

Copy to Applicant YES/NO

Receipt No.....

Email reception@gowre.com.au

PM Mobile.....



78 Excelsior St  
Shenton Park  
WA 6008

29 Murray St  
Como  
WA 6152

Ph 08 6389 7777  
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## 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.....

### TENANCY DETAILS

1. Premises.....  
.....
2. The tenancy is required for a period of ..... Months From .....To .....
3. At a rental rate of \$.....
4. Total number of persons to occupy Premises  
Adults..... Children .....  
Age..... Age.....
5. Pets - Type of Pet ..... Breed..... Number..... Age.....  
- Type of Pet ..... Breed..... Number..... Age.....
6. Do you intend to apply for a Ministry of Housing bond? Yes No  
If yes, \$..... Branch.....
7. Option fee\$.....(one week's rent)
8. If offer accepted, Period of Option: ..... business days from acceptance of Application (see item 30)

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

- |  |        |                  |
|--|--------|------------------|
| 9. Security deposit bond of                        | \$     | 4 weeks rent     |
| 10. Pet Bond (if applicable)                       | \$ 260 |                  |
| 11. Initial rent to ...../...../.....              | \$     | 2 weeks rent     |
| 12. Rent paid to...../...../.....                  | \$     |                  |
| 13. Other  | \$     |                  |
| 14. Total due                                      | \$     |                  |
| 15. Option Fee (payable on application) (\$ .....) |        | (ONE WEEKS RENT) |

16. BALANCE OWING – \$ ..... PAYABLE ON OR BEFORE THE LEASE COMMENCEMENT DATE

### For Return of Option Fee if Unsuccessful

Name.....

BSB #.....

ACCOUNT No.....

Bank cheque, money order, EFTPOS or credit card only. Do not bring cash to the office

## CONDITIONS RELEVANT TO MAKING AN APPLICATION AND OFFER

17. The amounts referred to in Items 9 to 16 are payable upon the Applicant signing the Lease and/or prior to taking possession of the Premises
18. 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 Application being paid by the Applicant prior to occupation of the Premises.
19. 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.
20. 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.
21. 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 they payment of all monies referred to in items 9 to 16.
22. The Applicant agrees to pay the rent one period in advance except for the first two weeks rent.
23. 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.
24. The Applicant acknowledges and agrees that the Owner will carry out all inspections of the Premises between normal business hours.
25. 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.
26. 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 .....

27. 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.
28. 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 tenant 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 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 **JOHN GOW at GOW REAL ESTATE**

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.

..... /..... /..... /..... /..... /..... /..... /..... /..... /.....

Signature Applicant 1

Signature Applicant 2

Signature Applicant 3

## OFFER OF OPTION TO OWNER

29. The Applicant offer 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.
30. 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
31. 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
32. The Applicant encloses with this Application and 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 is the Owner's absolute discretion.

**THE APPLICANT UNDERSTANDS THAT WITHDRAWAL AFTER ACCEPTANCE OF THE APPLICATION AND OFFER WILL  
RESULT IN THE FORFEITURE OF THE OPTION FEE.**

### 33. 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 .....

Other ID .....

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

Vehicle Type & Registration .....

Smoker Yes / No

Personal Reference

a).....

(NAME) (TELEPHONE) (RELATIONSHIP)

b).....

(NAME) (TELEPHONE) (RELATIONSHIP)

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

Address .....

Phone No .....

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

Reason why leaving

.....

(ii) Previous address of application

.....

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

Address .....

Phone No .....

Rental paid \$ ..... Period rented from .....To .....

Reason 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)

(v) 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

**34. SECOND 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 .....

Other ID .....

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

Vehicle Type & Registration .....

Smoker Yes / No

Personal Reference

a).....  
(NAME) (TELEPHONE) (RELATIONSHIP)

b).....  
(NAME) (TELEPHONE) (RELATIONSHIP)

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

(vii) Previous address of application .....

Name of previous owner or managing agent whom rent was paid to .....  
Address .....  
Phone No .....  
Rental paid \$ ..... Period rented from ..... To .....  
Reason why leaving .....

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

(ix) Next of kin (name and address and telephone)

(x) 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

### 35. 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 .....

Other ID .....

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

Vehicle Type & Registration .....

Smoker Yes / No

Personal Reference

a).....

(NAME) (TELEPHONE) (RELATIONSHIP)

b).....

(NAME) (TELEPHONE) (RELATIONSHIP)

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

Address .....

Phone No .....

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

Reason why leaving

(xii) Previous address of application

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

Address .....

Phone No .....

Rental paid \$ ..... Period rented from .....To .....

Reason why leaving

(xiii) Occupation .....

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

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

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

(xiv) Next of kin (name and address and telephone)

(xv) 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. Special Conditions to the lease requested by the applicant

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

**See Attached Addendum A**

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.....

.....

.....

39. 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 .....

**Owner or Owner’s Managing Agent Signature**

**As acceptance of the Application** ..... **Date** .....

**ADDENDUM “A”**  
**(FOR SOME PROPERTIES, THE OWNER MAY APPROVE PETS )**

**SPECIAL CONDITIONS TO AGREEMENT TO TAKE RESIDENTIAL PREMISES:**

**Charges**

1. The Tenant acknowledges that if a payment to Gow Real Estate is dishonoured and bank fees incurred, they will pay the actual bank charge to the Agent.
2. Should the property manager need to re-attend and conduct an inspection, the Tenant is liable for the costs of this inspection, being \$55.00 (inc GST)

**At Commencement**

- 3 The Tenant acknowledges having inspected the premises prior to making an application for tenancy and hereby accepts the tenancy of the premises as found on inspection and as recorded in the Property Condition Report.
- 4 Rent is payable fortnightly and must be in advance at all times. No cash is accepted at our office and rent can be paid by BPay (Bill ID #75341), cheque, credit card (incurs 2% fee) Eftpos or money order.
- 5 If rental payments fall more than 2 days in arrears, a Termination Notice may be issued immediately. If this is not rectified within the required timeframe, a Magistrate's Court eviction action will commence. If evicted, the tenant remains responsible for rent, maintenance of the property until a new tenant is secured.
- 6 The Tenant is aware that quarterly Routine Inspections for the premises are to be carried out Monday-Friday during normal business hours between 9.00am & 5.00pm. If the Tenant is unable to be present at the nominated time, the Property Manager will enter using the office key. The tenants are aware that digital photos of the interior and exterior may be taken at this inspection for the purpose of informing owners of the property condition.
- 7 In accordance with the Residential Tenancies Act, rent will be reviewed six months after the commencement of the tenancy OR The tenant/s acknowledges that the rental amount on the property will be increased by \$. . . . . to \$. . . . . per week effective . . . . . (to be finalised with Property Manager)
- 8 The Tenant agrees that any proposed changes to the Tenancy Agreement will require a new agreement to be drawn up. This may require a new application being completed and a bond variation being prepared.
- 9 A single set of keys will be allocated at commencement.
- 10 The tenant acknowledges that court attendance fees charged to the owner may be recovered from the tenant.

**Vacating**

- 11 If you wish to vacate any time after the Rental Agreement expires, 21 days notice in writing must be given.
- 12 The Tenant acknowledges that all keys, including copies made, must be returned to this office on the date of vacating. Rent will continue to be charged until the date they are returned. Failure to return the keys will result in the locks being changed and the cost borne by the tenant/s.
- 13 Upon vacating the premises, the Tenant agrees to pay for cleaning of window treatments including blinds
- 14 Upon vacation the carpets are to be professionally cleaned by a carpet cleaner nominated by Gow Real Estate. Failure to do so will result in the agent having the carpets cleaned by the nominated carpet cleaner, and the cost deducted from the bond.
- 15 Where the property has floorboards, the Tenant agrees to pay to the Owner an amount to be based on an area in lieu of carpet cleaning at the conclusion of the tenancy.
- 16 If a second Bond inspection is required due to cleaning or maintenance at the conclusion of this tenancy, a \$49.50(Inc GST) charge will be payable by the Tenant.
- 17 The Tenant acknowledges that this lease is for a fixed term. Under the Residential Tenancies Act this contract may only be terminated during the fixed term should both parties agree in writing on the proscribed form 01/04 123 REIWA. Should this early termination occur, penalties can be applied and they are:
  - (i) Tenant to pay rent until a new tenant is secured
  - (ii) Tenant to pay for all advertising associated with the re-letting of the property
  - (iii) Tenant to re-imburse the landlord for unexpired letting fees as per the Agents advice
  - (iv) Tenant to re-imburse the landlord for updating of the Property Condition Report

**General Maintenance & Housekeeping**

- 18 No smoking permitted inside the premises.
- 19 No pot plants are to be placed directly on the carpets or floors; they must be placed on a table or stand etc. in order to prevent damage to the floor covering.

- 20 The tenant/s are aware that all floorboards and carpets must be protected from furniture scratches and/or marks with the use of furniture protectors.
- 21 The tenants are aware that no posters, nails, stickers, screws, poster putty, blue tac, adhesive tape or fittings are to be fixed onto any surfaces within the property without the prior consent of the owner. If approval is granted, the tenant may be required to return the property to its condition at commencement.
- 22 Any damage caused by burning candles must be repaired/ rectified prior to vacating the property at the Tenants' expense. The use of candles may void the owners insurance. In the event of a claim in this respect, the Tenant will be required to pay all costs.
- 23 To prevent any damage to the property, the Tenant understands and agrees that if there are exhaust fans in the en-suite and bathrooms they must be switched on at all times during showering or using the washing machine and dryer. The tenant acknowledges receipt of the pamphlet "Dealing with Condensation and Mould" on preventing and treating bathroom mould development. Should any mould develop in the property the tenant/s are aware they may be held responsible for cleaning and or re-painting costs.
- 24 The Tenant agrees not to hang any items of clothing over the balcony for drying purposes.

#### **Pets (If Approved by The Owner)**

- 25 If pets are allowed by the owner at the property, the Tenant acknowledges that certain conditions will apply, including
- 26 The owner consents to the tenant having a **dog/cat** at the property under the following conditions.
  - A pet bond of \$260 will be payable and lodged with the Bond.
  - (i) The property is professionally sprayed for fleas upon vacation, and a receipt given to the agent. The tenant is aware that should a receipt not be given to the agent at the same time as returning the keys, the Agent will automatically arrange for a flea treatment to be carried out and the cost deducted from the bond.
  - (ii) Any damage caused by the pet must be rectified immediately by the tenant, upon the owner/agents request and at the tenant's expense.
  - (iii) In the event of any damage caused to the fences either by storm damage, neighbouring property etc, and the tenant agrees to find other accommodation for the pet until the fences are repaired. It is understood that at times it can take months to repair due to fencing materials supplies/contractors and insurance companies delays

#### **Car Bays and Garages**

- 27 The Tenant agrees not to store any boxes or timber directly on the shed or garage floor due to the possibility of white ant infestation. If boxes or timber are stored, please ensure they are elevated off the floor. The owner does not accept any responsibility for any damage caused to Tenants' possessions if these instructions are not carried out.
- 28 The Tenant agrees to ensure that a drip tray is used under all vehicles parked in the carport/garage and driveway areas at all times. Failure to do so could result in the area being high pressure cleaned at the Tenant's expense. and a claim for compensation being made by the Owner.
- 29 The tenant acknowledges that there are < . . . ? . . . > car bays/garage/carports allocated to this property and no tenant vehicles will be permanently parked in the common areas. (to be finalised with Property Manager)
- 30 Where there is an electronic means of access to the property and the tenant receives a remote control, the tenant acknowledges they are responsible to maintain that remote control. Should the remote control be lost damaged or stolen it is the responsibility of the Tenant to ensure it is replaced or handed back to the agent when vacating
- 31 The tenant/s acknowledges that no parking is permitted on lawns, verges or any grassed areas of the property.
- 32 The tenant/s acknowledges that they may not keep any unregistered vehicles on the property.

.....  
Signed by Tenant One .....  
Date

.....  
Signed by Tenant Two .....  
Date

.....  
Signed by Tenant Three .....  
Date



## TENANCY APPLICANT NOTES

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 to hold the premises for a period.

The form "STANDARD APPLICATION AND OFFER OF OPTION TO LEASE RESIDENTIAL PROPERTY" is not the lease; it is your offer to the owner to lease the property.

The purpose of this form is:

1. To inform the owner of your details, and your requirements for the lease. For example, if you wish to have pets at the premises.
2. 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.
3. To make you aware of conditions associated with making an application. For example, if your application is accepted, when you can take possession.

To enable us to process your application, we require the following:-

1. Complete the following Application Form and provide photographic identification – Passport or Drivers License.
2. Proof of last residential address is required. For example: Telstra, electricity or gas accounts, rental receipts, copy of previous lease agreement.
3. All applications must be accompanied by an Option Fee (equivalent of 1 weeks rent, EFTPOS, bank cheque, money order or credit card – 2% surcharge applies to Credit Cards) and must be paid immediately following submission of the Online Application Form. If your application is successful, this will be applied to the first week's rent.
4. On approval of your application all monies due MUST be paid in full by EFTPOS, CREDIT CARD or BANK CHEQUE.
5. Applications will only be processed on a completed application.
6. Rent can be paid by BPay, credit card or Eftpos.

Our office reserves the right to allow for any changes or addition to the above. Should an applicant fail to provide the above details the application may not be processed.

### Summary

Your action: 1. Complete Application

2. Submit the application and when advised, 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, you forfeit the option fee.

**TENANCY APPLICATION CHECK LIST**  
(OFFICE & PROPERTY MANAGER USE ONLY)

<b>PROPERTY MANAGER</b>	
<b>PROPERTY ADDRESS</b>	
<b>APPLICANT(s) NAME(s)</b>	
<b>DATE RECEIVED</b>	
<b>TIME RECEIVED</b>	
<b>OPTION FEE RECEIPT #</b>	

**Obtain as much information as possible.**

- |     |  |   |
|-----|--|---|
| 1.  | Viewed Property  | ? |
| 2.  | Full name of applicant   | ? |
| 3.  | Property Address   | ? |
| 4.  | Amounts payable filled out                                       | ? |
| 5.  | PAGE 2 Privacy Statement signed<br>& initialled at bottom of age | ? |
| 6.  | Name of applicant  | ? |
| 7.  | Present Address  | ? |
| 8.  | Date of Birth  | ? |
| 9.  | Drivers License / Passport Photocopy                             | ? |
| 10. | 2 Personal References  | ? |
| 11. | Name & contact details of current<br>Owner/managing agent        | ? |
| 12. | Previous address of applicant                                    | ? |
| 13. | Occupation   | ? |
| 14. | Employer   | ? |
| 15. | Next of Kin/Emergency contact<br>Name/contact details            | ? |
| 16. | Applicants Signature(s)  | ? |
| 17. | Addendum A Signature(s)  | ? |
| 18. | Copy for Tenant  | ? |
| 19. | BSB & ACCOUNT NO   | ? |
| 20. | NTD CHECK  | ? |
| 21. | NTD Reference # _____  | ? |
| 22. | Attached to Application Form                                     | ? |

PROPERTY MANAGER SIGNATURE: \_\_\_\_\_