



Suite 10 / 52 Hatherley Parade  
WINTHROP WA 6150

Phone: (08) 9313 9111  
Fax: (08) 9313 9191  
Email: rentals@realtyone.com.au  
ABN: 85 114 233 518

## APPLICATION FOR TENANCY

### COMPLETION OF THE APPLICATION

ALL pages to the Tenancy Application MUST be completed (insert "not applicable" if the item referred to does not apply to the applicants)

### IDENTIFICATION REQUIREMENT

Please provide copies of identification as below totalling 100 points;

#### PRIMARY DOCUMENTS

- Australian Birth Certificate 70 points
- Australian Citizenship Certificate 70 points
- Australian Passport (current) 70 points
- International Passport 70 points

Only one secondary ID document will attract 40 points, subsequent secondary ID will attract 25 points per item.

Secondary ID with a photo will be accepted as primary ID but only attract the points listed below.

#### SECONDARY DOCUMENTS

- Australian Photo Drivers Licence 40 or 25 points
- Australian Photo Firearms Licence 40 or 25 points
- State or Federal Govt Employee Photo Id 40 or 25 points
- Centrelink or Social Security Card 40 or 25 points
- Dept. of Veteran's Affairs Card 40 or 25 points
- Tertiary Education Institution Photo Id 40 or 25 points
- Australian Learner's Permit 40 or 25 points
- Medicare Card 25 points
- Utilities Bill (power/phone/mobile/water/gas) 25 points
- Debit or Credit Cards 25 points
- Statement from Financial Institute 25 points
- Motor Vehicle Registration or Insurance 25 points

#### ADDITIONAL INFORMATION/REFERENCES

- Copy of visa/s
- Copy of a recent wage slips / salary advice
- Copies of any recent Bank Account Statements – (required for self- employed applicants and recently arrived applicants to WA)
- Written copies of any previous or current rental references (including pet references, if applicable)

## **OPTION FEE AND PAYMENT**

Please note that an Option Fee **MUST** be paid when lodging your Tenancy Application Form.

An Option Fee of \$50.00 will apply if your application relates to a rental value of \$0-\$499 per week.

An Option Fee of \$100.00 will apply if your application relates to a rental value of \$500-\$1199 per week.

An Option Fee of \$1200.00 will apply if your application relates to a rental value of \$1200 per week or more.

Realty One's method of payment of the Option Fee is;

- Bank Cheque (available from a Bank) made payable to **"Realty One Trust Account"**
- Australia Post Money Order made payable to **"Realty One Trust Account"**
- Credit Card (see attached form for completion).

No personal cheques and business cheques will be accepted.

If your application has been accepted by the Lessor the Option Fee will be retained as a credit towards the first week's rental payment. If your application is not successful a refund of your Option Fee will be refunded to your account as provided on page 11 .

*Should you withdraw your Application after acceptance has been conveyed to you by our Office, then the Option Fee will be forfeited and retained for the credit of the Lessor.*

## **LODGEMENT OF APPLICATION**

Once you have completed and signed the Application Form, it can be lodged by visiting the offices of Realty One Property Management located at;

Winthrop Professional Centre  
1<sup>st</sup> Floor – Suite 10, 52 Hatherley Parade  
WINTHROP WA 6150

Or email your application to: [rentals@realtyone.com.au](mailto:rentals@realtyone.com.au)

The office hours are Monday to Friday 8:30am to 5:00pm. Please note that the office is closed on weekends and Public Holidays.

## **ACCEPTANCE OF APPLICATION**

The Property Manager will advise you immediately the Lessor has considered your application for approval.

The amount required to pay on commencement of your Tenancy will be discussed with you by the Property Manager.

You will be required to attend the office to sign a standard Residential Tenancy Agreement and other documentation relating to the Tenancy. The Property Manager will contact you to make an appointment.

The balance of funds on commencement of your tenancy is to be paid by way of Bank Cheque or an Australia Post Money Order made payable to **"Realty One Trust Account"**. Credit Card payment is acceptable by submitting a completed credit card form three (3) days prior to your appointment to sign the Tenancy Agreement.

Please direct any enquires to the office on 9313 9111.

# application to enter into residential tenancy agreement



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## EXPLANATION FOR APPLICANTS

**Only complete this APPLICATION if You are sure that You want to enter into a Residential Tenancy Agreement with the Lessor of the Premises**

The Lessor 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 Lessor of the Premises to determine in their opinion, who is the most suitable person, the Lessor's Property Manager requires some background information about You.

**The form "APPLICATION TO ENTER INTO RESIDENTIAL TENANCY AGREEMENT" is not the Residential Tenancy Agreement.**

The purpose of this form is:

**First**, to inform the Lessor of Your details, and Your requirements for the Residential Tenancy Agreement; for example, if You wish to have pets at the Premises.

**Second**, to inform You of the Lessor's or Property Manager's usual use of one or more residential tenancy databases.

**Third**, 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 (which may be up to 4 weeks rent), the Pet Bond (which can be up to \$260) and the initial Rent payment (which can be 2 weeks rent in advance).

**Fourth**, to make You aware of the terms of the Residential Tenancy Agreement (including special conditions) associated with the Lease if Your Application is accepted.

### Summary of what will happen if You apply to enter into a Residential Tenancy Agreement with the Lessor

<b>Your action if You wish to apply for the Residential Tenancy Agreement:</b>	<ol style="list-style-type: none"> <li>1. Complete this Application.</li> <li>2. Submit this Application to the Property Manager together with any Option Fee that may be requested by the Property Manager.</li> </ol>
<b>Lessor's action if You do not succeed with Your Application:</b>	<ol style="list-style-type: none"> <li>3. If You are not the successful applicant and have paid an Option Fee, the Option Fee will be refunded to You within 7 days of the decision.</li> </ol>
<b>Lessor's action if You succeed with Your Application:</b>	<ol style="list-style-type: none"> <li>4. If You are the successful applicant, the Lessor will provide You with a proposed Residential Tenancy Agreement for the Premises which will grant You the option of entering into a Residential Tenancy Agreement.</li> </ol>
<b>What You will then need to do if You are the successful Applicant:</b>	<ol style="list-style-type: none"> <li>5. If You sign the Residential Tenancy Agreement, comply with all the stipulated requirements for the creation of the Residential Tenancy Agreement set out in Part C of the document, and the Lessor (or the Property Manager) sign the document, a binding Residential Tenancy Agreement will exist between You and the Lessor. In the case of where an Option Fee has been paid there will be no need for the Lessor (or Property Manager) to sign the document for a binding Residential Tenancy Agreement to exist.</li> <li>6. If any of the events mentioned in clause 5 of this Summary above do not occur the ramifications of that are set out below in clause 18 of Part B of this Application.</li> </ol>

**FOR:** Premises Address:

Address 1			
Address 2			
Suburb	State	Postcode	

**FROM:** Proposed Tenants' Names:

	Given Name(s)	Family Name
Tenant 1		
Tenant 2		
Tenant 3		
Tenant 4		

**TO:** The Property Manager:

Agency Name	REALTY ONE PTY LTD T/AS REALTY ONE ABN: 85 114 233 518		
Address	SUITE 10/52 HATHERLEY PARADE, WINTHROP WA 6150		
Telephone	9313 9111	Facsimile	9313 9191
E-mail	rentals@realtyone.com.au		

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## PART A (TO BE COMPLETED BY PROPERTY MANAGER)

1. Premises

Address 1

Address 2

Suburb

State

Postcode

2. Rent \$  per week

3. Option Fee (if applicable) \$

4. If You are the successful applicant, and wish to enter into a Residential Tenancy Agreement with the Lessor, You will be required to pay the following money to the Property Manager:

### REQUIRED MONEY

(a) Security bond of \$

(b) Pet bond (if applicable) \$

(c) First two weeks rent \$

(d) Less Option Fee (if paid) \$

(e) **Total** \$

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## PART B (TO BE COMPLETED BY YOU)

**NOTE:** This document is not a Residential Tenancy Agreement and does not grant any right to occupy the Premises

### INFORMATION FROM "YOU" (the proposed tenant or tenants)

#### TENANCY DETAILS

5. You require the tenancy for a period of  months from  to
6. At a rent of \$  per week
7. Total number of persons to occupy the Premises Adults  Children  Ages
8. Pets - Type of Pet  Breed  Reg. No.  Age   
 Type of Pet  Breed  Reg. No.  Age
9. Do you intend on applying for a residential tenancy bond from a State Government Department?  Yes  No  
 If Yes, \$  Branch:
10. Bank account details for refund of Option Fee (if applicable)  
 Bank:  BSB:   
 Account No.:  Account Name:

11. Any Special Conditions requested by You:

**NOTE:** The Lessor is not obliged to accept any of the Your Special Conditions.

12. The address at which You wish to receive the Residential Tenancy Agreement if You are successful and/or notices relating to tenancy  
 Email (optional):   
 Fax (optional):   
 Postal address (required):

PO Box		Town/City	Postcode
Address 1			
Address 2			

13. You declare that You are not bankrupt and that all of the information supplied in this Application is true and correct and is not misleading in anyway.
14. You acknowledge that, having inspected the Premises, You will accept possession of the Premises in the condition it was in as at the date of inspection.
15. By Signing this application You are making an application to lease the Premises. The Lessor may or may not send You a proposed Residential Tenancy Agreement for the Premises.
16. If You are the successful applicant, the Lessor will send You a proposed Residential Tenancy Agreement for the Premises which will contain information about pre-requisites for the creation of a binding Residential Tenancy Agreement. The Residential Tenancy Agreement will be comprised of Parts A, B and C. Parts A and B can be viewed on reiwa.com.au. Part C will also include additional terms agreed to by the parties, a draft of which is attached to this Application.
17. If a sum for an Option Fee is stipulated in Part A, You must pay that Option Fee to the Property Manager at the same time You make this application. The Option Fee must be paid by You by cash or cheque. If You are not the successful applicant and have paid an Option Fee, the Option Fee will be refunded to You by way of an electronic transfer to Your bank account details set out in Part B within 7 days of the decision.

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18. If You are the successful application the Lessor will provide You with a proposed Residential Tenancy Agreement for the Premises which will grant You the option of entering into a Residential Tenancy Agreement:

- (a) if You sign the Residential Tenancy Agreement, comply with all the stipulated requirements for the creation of a binding Residential Tenancy Agreement as set out in Part C of the document (eg returning the document to the Property Manager by the stipulated time, paying full stipulated rental and bond); and;
  - (i) if an Option Fee has been paid THEN a binding Residential Tenancy Agreement will exist between You and the Lessor and any Option Fee will be refunded to You or applied towards the rent; or
  - (ii) if no Option Fee has been paid and if neither the Lessor nor the Property Manager sign the document THEN no binding Residential Tenancy Agreement will exist between You and the Lessor; or
  - (iii) if no Option Fee has been paid and if the Lessor (or the Property Manager) signs the document, THEN a binding Residential Tenancy Agreement will exist between You and the Lessor.
- (b) If You do not sign the Residential Tenancy Agreement or if You do not comply with the pre-requisites for the existence of the Residential Tenancy Agreement You will not have entered into a binding Residential Tenancy Agreement, the option for You to enter such an agreement will lapse, and any Option Fee paid by You will be forfeited to the Lessor.

**Note: Under the Residential Tenancy Act 1987 agreements to lease do not have to be in writing and may be entered verbally or by conduct. This clause 18 does not purport to remove any right of parties to reach non-written agreements. However, if the parties wish to enter an agreement on the terms set out in this form, the pre-requisites set out above must be met in order for the lease to exist.**

**19. YOU MUST UNDERSTAND THAT IF YOU ARE THE SUCCESSFUL APPLICANT AND THE LESSOR PROVIDES YOU WITH A PROPOSED RESIDENTIAL TENANCY AGREEMENT BUT YOU DO NOT COMPLY WITH PRE-REQUISITES FOR THE EXISTENCE OF A BINDING RESIDENTIAL TENANCY AGREEMENT, SET OUT IN PART C OF THE RESIDENTIAL TENANCY AGREEMENT (INCLUDING SIGNING THE RESIDENTIAL TENANCY AGREEMENT, RETURNING IT TO THE PROPERTY MANAGER BY THE STIPULATED TIME, PAY ANY STIPULATED RENTAL IN ADVANCE, SECURITY BOND AND / OR PET BOND) NO RESIDENTIAL TENANCY AGREEMENT WILL COME INTO EXISTENCE AND THE LESSOR MAY ENTER INTO A RESIDENTIAL TENANCY AGREEMENT WITH ANOTHER PERSON.**

## 20. DEFINITIONS

- (a) **"Act"** means the *Residential Tenancies Act 1987* including any amendments.  
**"Application"** means this Application to enter into a Residential Tenancy Agreement.  
**"Business Day"** means any day except a Sunday or public holiday in Western Australia.  
**"Lessor"** means the person/entity with the authority to lease the Premises.  
**"Option Fee"** means a payment as referred to in section 27(2)(a) of the Act. The amount of the Option Fee is specified in Part A of this application. The amount of the Option Fee is capped as follows:
  - (i) where the weekly rental under the Residential Tenancy Agreement is \$500 or less, an Option Fee of up to \$50 is payable;
  - (ii) where the weekly rental under the Residential Tenancy Agreement exceeds \$500, an Option Fee of up to \$100 is payable;
  - (iii) where the Residential Tenancy Agreement is for residential premises south of the 26th parallel of south latitude and the weekly rent is \$1,200 or more, an Option Fee of up to \$1,200 is payable.**"Premises"** means the address specified on the first page of this document. Any items included or excluded will appear in Part A of the proposed Residential Tenancy Agreement.  
**"Property Manager"** means the real estate agent appointed by the Lessor to lease and manage the Premises.  
**"Residential Tenancy Agreement"** means an agreement in writing in the form prescribed by the Act, comprising of Parts A, B and C. Part C will include additional special conditions as agreed between the parties.  
**"You"** or **"Your"** means the person or persons making the Application to Lease the Premises.
- (b) All acts and things that the Lessor is required or empowered to do may be done by the Lessor or their Property Manager.

21. You agree that for the purpose of this Application, the Lessor or Property Manager may make enquiries of the persons given as referees, next of kin or emergency contacts provided by You, and also make enquiries of such other persons or agencies as the Lessor may see fit.

The personal information You give in this Application or collected from other sources is necessary for the Lessor or Property Manager to verify Your identity, to process and evaluate the Application, to manage the tenancy and to conduct the Property Manager's business. Personal information collected about You in this Application and during the course of the tenancy may be disclosed for the purpose for which it was collected to other parties including to the Lessor, referees, other Property Managers, prospective lessors, third party operators of residential tenancy databases, and prospective buyers of the Premises. Information already held on residential tenancy databases may also be disclosed to the Property Manager or Lessor.

If You enter into the Residential Tenancy Agreement or You fail to comply with Your obligations under any Residential Tenancy Agreement that fact and other relevant personal information collected about You during the course of this Application (including information provided separately to this application) or the Residential Tenancy Agreement may also be disclosed to the Lessor, third party operators of tenancy reference databases (to the extent permitted by law) and debt collectors, other Property Managers, prospective lessors and prospective buyers of the Premises.

If You would like to access the personal information the Lessor or Property Manager holds, You can do so by contacting the Property Manager. See also the attached notice regarding use of residential tenancy databases.

You can also correct this information if it is inaccurate, incomplete or out-of-date. If the information in this Application, is not provided, the Property Manager may not be able to process the Application, or the Residential Tenancy Agreement properly or manage the tenancy properly.

Name:

	Given Name(s)	Family Name
Tenant 1		
Tenant 2		
Tenant 3		
Tenant 4		

Signature:

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# application to enter into residential tenancy agreement



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## NOTICE OF USE OF ONE OR MORE RESIDENTIAL TENANCY DATABASES Section 82C - Residential Tenancies Act 1987

1. It is the Property Manager's usual practice to use one or more residential databases for the purpose of checking an applicant's tenancy history.
2. The name of each residential tenancy database the Property Manager or Lessor usually uses, or may use, for deciding whether a residential tenancy agreement should be entered into with a person are set out below:
3. The contact details for the database operator(s) who operates the database(s) used by the PM as referred to above are as follows:

(a) **TICA** (strike out if inapplicable)

- (i) **Address:** PO Box 120, Concord NSW 2137
- (ii) **Telephone:** 190 222 0346. Calls are charged \$5.45 per minute including GST (higher for mobile or pay phones)
- (iii) **Facsimile:** (02) 9743 4844
- (iv) **Website:** [www.tica.com.au](http://www.tica.com.au)

(b) **National Tenancy Database** (strike out if inapplicable)

- (i) **Address:** GPO Box 13294, George Street 120, Brisbane QLD 4003
- (ii) **Telephone:** 1300 563 826
- (iii) **Facsimile:** (07) 3009 0619
- (iv) **Email:** [info@ntd.net.au](mailto:info@ntd.net.au)
- (v) **Website:** [www.ntd.net.au](http://www.ntd.net.au)

(c) **Other Databases** (if applicable)

- (i) **Name:**
- (ii) **Address:**
- (iii) **Telephone:**
- (iv) **Facsimile:**
- (v) **Email:**
- (vi) **Website:**

4. The applicant may obtain information from the database operator in the following manner:

(a) as to TICA:

- (i) Postal and fax application forms can be downloaded from [www.tica.com.au](http://www.tica.com.au). Information regarding application fees can be found on the application form;

(b) as to the National Tenancy Database;

- (i) A request for rental history file can be downloaded from [www.ntd.net.au](http://www.ntd.net.au). A link to the form can be found under the tab "For Tenants".
- (ii) A request for rental history may be submitted by post, fax or email.

(c) as to

- 
- (i)
- 

**NOTE: This notice is required to be given regardless of whether the Property Manager intends to conduct a search on the particular applicant.**

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## YOUR (First Person's) PARTICULARS

Given Name(s)		Family Name	
Address 1			
Address 2			
Suburb		State	Postcode
Phone No	Work	Mobile	Home
Email			Gender
Date of Birth	Place of Birth	Family Name at Birth	Australian Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No

## DOCUMENTS TO CONFIRM YOUR IDENTITY

Drivers Licence No	State of Issue	Passport No	Country of Issue
Medicare Card No	Ref No	Colour	Expiry Date
Other ID			
Vehicle Type & Registration No			

Anything else to support Your Application

Smoker  Yes  No

Personal References

a) NAME  TELEPHONE

b) NAME  TELEPHONE

(i) Name of current lessor or **managing agent** to whom rent is paid

Phone No

Address

Rental Paid \$  Period Rented From  To

Reason for leaving

(ii) Previous address of Applicant

Name of previous lessor or managing agent to whom rent was paid

Phone No

Address

Rental Paid \$  Period Rented From  To

Reason for leaving

(iii) Occupation  (Note: Your Employer may be contacted to verify employment)

Employer  Phone No

Period of Employment  Wage \$

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

Explanation if no employment:

(iv) Next of Kin (Note: These people may be contacted to verify particulars)

First Next of Kin NAME  TELEPHONE

ADDRESS

Second Next of Kin NAME  TELEPHONE

ADDRESS

Emergency Contact (name and address and telephone) [Note: These people may be contacted to verify particulars.]

First Contact NAME  TELEPHONE

ADDRESS

Second Contact NAME  TELEPHONE

ADDRESS



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## YOUR (Second Person's) PARTICULARS

Given Name(s)					Family Name			
Address 1								
Address 2								
Suburb					State		Postcode	
Phone No	Work			Mobile			Home	
Email							Gender	
Date of Birth		Place of Birth			Family Name at Birth			Australian Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No

## DOCUMENTS TO CONFIRM YOUR IDENTITY

Drivers Licence No		State of Issue		Passport No		Country of Issue		
Medicare Card No		Ref No		Colour		Expiry Date		
Other ID								
Vehicle Type & Registration No								

Anything else to support Your Application

Smoker  Yes  No

**Personal References**

a) NAME  TELEPHONE

b) NAME  TELEPHONE

(i) Name of current lessor or **managing agent** to whom rent is paid

Phone No

Address

Rental Paid \$  Period Rented From  To

Reason for leaving

(ii) Previous address of Applicant

Name of previous lessor or managing agent to whom rent was paid

Phone No

Address

Rental Paid \$  Period Rented From  To

Reason for leaving

(iii) Occupation  (Note: Your Employer may be contacted to verify employment)

Employer  Phone No

Period of Employment  Wage \$

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

Explanation if no employment:

(iv) Next of Kin (Note: These people may be contacted to verify particulars)

First Next of Kin NAME  TELEPHONE

ADDRESS

Second Next of Kin NAME  TELEPHONE

ADDRESS

Emergency Contact (name and address and telephone) [Note: These people may be contacted to verify particulars.]

First Contact NAME  TELEPHONE

ADDRESS

Second Contact NAME  TELEPHONE

ADDRESS

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## YOUR (Third Person's) PARTICULARS

Given Name(s)		Family Name	
Address 1			
Address 2			
Suburb			State
			Postcode
Phone No	Work	Mobile	Home
Email			Gender
Date of Birth	Place of Birth	Family Name at Birth	Australian Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No

## DOCUMENTS TO CONFIRM YOUR IDENTITY

Drivers Licence No	State of Issue	Passport No	Country of Issue
Medicare Card No	Ref No	Colour	Expiry Date
Other ID			

Vehicle Type & Registration No

Anything else to support Your Application

Smoker  Yes  No

Personal References

a) NAME  TELEPHONE

b) NAME  TELEPHONE

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

Phone No

Address

Rental Paid \$  Period Rented From  To

Reason for leaving

(ii) Previous address of Applicant

Name of previous lessor or managing agent to whom rent was paid

Phone No

Address

Rental Paid \$  Period Rented From  To

Reason for leaving

(iii) Occupation  (Note: Your Employer may be contacted to verify employment)

Employer  Phone No

Period of Employment  Wage \$

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

Explanation if no employment:

(iv) Next of Kin (Note: These people may be contacted to verify particulars)

First Next of Kin NAME  TELEPHONE

ADDRESS

Second Next of Kin NAME  TELEPHONE

ADDRESS

Emergency Contact (name and address and telephone) (Note: These people may be contacted to verify particulars.)

First Contact NAME  TELEPHONE

ADDRESS

Second Contact NAME  TELEPHONE

ADDRESS

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## YOUR (Fourth Person's) PARTICULARS

Given Name(s)		Family Name	
Address 1			
Address 2			
Suburb		State	Postcode
Phone No	Work	Mobile	Home
Email		Gender	
Date of Birth	Place of Birth	Family Name at Birth	Australian Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No

## DOCUMENTS TO CONFIRM YOUR IDENTITY

Drivers Licence No	State of Issue	Passport No	Country of Issue
Medicare Card No	Ref No	Colour	Expiry Date
Other ID			

Vehicle Type & Registration No

Anything else to support Your Application

Smoker  Yes  No

Personal References

a) NAME  TELEPHONE

b) NAME  TELEPHONE

(i) Name of current lessor or **managing agent** to whom rent is paid

Phone No

Address

Rental Paid \$  Period Rented From  To

Reason for leaving

(ii) Previous address of Applicant

Name of previous lessor or managing agent to whom rent was paid

Phone No

Address

Rental Paid \$  Period Rented From  To

Reason for leaving

(iii) Occupation  (Note: Your Employer may be contacted to verify employment)

Employer  Phone No

Period of Employment  Wage \$

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

Explanation if no employment:

(iv) Next of Kin (Note: These people may be contacted to verify particulars)

First Next of Kin NAME  TELEPHONE

ADDRESS

Second Next of Kin NAME  TELEPHONE

ADDRESS

Emergency Contact (name and address and telephone) [Note: These people may be contacted to verify particulars.]

First Contact NAME  TELEPHONE

ADDRESS

Second Contact NAME  TELEPHONE

ADDRESS

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CONDITIONS:

[Large empty rectangular box for entering conditions]

**By Signing this document You are making an application to enter into a Residential Tenancy Agreement in relation to the Premises.  
Your Application may or may not be successful.**

Your Signature ( **First Person** )  Date

Your Signature ( **Second Person** )  Date

Your Signature ( **Third Person** )  Date

Your Signature ( **Fourth Person** )  Date

## OPTION FEE

Should the owner not accept your application your option fee will be refunded into a nominated account within 5 business days, please provide us with the following information in order to process the refunds promptly.

TO RENT Property Address:

Name/s of

Applicant/s:

Phone Number:

Mobile:

Home Address:

Financial Institution:

Name of Account:

BSB:

Account Number:

Option Fee Paid:\$

Date Paid:

Signed Applicant:

Date:

Signed Applicant:

Date:

Signed Applicant:

Date:

Signed Applicant:

Date:

### For Office Use Only

OPTION FEE TO BE: REFUNDED  TRANSFERRED TO TENANT CARD

Receipt No: ..... Date Received: ..... Amount Received: \$.....

Approved by Property Manager: ..... (Signature)

Date of approval: .....

### Trust Account Department

OPTION FEE HAS BEEN: REFUNDED  TRANSFERRED TO TENANT CARD

Date of Refund/Transfer: ..... Amount \$.....

Signed by Trust Account Operator: ..... (Signature)

# Credit Card Payment Authorisation Form

Complete in full before processing payment online.  
For ongoing rent payments, complete a Rental Rewards Registration Form.



## 1. Customer Details:

First Name:		Surname:	
Address:			
Suburb:	Postcode:	Mobile:	
Email Address:			

## 2. Payment Details:

\$   
Payment Amount

## 3. Credit/ Debit Card Details:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Card Type:       Expiry Date:  /

Name On Card: \_\_\_\_\_ Card Verification No.:

*Visa/MC: Last 3 digits on card back. AMEX: 4 digits on card front. AGENT: Obscure card verification number once payment processed.*

I confirm that this information is true and correct & I authorise the debit of my credit/debit card for the amount stated above. I understand that a non-refundable card convenience fee applies to all transactions; most cards: 1.76%, some cards (e.g. premium/ international): 2.64%. I am aware that any future queries about this transaction must be raised directly with this Real Estate Agent office. Note: This transaction will appear on your card statement as: **"REAL ESTATE PAYMENT-RR, AUSTRALIA"**

\_\_\_\_\_  
Cardholder Signature

## Payment Type:

Property Management:  Option Fee  Rent  Bond  
Sales:  Advertising  Deposit  Selling Fees  
Strata Manager:  Strata Levies

Other: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property Manager/Sales Rep: \_\_\_\_\_

## AGENT OFFICE USE ONLY:

Payment Processed By:	<input type="text"/>	Processing Date:	<input type="text"/> <input type="text"/> <input type="text"/>
Trust Account Receipt Number:	<input type="text"/>	Web Authorisation No:	<input type="text"/>

Payments Processed Via:

