Tenant acknowledges that the owner **WILL NOT** contribute to the cost of lighting gas hot water systems, stoves, ovens or heaters unless proven to be defective. Proof of defective apparatus to be provided by Tenant.
29. No pot plants are to be kept directly on the floors at any time. Any floor damage will be repaired/replaced at the tenant's expense.
30. The tenant acknowledges that unless advised otherwise in writing by Raine & Horne, no open fireplaces are to be used at any time.
31. **NOTE: OWNER'S INSURANCE DOES NOT COVER TENANT'S CONTENTS.**
32. Tenant is responsible for a locksmith if s/he has lost the keys or if s/he has locked themselves out of the property after hours at their own expense, or an upfront fee of \$50.00 is payable for a Staff member to open the office and supply you with our office set of keys. They must be returned by 9.00am the next business day. If during business hours you may contact your Property Manager to borrow the office keys, you must provide ID when collecting the keys & keys must be returned the same day.
33. Tenants agree that no posters, nails, stickers, poster putty, blu-tac, tape or fittings are to be placed on walls, doors, door frames, windows, cupboards or any other surface within the premises other than items listed on the property condition report or agreed by the owner/agent.
34. Where the property has a private swimming pool, the tenant acknowledges and agrees to keep clean and in good serviceable and working order the pool and all its ancillary equipment and apparatus. In the event the landlord or his agent is dissatisfied with the standard maintained by the tenant then the tenant agrees to the agent engaging an outside swimming pool contractor to attend to the premises the cost of which will be borne by the tenant and added to the regular rent sum.
35. Unless otherwise stated in your agreement the outside grounds are the responsibility of the tenant, this includes lawns and gardens. The tenant must ensure they keep all plants healthy, trimmed and controlled regularly during tenancy to prevent overgrowth. It is the tenant's responsibility to maintain creepers/shrubs to the level in which they see to an acceptable level.
36. Reticulation, either automatic or manual, is to be regularly checked to ensure in working order. Any damage created by tenant will be tenant's responsibility to rectify.
37. Where the property has allocated parking bay/s, the tenant agrees to only park in the bay/s allocated to the property at all times.
38. The tenant agrees to use drip trays on the driveways/carport areas to prevent oil damage. Drip trays to be purchased at the tenant's expense. **STRICTLY NO PARKING ON LAWNS OR VERGES.**
39. Any damages caused by the tenant are to be reported to the property manager within 24hrs of them occurring. Damages are to be rectified immediately, unless the owner agrees to wait until tenant vacates. All repairs are to be conducted by a professional trades person
40. The tenant/s agrees to notify the agent of their intention to extend the lease at least forty five **(45) days** prior to the expiry of this lease, the agent shall contact the owner for confirmation of the desired lease extension only upon the tenant's verbal or written enquiry.
41. The Tenant agrees to give **thirty (30) days** notice in **writing** when they wish to vacate, either on or after the expiry of the lease with such notice to commence from the date the notice is received in our office. The Tenants also acknowledge and agree to the agent advertising the availability of the premises during the notice period and allowing inspections for prospective tenants during normal business hours. **Twenty four (24) hours verbal notice given to the current tenant of such inspection.**
42. The tenant acknowledges and agrees that should they wish to vacate the premises before the end of the tenancy; the following fees and charges will apply, in addition to the standard moving out costs.
  - \* Rent and all other outgoings on the property until a new tenancy has begun.
  - \* Reimbursement to the owner for the cost of the inspection/inventory fee.
  - \* All advertising costs
  - \* Reimbursement of the unexpired portion of the original Letting Fee
  - \* Upkeep of the property until relet
43. Upon vacation of the premises the carpets must be professionally steam cleaned, NOT dry-cleaned. Receipt must be provided to the agent before release of the tenant's security bond.
44. Tenant is responsible for the flea treatment of carpets upon vacating if s/he has a pet residing at the property. Receipt must be provided to the agent before release of the tenant's security bond.
45. The bond will not be refunded until the final bond inspection has been conducted, keys are returned to the Raine & Horne NRAS office, all items are in the same condition as stated on the property condition report, and any outstanding amounts are paid in full (e.g. water consumption)
46. Any rubbish left in or around the property upon vacation shall be removed at the tenant's expense.
47. The tenant acknowledges that if cleaners are required to attend the property after vacating to bring the property to the standard as per the property condition report the tenant will be charged the cleaning fee incurred.
48. At end of lease all keys are to be returned to Raine & Horne NRAS, including any extra keys that have been cut during tenancy, before 5pm close of business. Any missing keys/remotes will be at the tenant's expense to replace.
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50. The tenant agrees & acknowledges **ALL NOTICES** will be sent electronically. All notices will be on your tenant portal & sent to your email. The tenant agrees to regularly check their email & SMS notifications from Raine & Horne NRAS.
51. The tenant is aware that all grout is to be professionally cleaned at the end of the tenancy.

## TENANCY APPLICATION FORM

Regular Rental <input type="checkbox"/>		NRAS Rental <input type="checkbox"/>
<b>PREMISES DETAILS</b>		
Address:		
Lease commencement date:	Lease term:	
Rent per week		
<b>OCCUPANTS</b>		
Number of adults:	Number of Dependants:	
Full name's and age of persons to reside on the premises:		
1.	2.	
3.	4.	
5	6	
<b>PETS</b>		
Type/Breed:	Number:	
<b>USE OF PREMISES</b>		
Will the Premises be used for business purposes?	Yes/ No <i>(please circle)</i>	
Type of business use:		
<b>Are any occupants smokers: Yes / No</b>		

<b>PRIVACY STATEMENT</b>		
<p><i>We are an independently owned and operated business. We are bound by the National Privacy Principals. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees. 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. If this application is successful we may disclose your details to service providers relevant to 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</i></p>		
<b>CONSENT</b>		
<p>I, the applicant, acknowledge that I have read the Privacy Disclosure Statement. I authorise the agent to collect information about me from:</p> <ol style="list-style-type: none"> <li>1. My previous letting agents/landlords,</li> <li>2. My personal referees,</li> <li>3. Any tenancy Default Database which may contain personal information about me.</li> </ol> <p>I also authorise the agent to disclose the personal information collected about me to the owner of the property even if the owner is a resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and default databases.</p>		
<b>Applicant 1:</b>	<b>Signature</b>	<b>Date</b>
<b>Applicant 2:</b>	<b>Signature</b>	<b>Date</b>
<b>Applicant 3:</b>	<b>Signature</b>	<b>Date</b>

**APPLICANT 1 DETAILS**

Name:		Email:	
Phone (H):	Phone (W):	Mob:	Date of birth: / /
Driver's License/18+ card No.:		Passport No.:	
Driver's License/18+ card State:		Passport Country:	
Health Care Card No.:		Pension Card No.:	
Health Care Card Expiry:		Pension Card Expiry:	

**APPLICANT'S HISTORY****Current Address:**

Period of Occupancy:	Situation: <b>Renting/owning/other</b>	Other situation:
Landlord/Agent Details	Name:	Phone:
Rent:	Payment Period: <b>weekly/fortnightly/monthly</b>	Reason for leaving:

**Previous Address:**

Period of Occupancy:	Situation: Renting/owning/other	Other situation:
Landlord/Agent Details	Name:	Phone:
Rent:	Payment Period: <b>weekly/fortnightly/monthly</b>	Reason for leaving:

Have you ever been evicted from a premises?	<b>Yes/No</b> (please circle)
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Are you currently in debt to any landlord or agent?	<b>Yes/No</b> (please circle)
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**EMPLOYMENT****(NOTE: If occupation is self employments please provide a statement of income from your accountant or tax returns)****Current occupation:**

Employment Type:	Duration:	Weekly Income:
Employer/Business Name & ACN/Centrelink Details:		
Address:	Contact:	Phone:
Previous Occupation:		
Employment Type:	Duration:	Weekly Income:
Employer/Business Name & ACN/Centrelink Details:		
Address:	Contact:	Phone:
Student at:		
Course Name:	Duration:	

**REFEREES (All Referees should not be related to you)**

Referee 1:	Phone:	Relationship:
Referee 2:	Phone:	Relationship:
Referee 3:	Phone:	Relationship:
Referee 4:	Phone:	Relationship:

**EMERGENCY CONTACT****NOTE: This information is required in case we need to contact you as a matter of urgency arising from your tenancy and your normal contact details are not responding.**

<b>Next of kin:</b>	Phone (H):
Address:	Phone (W):
Mobile:	
<b>Other:</b>	Phone (H):
Address:	Phone (W):
Mobile:	

**APPLICANT 2 DETAILS**

Name:		Email:	
Phone (H):	Phone (W):	Mob:	Date of birth: / /
Driver's License/18+ card No.:		Passport No.:	
Driver's License/18+ card State:		Passport Country:	
Health Care Card No.:		Pension Card No.:	
Health Care Card Expiry:		Pension Card Expiry:	

**APPLICANT'S HISTORY****Current Address:**

Period of Occupancy:	Situation: <b>Renting/owning/other</b>	Other situation:
Landlord/Agent Details	Name:	Phone:
Rent:	Payment Period: <b>weekly/fortnightly/monthly</b>	Reason for leaving:

**Previous Address:**

Period of Occupancy:	Situation: Renting/owning/other	Other situation:
Landlord/Agent Details	Name:	Phone:
Rent:	Payment Period: <b>weekly/fortnightly/monthly</b>	Reason for leaving:

Have you ever been evicted from a premises?	<b>Yes/No</b> (please circle)
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Are you currently in debt to any landlord or agent?	<b>Yes/No</b> (please circle)
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**EMPLOYMENT****(NOTE: If occupation is self employments please provide a statement of income from your accountant or tax returns)****Current occupation:**

Employment Type:	Duration:	Weekly Income:
Employer/Business Name & ACN/Centrelink Details:		
Address:	Contact:	Phone:
Previous Occupation:		
Employment Type:	Duration:	Weekly Income:
Employer/Business Name & ACN/Centrelink Details:		
Address:	Contact:	Phone:
Student at:		
Course Name:	Duration:	

**REFEREES (All Referees should not be related to you)**

Referee 1:	Phone:	Relationship:
Referee 2:	Phone:	Relationship:
Referee 3:	Phone:	Relationship:
Referee 4:	Phone:	Relationship:

**EMERGENCY CONTACT****NOTE: This information is required in case we need to contact you as a matter of urgency arising from your tenancy and your normal contact details are not responding.**

<b>Next of kin:</b>	Phone (H):
Address:	Phone (W):
Mobile:	
<b>Other:</b>	Phone (H):
Address:	Phone (W):
Mobile:	

**APPLICANT 3 DETAILS**

Name:		Email:	
Phone (H):	Phone (W):	Mob:	Date of birth: / /
Driver's License/18+ card No.:		Passport No.:	
Driver's License/18+ card State:		Passport Country:	
Health Care Card No.:		Pension Card No.:	
Health Care Card Expiry:		Pension Card Expiry:	

**APPLICANT'S HISTORY****Current Address:**

Period of Occupancy:	Situation: <b>Renting/owning/other</b>	Other situation:
Landlord/Agent Details	Name:	Phone:
Rent:	Payment Period: <b>weekly/fortnightly/monthly</b>	Reason for leaving:

**Previous Address:**

Period of Occupancy:	Situation: Renting/owning/other	Other situation:
Landlord/Agent Details	Name:	Phone:
Rent:	Payment Period: <b>weekly/fortnightly/monthly</b>	Reason for leaving:

Have you ever been evicted from a premises?	<b>Yes/No</b> (please circle)
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Employment Type:	Duration:	Weekly Income:
Employer/Business Name & ACN/Centrelink Details:		
Address:	Contact:	Phone:
Previous Occupation:		
Employment Type:	Duration:	Weekly Income:
Employer/Business Name & ACN/Centrelink Details:		
Address:	Contact:	Phone:
Student at:		
Course Name:	Duration:	

**REFEREES (All Referees should not be related to you)**

Referee 1:	Phone:	Relationship:
Referee 2:	Phone:	Relationship:
Referee 3:	Phone:	Relationship:
Referee 4:	Phone:	Relationship:

**EMERGENCY CONTACT****NOTE: This information is required in case we need to contact you as a matter of urgency arising from your tenancy and your normal contact details are not responding.**

<b>Next of kin:</b>	Phone (H):
Address:	Phone (W):
Mobile:	
<b>Other:</b>	Phone (H):
Address:	Phone (W):
Mobile:	



### Motor Vehicles

No more than ..... vehicles will be parked on the premises at all times

Make	Colour	Rego N°
Make	Colour	Rego N°
Make	Colour	Rego N°
Make	Colour	Rego N°

### Ministry of Housing Bond

Do you intend applying for bond assistance **Yes / No**

**Please note:** If you answered **YES** to the above question, you **will not** be permitted to move into the property until such time as:

- a) This office has received written confirmation from the Ministry of Housing guaranteeing and outlining the amount of bond payable.
- b) Amounts from the Ministry of Housing have been paid & cleared into our account.

### DECLARATION

*I, the Applicant/s, hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be approved, I acknowledge that I will be required to pay the following amounts:*

\$ \_\_\_\_\_ rent per week, or \$ \_\_\_\_\_ rent per calendar month

First payment of rent in advance: \$ \_\_\_\_\_

Rental Bond \$ \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

Amount payable upon signing Tenancy

Agreement: \$ \_\_\_\_\_ Total

*I acknowledge that this application is subject to the approval of the owner.*

*I declare that all information contained in this application is true and correct and given of my own free will.*

*I declare that I have inspected the premises and am satisfied with the current condition and cleanliness of the property.*

Applicant 1:	Signature	Date
Applicant 2:	Signature	Date
Applicant 3:	Signature	Date