

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

### **IMPORTANT – PLEASE READ**

#### APPLICATION CHECKLIST

Before submitting your application, please make sure you have met the following criteria.

- Read and initial Page 2.
- Sign at the bottom and also initial section regarding return of the option fee on Page 6.
- Read and sign “Annexure A” at the bottom of each page (4 pages in total).
- Present current Driver’s License and/or Passport at time of handing in application. Photo ID is vital.
- If self employed, proof of income must be provided. (i.e. Current bank statement for the past 3 months.
- VISA and Passport details if applicable (i.e. Photo identification page and page notating entitlement to remain in Australia, and/or documentation of approved 457 working VISA whichever would apply to your current situation.)

Thank you

**PLEASE NOTE THAT THIS APPLICATION IS DUE INTO THE OFFICE OF  
ROSS HUGHES PROPERTY BEFORE 11:00AM ON THE NEXT BUSINESS  
DAY FOLLOWING INSPECTION OF THE PROPERTY.**

**A HOLDING DEPOSIT IN CASH ONLY TOTALLING ONE WEEKS RENT  
MUST ALSO BE SUPPLIED WITH THE APPLICATION FORM.**

**PLEASE ENSURE THAT YOU BRING IN THE EXACT AMOUNT OF  
YOUR DEPOSIT I.E THE EXACT AMOUNT OF ONE WEEKS RENT**

## 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  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

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

### 30. 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 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

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

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

- a) If your application is accepted, telephone, gas (where applicable) and electricity services must be put into your name at least 48 hours prior to signing the lease, as delays occur.
- b) Annexure "A" attached forms part of this application.

The applicant(s) acknowledges that should the need arise for the option fee to be refunded, this will be done in the form of a cheque payable to Applicant 1 (as notated on the application form). Alternatively funds will be transferred electronically to the nominated bank account as advised below.

Account Name.....

BSB.....

Account Number .....

.....(initials)

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

Applicant's signature	<input type="text"/>	Date	<input type="text"/>
Applicant's signature	<input type="text"/>	Date	<input type="text"/>
Applicant's signature	<input type="text"/>	Date	<input type="text"/>

(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  /  /

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

**Your action:**

1. Complete application
2. Submit application with 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, then you will forfeit the option fee.

## SPECIAL CONDITIONS

### *'Annexure A'*

1. Information collected by the agent for example but not limited to property condition and routine inspection reports are necessary to manage the tenancy. The information collected in these reports may be disclosed to other parties as permitted by the Privacy Act 1988 including to the landlord, other agents and operators of tenancy reference data bases. Information already held on tenancy reference data bases may also be disclosed to us. If you would like to contact us or access the personal information we hold, you can do so by contacting us at 884 Canning Highway, Applecross WA 6153; Telephone (08) 9364 5199; Facsimile (08) 9364 5159; or Email [ghopkins@rhproperty.com](mailto:ghopkins@rhproperty.com). You can also correct this information if it is inaccurate, incomplete or out of date. If the information is not provided, we may not be able to manage the tenancy effectively.
2. Upon vacation, the carpets are to be professionally cleaned at the expense of the tenant(s) by a contractor approved by Ross Hughes Property or additional cleaning may be required at the expense of the tenant(s) upon vacating. A receipt for cleaning must be produced upon return of all keys to the agent.
3. The tenant(s) agrees to only park in the bay allocated to the property at all times and agrees not to park on the lawn areas at any time.
4. Electricity services **must** be transferred into your name upon occupancy and disconnected upon vacating. If the utilities are sub-metered the tenant(s) acknowledges and agrees that the electricity and gas accounts are supplied to the Property Manager (Ross Hughes Property) and that these accounts will be invoiced direct to the tenant(s) by Ross Hughes Property with payment to be made to Ross Hughes Property office within seven (7) days.
5. The tenant(s) acknowledge and agrees to the agent advertising the availability of the premises during any notice period and allowing inspections for prospective tenants during normal business hours. Twenty four (24) hours verbal notice is to be given to the current tenant(s) of such inspection.
6. The tenant(s) agrees to arrange an extension of lease (with the owner's consent) at least twenty one (21) days prior to the expiry of this lease, or if the tenant remains in possession following expiry on a periodic basis, clause 14 of the Lease Schedule will apply.
7. The tenant(s) is aware that any rubbish left in or around the property at vacation shall be removed at the expense of the tenant(s).
8. The tenant(s) agrees to use drip trays on the driveways/carport areas to prevent oil damage. Drip trays to be purchased at the expense of the tenant(s).
9. Pot plants are not to stand directly on the floors at any time. Any floor damage will be repaired/replaced at the expense of the tenant(s).

Signed by the tenant \_\_\_\_\_

Date: \_\_\_\_\_



10. 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.
11. The tenant(s) has viewed the property and accepts the property in the condition as inspected.
12. A fee of \$30.00 will apply for any cheques not met on first presentation. The owner/agent reserves the right not to accept the tenant's cheques should they be dishonoured on more than one occasion.
13. The tenant(s) acknowledges and agrees that should they wish to vacate the premises before the end of the tenancy, permission may be granted with payment of the following:
  - .. Payment of rent and all other outgoings on the property until it is re-let
  - .. Reimbursement of the unexpired portion of the owner's letting fee
  - .. Reimbursement to the owner for the cost of the inspection/inventory fee - \$165.00
  - .. Advertising costs - \$55.00 to be paid in advance
  - .. Upkeep of the property until it is re-let
14. The tenant(s) acknowledges that any accounts levied by Ross Hughes Property (for example water consumption) are payable within fourteen (14) days.
15. The tenant(s) agrees not to place any hot objects directly onto any surfaces such as bench tops, carpet or linoleum.
16. The tenant(s) acknowledges that the burning of candles inside the property is not allowed (unless a power failure should occur). Should this clause not be adhered to, any damage caused by the burning of candles will be rectified at the cost of the tenant (including painting).
17. The tenant(s) is not permitted to use blue tac, glow in the dark stickers or 3M removal wall hooks. Prior written permission from the owner/agent must be given to install additional hooks.
18. Monitoring of the alarm system if required is the tenant responsibility.
19. The tenant agrees not to keep unlicensed vehicles on the property.
20. The tenant(s) agrees to notify the Agent of any changes to home or work telephone contact numbers within seven (7) days of occurrence.
21. Noise is to be kept to a minimum so as not to disturb other residents.
22. The tenant(s) herein acknowledges and agrees that it is not the agents responsibility to assist in after hours calls in relation to misplacement of keys.
23. The tenant(s) agrees that neither they nor visitors will smoke cigarettes inside the main dwelling.
24. The tenant(s) agrees the curtains must be dry-cleaned and the property deodorized at the tenants expense should there be excessive cooking odours in the property.

Signed by the tenant \_\_\_\_\_

25. Refrigerated air conditioner systems need to have the air filters cleaned on an annual basis by the tenant(s) by removing the cover and vacuuming the filter.
26. The tenant(s) acknowledge that the property is not to be sublet at any time.
27. It is the responsibility of the tenant to provide their own shower curtain and to ensure that adequate protection against water damage to the owner's fittings (ie cabinets) is conducted at all times.
28. The tenant(s) acknowledges that care must be taken if polished boards are at the property with felt under all furniture items. Excessive water or spills to floating boards must be cleaned up immediately as this has the potential to cause damage (warping) which will be the tenants responsibility for replacement should this occur.
29. The tenant(s) acknowledges that care must be taken if vinyl floors are at the property with felt under all furniture items. Sharp or moving heavy objects on the vinyl will damage it. Should damage occur it will be the tenants responsibility for replacement.
30. It is the responsibility of the tenant(s) to set, maintain and check the reticulation system (including sprinkler heads) regularly if installed at the property. Should the reticulation system break down, it is the responsibility of the tenant(s) to ensure the lawns and gardens are adequately hand watered.
31. The tenant(s) acknowledges that unless advised otherwise in writing by Ross Hughes Property, no fireplaces are to be used at any time.
32. Should an appliance (eg air conditioner, refrigerator, dishwasher, heater) provided at the property break down, it will not necessarily be repaired by the owner. This clause does not apply to hot water systems, hotplates or ovens. Should the disrepair be caused by the tenant(s), the cost of repairs will be borne by the tenant(s).
33. The tenant(s) acknowledges that if window locks are not present at the inspection they will not be organised at the owner's expense. The tenant(s) has satisfied themselves of their own insurance requirements.
34. The tenant(s) may pay rental and other items charged in accordance with this lease via the BPAY system. Ross Hughes Property Biller Code is **231621** and the tenant(s) reference number is \_\_\_\_\_. Should the tenant(s) fail to remit rental in accordance with this lease, a charge of \$1.10 per transaction will apply for each payment.
35. It is agreed that the tenant(s) is permitted to keep (specify how many and what type of pet/s) at the property on the basis that the property is professionally sprayed internally and externally for fleas upon vacating or earlier if requested by the owner or Ross Hughes Property. A receipt is to be produced on return of keys to the office. A pet bond of \$260.00 is payable at the commencement of the lease and will be held for six (6) weeks following vacation.
36. The tenant(s) agrees to abide by the Strata Company by laws (a copy of the standard by laws is enclosed) noting they may change from time to time.
37. For fixed term twelve (12) month leases the tenant(s) acknowledge that the rent is to be reviewed six (6) months from the date of commencement with any increase to be no greater than \$15.00 per week.

Signed by the tenant \_\_\_\_\_

38. If the property is fully furnished and beds are supplied, the tenant(s) acknowledges and agrees that a new mattress protector has been supplied for their use at the beginning of the tenancy and agrees to provide a new replacement mattress protector when they vacate the property.
39. The tenant(s) acknowledges and agrees to keep clean and in good serviceable and working order the pool and/or spa and all its ancillary equipment and apparatus including supply of chemicals. In the event the land lord or agent is dissatisfied with the standard maintained by the tenants(s) then the tenant(s) agrees to the agent engaging an outside swimming pool and/or spa contractor to attend to the premises the cost of which will borne by the tenant(s) and added to the regular rent sum.

When vacating the property an inspection report from a pool and/or spa shop is to be provided at the expense of the tenant(s) stating the water is on healthy condition and the equipment is in good working order. This report is to be passed to the managing agent with the return of the keys.

Signed by the tenant \_\_\_\_\_

Ross Hughes Property

884 Canning Highway, Applecross Western Australia 6153 PO Box 884 Canning Bridge WA 6153

T: 08 9364 5199 F: 08 9364 5159 E: info@rhproperty.com W: www.rhproperty.com

Licensee: RH Property Pty Ltd ABN 73 909 839 031

R E I W A

## Pet Application form

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

Applicant(s): \_\_\_\_\_

Date: \_\_\_\_\_

We request the landlord's permission to keep a pet, as detailed below, on the premises:

Type (eg: dog/cat) \_\_\_\_\_

Breed \_\_\_\_\_

Size \_\_\_\_\_ Weight \_\_\_\_\_

Colour \_\_\_\_\_ Puppy / Adult / Elderly **(Circle one)**

I/We agree to comply with the following strict conditions:

- To keep the yard clean and free from animal droppings.
- That, upon vacation, we will arrange for professional flea fumigation of the property immediately prior to vacating the premises and provide a receipt to the agent.
- We will not allow the animal inside the residence.
- We will repair any damage to the premises caused by the animal, to the owners/agents satisfaction.
- Other than any pet listed above and approved by the owner, we will not keep any other animals of any kind on the rental premises, (even on a short-term or temporary basis), including dogs, cats, birds, fish, reptiles, or an other animals.
- We agree that this agreement is only for the specific pets described above and we will not substitute or "petsit" any other pet, and we will remove any of the pet's offspring within 30 days of birth (should this occur).
- We agree to abide by all local, city or state laws, licensing and health requirements regarding pets.
- The pet shall not cause any sort of nuisance or disturbance to neighbours. We agree to do whatever is necessary to keep our pet from making noise that would annoy others, and we will take steps to immediately rectify complaints made by neighbours or other tenants.
- We further understand that should approval for the pet mentioned above be given by the owner, a pet bond of \$260.00 (to be held with your existing bond) will be payable within seven (7) days of approval. This pet bond will be held for 6 weeks following vacation.

We understand that failure to comply with these terms shall give the owner the right to revoke permission to keep the pet, and is also grounds for further action.

Yours sincerely,

Applicant(s) signature: \_\_\_\_\_

Dated: \_\_\_\_\_