



## **APPLICATION TO ENTER INTO RESIDENTIAL TENANCY AGREEMENT**

### **Identification Required:**

100 points of ID is required and can be satisfied by providing one primary document and two secondary documents.

#### Primary:

- Passport (70 points),
- Birth Certificate (70 points)
- Citizenship Certificate (70 points)

#### Secondary:

- Copy of Credit Card (25 points),
- Utility Bill (25 points)
- Copy of Medicare Card (25 points)
- Copy of Australian Driver's Licence (40 points)

### **Proof of Income Required. Only One of the Below is Required.**

- Last two payslips.
- Employment contract.
- One month's bank statement

Applicants must inspect the inside of the property prior to being approved.

All parties will be required to attend a sign-up appointment within 24-48 hours of acceptance if possible.

East Victoria Park Office  
2/900 Albany Highway  
East Victoria Park WA 6101  
PO Box 5347, East Victoria Park WA 6101  
P 08 9269 6100  
F 08 6315 2690  
E [eastvictoriapark@rmaproperty.com.au](mailto:eastvictoriapark@rmaproperty.com.au)

Bunbury Office  
149 Victoria Street  
Bunbury WA 6230  
PO Box 1794, Bunbury WA 6231  
P 08 9792 7444  
F 08 9792 4044  
E [bunbury@rmaproperty.com.au](mailto:bunbury@rmaproperty.com.au)

Port Kennedy Office  
23-24/397 Warnbro Sound Avenue  
Port Kennedy WA 6172  
PO Box 7299, Secret Harbour WA 6173  
P 08 9523 5800  
F 08 9523 5811  
E [portkennedy@rmaproperty.com.au](mailto:portkennedy@rmaproperty.com.au)

Mt Ommaney Office  
Suite 2/20 Bogong Street  
Riverhills QLD 4074  
P 07 3279 6907  
E [mtommaney@rmaproperty.com.au](mailto:mtommaney@rmaproperty.com.au)

## APPLICANTS INFORMATION

### TENANCY DETAILS

Property Address: .....

The period you require the tenancy for is ..... months starting date ..... ending date .....

At a rent of ..... per week

Total number of persons to occupy the Premises      Adults ..... Children ..... Ages .....

Pets -            Type of Pet ..... Number ..... Breed ..... Age .....

                  Type of Pet ..... Number ..... Breed ..... Age .....

Do you intend applying for a residential tenancy bond from a State Government Department? Yes  No

If yes bond amount \$..... Department .....

Special Conditions (If Required)

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**Note:** The lessor is not obliged to accept any of the Special Conditions.

**APPLICANT 1**

Name: .....  
(Given Names) ..... (Surname)

Present Address: .....

Phone No Work: ..... Phone No Home: ..... Mobile: .....

Email: ..... Date of Birth: ..... Australian Citizen: Yes  No

Drivers Licence No: ..... State: ..... Passport No: .....

Other ID: ..... Vehicle Type & Registration No: .....

Anything Else to Support Your Application: .....

..... Smoker: Yes  No

**PERSONAL REFERENCES *(Note: Not to be Friends or Family)***

a) .....  
Name Telephone

b) .....  
Name Telephone

Name of Current Lessor or Managing Agent: ..... Phone No: .....

Address: ..... Rent Paid: .....

Reason For Leaving: ..... Rented From: ..... To: .....

Previous Address of Applicant: .....

Name of Previous Lessor or Managing Agent: ..... Phone No: .....

Address: ..... Rent Paid: .....

Reason For Leaving: ..... Rented From: ..... To: .....

**OCCUPATION *(Note: Your Employer may be contacted to verify employment)***

Employer: ..... Period of Employment: .....

Phone No: ..... Annual Salary: .....

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

.....

Explanation if no employment: .....

***Note: Please attach a copy of last pay slip and if self-employed a statement of income must be provided.  
If receiving Centrelink Benefits, a statement of income from Centrelink must be provided.***

**NEXT OF KIN *(Note: These people may be contacted to verify particulars)***

First Next of Kin: .....  
Name Address Telephone

Second Next of Kin: .....  
Name Address Telephone

**APPLICANT 2**

Name: .....  
(Given Names) (Surname)

Present Address: .....

Phone No Work: ..... Phone No Home: ..... Mobile: .....

Email: ..... Date of Birth: ..... Australian Citizen: Yes  No

Drivers Licence No: ..... State: ..... Passport No: .....

Other ID: ..... Vehicle Type & Registration No: .....

Anything Else to Support Your Application: .....

..... Smoker: Yes  No

**PERSONAL REFERENCES (Note: Not to be Friends or Family)**

a) .....  
Name Telephone

b) .....  
Name Telephone

Name of Current Lessor or Managing Agent: ..... Phone No: .....

Address: ..... Rent Paid: .....

Reason For Leaving: ..... Rented From: ..... To: .....

Previous Address of Applicant: .....

Name of Previous Lessor or Managing Agent: ..... Phone No: .....

Address: ..... Rent Paid: .....

Reason For Leaving: ..... Rented From: ..... To: .....

**OCCUPATION (Note: Your Employer may be contacted to verify employment)**

Employer: ..... Period of Employment: .....

Phone No: ..... Annual Salary: .....

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

.....

Explanation if no employment: .....

**Note: Please attach a copy of last pay slip and if self-employed a statement of income must be provided.  
If receiving Centrelink Benefits, a statement of income from Centrelink must be provided.**

**NEXT OF KIN (Note: These people may be contacted to verify particulars)**

First Next of Kin: .....  
Name Address Telephone

Second Next of Kin: .....  
Name Address Telephone

**APPLICANT 3**

Name:.....  
(Given Names) (Surname)

Present Address: .....

Phone No Work: ..... Phone No Home: ..... Mobile: .....

Email:..... Date of Birth: ..... Australian Citizen: Yes  No

Drivers Licence No: ..... State: ..... Passport No: .....

Other ID: ..... Vehicle Type & Registration No: .....

Anything Else to Support Your Application: .....

..... Smoker: Yes  No

**PERSONAL REFERENCES (Note: Not to be Friends or Family)**

a) .....  
Name Telephone

b) .....  
Name Telephone

Name of Current Lessor or Managing Agent: ..... Phone No: .....

Address: ..... Rent Paid: .....

Reason For Leaving: ..... Rented From: ..... To: .....

Previous Address of Applicant: .....

Name of Previous Lessor or Managing Agent: ..... Phone No: .....

Address: ..... Rent Paid: .....

Reason For Leaving: ..... Rented From: ..... To: .....

**OCCUPATION (Note: Your Employer may be contacted to verify employment)**

Employer: ..... Period of Employment: .....

Phone No: ..... Annual Salary: .....

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

.....

Explanation if no employment: .....

**Note: Please attach a copy of last pay slip and if self-employed a statement of income must be provided.  
If receiving Centrelink Benefits, a statement of income from Centrelink must be provided.**

**NEXT OF KIN (Note: These people may be contacted to verify particulars)**

First Next of Kin: .....  
Name Address Telephone

Second Next of Kin: .....  
Name Address Telephone

**By signing this document you are making an application to enter into a Residential Tenancy Agreement in relation to the premises.**

**You declare that you are over 18 years of age, you are not bankrupt and that all of the information supplied in this Application is true and correct and is not misleading in anyway. Your application may or may not be successful.**

**Your Signature** (First Person): ..... **Date:** .....

**Your Signature** (Second Person): ..... **Date:** .....

**Your Signature** (Third Person): ..... **Date:** .....

**INFORMATION FOR TENANT**

Thank you for your application to rent. Please ensure that your application is fully completed to ensure prompt processing

**If your application is successful, prior to signing the lease we require the first two weeks rent and bond amount (equivalent to 4 weeks rent plus pet bond if applicable) to be paid by either Australian Money Order or Bank Cheque prior to signing your lease and keys being provided.**

Monies required to be paid in full prior to taking possession of the property.

All tenants must sign the lease and pay the total monies owing prior to the keys being handed over.

All applications received are subject to the landlord's approval.

If you require a telephone line connected to the premises it is your responsibility to make enquiries with a telephone provider/company for this information. You will be responsible for making any telephone connections and/or line connections.

The owner/agent makes no warranties that the previous occupants have or have not had a telephone connection during their occupation of the premises.

If you are applying for a Bond from a State Government Department ie. Ministry of Housing Bond, our office policy is to receive all monies prior to moving any tenants into the property. This means you can either pay your monies by Bank Cheque, Australian Money Order or provide in writing confirmation of authority from the Government Department concerned confirming payment of the bond and rent from that department to Rental Management Australia. Alternatively you may be able to delay your lease commencement date until the agency is in receipt of full payment of the security bond, (subject to the owners approval).

You acknowledge that you have inspected the Premises and you will accept possession of the Premises in the condition it was in as at the date of inspection.

Please note that if your application is unsuccessful, the owner/agent is not obliged to explain why your application was not accepted.



**PRIVACY DISCLOSURE STATEMENT OF  
RENTAL MANAGEMENT AUSTRALIA PTY LTD T/AS RENTAL MANAGEMENT AUSTRALIA**

23-24/397 Warnbro Sound Avenue, Port Kennedy WA 6172  
Phone: (08) 9523 5800 Fax: (08) 9523 5811

2/900 Albany Highway, East Victoria Park WA 6101  
Phone: (08) 9269 6100 Fax (08) 6315 2690

149 Victoria Street, Bunbury WA 6230  
Phone: (08) 9792 7444 Fax: (08) 9792 4044

Suite 2/20 Bogong Street, Riverhills QLD 4074  
Phone: (07) 3279 6907

Rental Management Australia Pty Ltd are bound by the Australian 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/letting agents, current employer, and referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use the databases National Tenancy Database and TICA Default Tenancy Control Pty Ltd. You can find out more information about this database from their website at [www.tica.com.au](http://www.tica.com.au). TICA can be contacted by phone on 1902220346 or by fax or by mail to PO Box 120, Concord NSW 2137 (stamped self-addressed envelope to be included). 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 lease agreement relates. We may disclose your details to service providers relevant to the tenancy relationship including gas, electricity, water, maintenance contractors and the landlord's insurers.

The tenant is invited to review a copy of the complete terms of the Agent's Privacy Policy enacted pursuant to the Privacy Act, 1988. Further details regarding the purposes for which the information is collected, the disclosures that are usually made of personal information collected by the Agent, the situations where the Agent is required to collect information by law, and any disclosure of information that may be made by the Agent overseas, can be obtained from the more detailed collection notice on the Agent's website.

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.

**PRIVACY CONSENT**

I, the tenant acknowledge that I am over 18 years of age, I have read and understand the Privacy Notice of Rental Management Australia Pty Ltd Trading as Rental Management Australia, I authorise Rental Management Australia to collect information about me from:

My previous letting agents and or landlords and their insurers;

My personal referees; and Any tenant default database, which may contain personal information about me. I also authorise Rental Management Australia to disclose details about any defaults by me under the tenancy to which this application relates, to any tenancy default database to which Rental Management Australia subscribes.

I also authorise Rental Management Australia to refer my details to any arranger of utilities (to arrange connection or transfer of telephone, gas, electricity, water, furniture etc.).

**Tenant Signed:** .....

**Tenant Signed:** .....

**Witness:** .....

**Witness:** .....

**Date:** .....

**Date:** .....

**Tenant Signed:** .....

**Witness:** .....

**Date:** .....