

Copy to Applicant YES/NO

Receipt Number:

Email: reception@gowre.com.au



1/18 Jersey Street
Jolimont, WA, 6014

Ph: (08) 6389 7777
Fax: (08) 6389 7750

EXPLANATION FOR APPLICANTS

Only complete an application and pay the option fee if you are sure that you want to enter into a Residential Tenancy Agreement with the lessor(s) for the particular premises, or to hold the premises for a period.

The form "STANDARD APPLICATION AND OFFER OF OPTION TO LEASE RESIDENTIAL PREMISES" is not the Residential Tenancy Agreement; it is your offer to the lessor(s) to lease the premises.

The purpose of this form is:

- 1) To inform the lessor(s) of our details, and your requirements for the Residential Tenancy Agreement. 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 provided photographic identification (Passport or Driver's License)
- 2) Proof of last residential address is required (Telstra Bill, Electricity Bill, Gas Bill, Rental Receipts, Copy of Previous Tenancy Agreement)
- 3) On approval of your application, all monies due MUST be paid in full in advance before or at the time of signing the Residential Tenancy Agreement. Method of payment is by Bank Cheque, Money Order, EFTPOS or Credit Card (A 2% surcharge applies to Credit Cards and Most Debit Cards).
- 4) Applications will only be processed on a complete application.
- 5) Rent can be paid by BPay, EFTPOS or Credit Card (A 2% surcharge applies to Credit Cards and Most Debit Cards).

Our office reserves the right to allow for any changes or additions 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 when Advised |
| Lessors' Action: | 3) Accept or Reject your Application |
| Your Action: | 4) If Application is accepted, then you have a period of time to enter into the Residential Tenancy Agreement as agreed by the Lessor(s) |
| | 5) Pay monies required and attend our office to sign the Residential Tenancy Agreement and collect the Keys. No possessions till all monies are paid and the Residential Tenancy Agreement is signed. |

DETAILS

Premises

Tenant 1

.....
Name

.....
Phone Number

Tenant 2

.....
Name

.....
Phone Number

Tenant 3

.....
Name

.....
Phone Number

STANDARD APPLICATION AND OFFER OF OPTION TO LEASE RESIDENTIAL PREMESIS

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(s))

TENANCY DETAILS

1. PREMISES
.....
.....
2. YOU REQUIRE THE TENANCY FOR A PERIOD OF MONTHS. FROM TO
3. AT A RENTAL RATE OF \$ PER WEEK / FORTNIGHT / MONTH
4. TOTAL NUMBER OF PERSONS TO OCCUPY THE PREMISES
ADULT(S) AGE
CHILDREN AGE
5. PET(S)
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 ☐ \$50 (IF RENT IS \$500/WEEK OR LESS) ☐ \$100 (IF RENT IS \$501-\$1,200/WEEK OR LESS) ☐ \$1200 (IF RENT IS GREATER THEN \$1,200/WEEK)
8. IF OFFER ACCEPTED, PERIOD OF OPTION BUSINESS DAYS FROM ACCEPTANCE OF APPLICATION (SEE ITEM 31)
AMOUNTS PAYABLE (IF OPTION IS EXERCISED AND LEASE ENTERED INTO)
9. SECURITY DEPOSIT BOND OF \$ 4 WEEKS RENT
10. PET BOND (IF APPLICABLE) \$ 260.00
11. INITIAL RENT TO / / \$ 2 WEEKS RENT
12. OTHERS \$
13. TOTAL DUE \$
14. OPTION FEE (SEE ITEM 7) \$
15. BALANCE OWING \$ PAYABLE ON OR BEFORE THE LEASE COMMCEMENT DATE
16. YOUR BANK DETAILS (FOR RETURN OF OPTION FEE IF UNSUCCESSFUL)
ACCOUNT NAME
BANK
BSB - ACCOUNT NUMBER

Note: Bank Cheque, Money Order, EFTPOS or Credit Cards only (A 2% surcharge applies to Credit Cards and Most Debit Cards). DO NOT BRING CASH TO THE OFFICE.

CONDITIONS RELEVANT TO MAKING AN APPLICATION AND OFFER

17. The amounts referred to in Items 9 to 15 are payable upon the Applicant(s) signing the Residential Tenancy Agreement and/or prior to taking possession of the Premises.
18. The Applicant(s) will not be entitled to occupation of the Premises until:
- 18.1 Vacant possession is provided by the current occupant(s) of the Premises;
- 18.2 The Residential Tenancy Agreement is signed by the Applicant(s); and
- 18.3 The payment of all monies due to be paid by the Applicant(s) as stated on the Application prior to occupation of the Premises.
19. The Applicant(s) are not bankrupt and they each declare that all of the information supplied in the Applicants' Particulars are true and correct and are not misleading in any way.
20. The Applicant(s) acknowledges having inspected the Premises and if the Option is exercised, will accept possession of the Premises in the condition as it was at the date of inspection.
21. Upon the exercise of the option by the Applicant(s), the Applicant(s) will execute the Residential Tenancy Agreement. The Residential Tenancy Agreement shall be the "Residential Tenancy Agreement"; including any special conditions included and/or attached to this Application and the payment of all monies referred to in items 9 to 15.
22. The Applicant(s) agrees to pay the rent one period in advance of the due date except for the first two weeks rent.
23. The Applicant(s) acknowledges that they are responsible for their own contents. The Applicant(s) 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(s) acknowledges and agrees that the Lessor(s) will carry out all inspections of the Premises during normal business hours.
25. All acts and things which the Lessor(s) is required or empowered to do may be done by the Lessor(s) or their appointed Property Manager. Notices to the Lessor(s) must be served on the Lessors' Property Manager unless otherwise directed by the Lessor(s).
26. The Applicant(s) makes this Application and Offer jointly and severally. Service of any notice(s) to any one Applicant shall be deemed to be service on them all.

PRIVACY

The Applicant(s) _____

27. Agrees that for the purpose of this Application, the Lessor(s) and/or Property Manager may make enquiries of the Applicant(s), and also make enquiries of other persons or agencies as the Lessor(s) may see fit.
28. The personal information the prospective Tenant(s) provides in this Application or collected from other sources is necessary for the Agent to verify the Applicants' identity, to process and evaluate the Application and to manage the tenancy. Personal information collected about the Applicant(s) 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(s) enters into a Residential Tenancy Agreement, and if the Applicant(s) fails to comply with their agreement, the failure to comply and other relevant personal information collected about the Applicant(s) 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 PROPERTY**. 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 | _____ Date | _____ Signature Applicant 2 | _____ Date |
| _____ Signature Applicant 3 | _____ Date | | |

OFFER TO OPTION TO LESSOR(S)

29. The Applicant(s) offer to the Lessor(s) an Option to lease the Premises. The Option to lease is created by the Lessor(s)' notification to the Applicant(s) whether in writing or not that the Application and Offer is accepted by the Lessor(s). 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 Lessor(s) and continues for the number of business days referred to in item 8, or if none, then by 4pm on the 2nd business day after the acceptance of the Application and Offer.
30. The Option is exercised by the Applicant(s) either;
- 30.1 executing the Residential Tenancy Agreement; or
- 30.2 taking possession of the Property with the Lessor(s)' consent; or
- 30.3 giving notice in writing to the Lessor(s) exercising the Option; whichever occurs first.
31. If the Option is exercised by the Applicant(s), then the Option fee paid is credited to the rental payable pursuant to the Residential Tenancy Agreement. If not exercised, then the Option fee is the property of the Lessor(s) pursuant to section 27(2)(a) of the *Residential Tenancies Act 1987*.
32. The Applicant(s) 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 Lessor(s) is the Lessors' absolute discretion.

Note: 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 NUMBER (WORK) PHONE NUMBER (HOME)

MOBILE EMAIL

DATE OF BIRTH NATIONALITY

DOCUMENTS TO CONFIRM YOUR INDENTITY

DRIVER'S LICENSE NUMBER STATE PASSPORT NUMBER

OTHER ID

PROOF OF IDENTIFICATION
(SUCH AS LICENSE NUMBER/BANK CARD ETC.)

VEHICLE TYPE REGISTRATION

ANYTHING ELSE TO SUPPORT YOUR APPLICATION

SMOKER YES ☐ NO ☐

PERSONAL REFERENCES

a)
NAME PHONE NUMBER RELATIONSHIP

b)
NAME PHONE NUMBER RELATIONSHIP

i) NAME OF CURRENT LESSOR(S) OR MANAGING AGENT TO WHOM RENT IS PAID

ADDRESS

PHONE NUMBER

RENTAL PAID \$ PERIOD RENTED FROM TO

REASON FOR LEAVING

ii) PREVIOUS ADDRESS OF APPLICANT

NAME OF PREVIOUS LESSOR(S) OR MANAGING AGENT TO WHOM RENT IS PAID

ADDRESS

PHONE NUMBER

RENTAL PAID \$ PERIOD RENTED FROM TO

REASON FOR LEAVING

iii) OCCUPATION

EMPLOYER PERIOD OF EMPLOYMENT

PHONE NUMBER 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 PERSON
NAME PHONE NUMBER RELATIONSHIP

SECOND PERSON
NAME PHONE NUMBER RELATIONSHIP

v) EMERGENCY CONTACT (NOTE: THESE PEOPLE MAY BE CONTACTED TO VERIFY PARTICULARS)

FIRST PERSON
NAME PHONE NUMBER RELATIONSHIP

SECOND PERSON
NAME PHONE NUMBER RELATIONSHIP

34. SECOND APPLICANT'S PARTICULARS

NAME
SURNAME FIRST NAME MIDDLE NAME

PRESENT ADDRESS

PHONE NUMBER (WORK) PHONE NUMBER (HOME)

MOBILE EMAIL

DATE OF BIRTH NATIONALITY

DOCUMENTS TO CONFIRM YOUR IDENTITY

DRIVER'S LICENSE NUMBER STATE PASSPORT NUMBER

OTHER ID

PROOF OF IDENTIFICATION
(SUCH AS LICENSE NUMBER/BANK CARD ETC.)

VEHICLE TYPE REGISTRATION

ANYTHING ELSE TO SUPPORT YOUR APPLICATION

SMOKER YES ☐ NO ☐

PERSONAL REFERENCES

a)
NAME PHONE NUMBER RELATIONSHIP

b)
NAME PHONE NUMBER RELATIONSHIP

i) NAME OF CURRENT LESSOR(S) OR MANAGING AGENT TO WHOM RENT IS PAID

ADDRESS

PHONE NUMBER

RENTAL PAID \$ PERIOD RENTED FROM TO

REASON FOR LEAVING

ii) PREVIOUS ADDRESS OF APPLICANT

NAME OF PREVIOUS LESSOR(S) OR MANAGING AGENT TO WHOM RENT IS PAID

ADDRESS

PHONE NUMBER

RENTAL PAID \$ PERIOD RENTED FROM TO

REASON FOR LEAVING

iii) OCCUPATION

EMPLOYER PERIOD OF EMPLOYMENT

PHONE NUMBER 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 PERSON
NAME PHONE NUMBER RELATIONSHIP

SECOND PERSON
NAME PHONE NUMBER RELATIONSHIP

v) EMERGENCY CONTACT (NOTE: THESE PEOPLE MAY BE CONTACTED TO VERIFY PARTICULARS)

FIRST PERSON
NAME PHONE NUMBER RELATIONSHIP

SECOND PERSON
NAME PHONE NUMBER RELATIONSHIP

35. THIRD APPLICANT'S PARTICULARS

NAME
SURNAME FIRST NAME MIDDLE NAME

PRESENT ADDRESS

PHONE NUMBER (WORK) PHONE NUMBER (HOME)

MOBILE EMAIL

DATE OF BIRTH NATIONALITY

DOCUMENTS TO CONFIRM YOUR IDENTITY

DRIVER'S LICENSE NUMBER STATE PASSPORT NUMBER

OTHER ID

PROOF OF IDENTIFICATION
(SUCH AS LICENSE NUMBER/BANK CARD ETC.)

VEHICLE TYPE REGISTRATION

ANYTHING ELSE TO SUPPORT YOUR APPLICATION

SMOKER YES ☐ NO ☐

PERSONAL REFERENCES

a)
NAME PHONE NUMBER RELATIONSHIP

b)
NAME PHONE NUMBER RELATIONSHIP

i) NAME OF CURRENT LESSOR(S) OR MANAGING AGENT TO WHOM RENT IS PAID

ADDRESS

PHONE NUMBER

RENTAL PAID \$ PERIOD RENTED FROM TO

REASON FOR LEAVING

ii) PREVIOUS ADDRESS OF APPLICANT

NAME OF PREVIOUS LESSOR(S) OR MANAGING AGENT TO WHOM RENT IS PAID

ADDRESS

PHONE NUMBER

RENTAL PAID \$ PERIOD RENTED FROM TO

REASON FOR LEAVING

iii) OCCUPATION

EMPLOYER PERIOD OF EMPLOYMENT

PHONE NUMBER 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 PERSON
NAME PHONE NUMBER RELATIONSHIP

SECOND PERSON
NAME PHONE NUMBER RELATIONSHIP

v) EMERGENCY CONTACT (NOTE: THESE PEOPLE MAY BE CONTACTED TO VERIFY PARTICULARS)

FIRST PERSON
NAME PHONE NUMBER RELATIONSHIP

SECOND PERSON
NAME PHONE NUMBER RELATIONSHIP

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

See Attached Addendum A

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

38. ADDENDUM "A" (PETS) SPECIAL CONDITIONS TO AGREEMENT TO TAKE RESIDENTIAL PREMESIS

CHARGES

- 1 The Tenant(s) acknowledges that if a payment to Gow Property is dishonoured and bank fees incurred, they will pay \$9.00 or the actual sum, to the Agent.
-

AT COMMENCEMENT

- 2 The Tenant(s) acknowledges that correspondence, invoices and notices of inspections may be emailed to them. The Tenant(s) accept responsibility to notify our office, as per the *Residential Tenancies Act 1987*, of any changes in address(s) or phone number(s).
- 3 The Tenant(s) 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 weekly/fortnightly/monthly and must be in advance at all times. No cash is accepted at our office and rent can be paid by BPay (Biller ID #75341), Cheque, Credit Card, Eftpos or Money Order.
Note: All Credit Cards and Debit Cards with a merchant logo incur 2% fee.
- 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(s) remains responsible for rent, maintenance of the premises until a new Tenant is secured.
- 6 The Tenant(s) is aware that quarterly Routine Inspections for the premises are to be carried out Weekdays during normal business hours between 9.00am to 12.00pm or 1.00 pm to 5.00pm. If the Tenant(s) is unable to be present at the nominated time, the Property Manager will enter using the office key. The Tenant(s) are aware that digital photos of the interior and exterior may be taken at this inspection for the purpose of informing Lessor(s) of the premises condition.
- 7 In accordance with the *Residential Tenancies Act 1987*, rent will be reviewed six months after the commencement of the tenancy, giving 60 days' notice of the proposed increase.
- 8 The Tenant(s) agrees that any proposed changes to the Tenancy Agreement will require a new Agreement to be drawn up. This may require a new Application to be completed and a Bond Variation being prepared.
- 9 A single set of keys will be allocated at commencement.
- 10 The Tenant(s) acknowledges that court attendance fees charged to the Lessor(s) may be recovered from the Tenant(s).
- 11 The Tenant(s) acknowledges and accepts that they are responsible for the quarterly testing of the Residual Current Devices (RCDs) and failing their responsibility to carry out the testing and subsequent reporting of any faults to their Agent, they agree to indemnify the Lessor(s) against any loss sustained.
-

VACATING

- 12 If you wish to vacate any time after the Residential Tenancy Agreement expires, 21 days' notice in writing must be given if your contract is periodic. If you wish to move out at the expiry of your Fixed term agreement, you must give 30 days' notice prior to the Fixed term lease expiring.
- 13 The Tenant(s) 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).
- 14 Upon vacating the premises, the Tenant(s) agrees to pay for cleaning of window treatments including blinds.
- 15 Upon vacating the premises, the carpets are to be professionally cleaned by a carpet cleaner nominated by Gow Property. 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.
- 16 Where the premises has floorboards, the Tenant(s) agrees to pay to the Lessor(s) an amount to be based on an area in lieu of carpet cleaning at the conclusion of the tenancy.
- 17 The Tenant(s) acknowledges that this lease is for a fixed term. Under the *Residential Tenancies Act 1987* this contract may only be terminated during the fixed term should both parties agree in writing on the form 01/04 123 REIWA. Should this early termination occur, penalties can be applied and they are:
- 17.1 Tenant(s) to pay rent until a new Tenant is secured and commences the tenancy agreement;
- 17.2 Tenant(s) to pay for all advertising associated with the re-letting of the premises;
- 17.3 Tenant(s) to reimburse the Lessor(s) for unexpired letting fees as per the Agents advice;
- 17.4 Tenant(s) to reimburse the Lessor(s) for updating of the Property Condition Report.

18 **DEFAULT, INCLUDING WRONGFUL TERMINATION OF THE RESIDENTIAL TENANCY AGREEMENT (i.e. "BREAK LEASE")**

If the Tenant(s):

- a) Terminates this Residential Tenancy Agreement, otherwise than in accordance with Clause 37 of Part B of this Residential Tenancy Agreement or the Provisions of the Act, before the end of the Tenancy period referred to in Part A, TERM OF AGREEMENT (commonly known as a "Break Lease"); or
- b) Otherwise breaches the Residential Tenancy Agreement and/or does not comply with the Tenant's obligations under this Residential Tenancy Agreement;

The Tenant(s) is liable to pay any damages and losses to the Lessor(s) that the Lessor(s) suffers and/or will suffer as a result of the Tenant(s)' breach. The Tenant(s) must endeavour to reasonably mitigate the Lessor(s)' damages and/or losses.

Examples of the types of damages and/or losses Lessor(s) may be able to claim against Tenant(s) in this sort of situation include, but are not limited to:

- 1 compensation for the loss of revenue that the Lessor(s) would have received but for the wrongful termination, such as:
 - (a) rental that would have been paid by the Tenant(s) for the balance of the Term of Agreement or until a replacement Residential Tenancy Agreement commences; and/or
 - (b) any shortfall in rental (for the balance of the Term of Agreement) between the sum payable under the original lease and any lesser rental payable under a replacement lease (provided the Lessor(s) has acted reasonably to mitigate that shortfall);
- 2 compensation for any expense(s) that the Lessor(s) has had to incur that otherwise would not have been incurred, or would have been incurred in a lesser amount, such as:
 - (a) reasonable advertising expense(s) incurred by the Lessor(s) in endeavouring to obtain replacement Tenant(s) to enter into a new Residential Tenancy Agreement for the Premises;
 - (b) if the Lessor(s) has paid a leasing fee to the Property Manager calculated with reference to the Term of Agreement, an amount equivalent to the portion of the Term during which the Lessor(s) has not received the benefit of the lease due to the fault of the Tenant(s); and
 - (c) any costs needed to be paid by the Lessor(s) to Contractors (for the balance of the Term of Agreement or until a replacement Residential Tenancy Agreement commences) to carry out tasks required to be performed under the Residential Tenancy Agreement by the Tenant(s), such as gardening, watering and swimming pool upkeep.

GENERAL MAINTENANCE AND HOUSEKEEPING

- 19 No smoking permitted inside the premises. Should any evidence be found of smoking inside the premises the tenant agrees to pay for internal painting and dry cleaning of curtains/verticals/window treatments or any other damage caused by smoking.
- 20 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.
- 21 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.
- 22 The Tenant(s) are aware that no posters, nails, stickers, screws, poster putty, blue tack, adhesive tape or fittings are to be fixed onto any surfaces within the premises without the prior consent of the Lessor(s). If approval is granted, the Tenant(s) may be required to return the premises to its condition at commencement.
- 23 Any damage caused by burning candles must be repaired/ rectified prior to vacating the premises at the Tenant(s)' expense. The use of candles may void the Lessor(s)' insurance. In the event of a claim in this respect, the Tenant(s) will be required to pay all costs.
- 24 To prevent any damage to the premises, the Tenant(s) 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(s) acknowledges receipt of the pamphlet "Dealing with Condensation and Mould" on preventing and treating bathroom mould development. Should any mould develop in the premises the Tenant(s) are aware they may be held responsible for cleaning and or re-painting costs.
- 25 The Tenant(s) agrees not to hang any items of clothing over the balcony for drying purposes.

- 26 The Tenant(s) agrees to maintain all verges and laneways and keep grass and vegetation trimmed. Failure to do so will result in any infringement/fines being passed onto the Tenant(s) to pay. If sprinkler or pipes are damaged the tenant will be responsible for replacement or repair. (See clause 2.18 of the Residential Tenancy Agreement, Part C)
- The reticulation must be checked by the Tenant(s) at the beginning of the tenancy to ensure all in working order. The Tenant(s) must regularly check the reticulation to ensure all sprayers, sprinklers, pop-ups and pipes are in working order. Should a fault or damage not be reported to the Lessor(s) or his Agent, the Lessor(s) or Agent is not responsible for contributing to any water consumption accounts if they are excessive due to damage not being reported within three (3) days. The reticulation must be checked and be in full working order when the Tenant(s) vacates as failure to comply will result in a professional reticulation contractor being sent to the property to conduct service and repairs at the Tenant(s)' expense.
- 28 Where the property is in Strata, the Tenant(s) agrees to abide by the Strata By-Laws.
-
- PETS (IF APPROVED BY OWNER)**
-
- 29 If pets are allowed by the Lessor(s) at the premises, the Tenant(s) acknowledges that certain conditions will apply, including
- 30 The Lessor(s) consents to the Tenant(s) having dog(s)/cat(s)/other(s) at the premises under the following conditions.
- 30.1 A Pet Bond of \$260 will be payable and lodged with the Bond.
- 30.2 The premises are professionally sprayed for fleas upon vacating the premises, and a receipt given to the Agent. The Tenant(s) 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.
- 30.3 Any damage caused by the pet must be rectified immediately by the Tenant(s), upon the Lessor(s)/Agents request and at the Tenant(s)' expense.
- 30.4 In the event of any damage caused to the fences either by storm damage, neighbouring premises etc., the Tenant(s) 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 damage due to fencing materials supplies/contractors and insurance companies delays.
-
- CAR BAYS AND GARAGES**
-
- 31 The Tenant(s) agrees not to store any boxes or timber directly on the shed or garage floor due to the possibility of white ant (termite) infestation. If boxes or timber are stored, please ensure they are elevated off the floor. The Lessor(s) does not accept any responsibility for any damage caused to Tenant(s)' possessions if these instructions are not carried out.
- 32 The Tenant(s) agrees to ensure that a drip tray is used under all vehicles parked in the carport/garage and/or 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 Lessor(s).
- 33 The Tenant(s) acknowledges that there are a number of car bays/garage/carports allocated to this premises and no Tenant(s)' vehicles will be permanently parked in the common areas.
- 34 Where there is an electronic means of access to the premises and the Tenant(s) receives a remote control, the Tenant(s) 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(s) to ensure it is replaced or handed back to the Agent when vacating
- 35 The Tenant(s) acknowledges that no parking is permitted on lawns, verges or any grassed areas of the premises.
- 36 The Tenant(s) acknowledges that they may not keep any unregistered vehicles on the premises.
-
- ELECTRONIC SERVICE OF NOTICES**
-
- 37 The Tenant acknowledges and agrees that communication and service of Notice will be electronic and by email

**38. THE APPLICANT(S) ACKNOWLEDGE THAT THE SPECIAL CONDITIONS WILL FORM PART OF ANY
RESIDENTIAL TENANCY AGREEMENT**

SIGNATURE APPLICANT 1 _____ DATE _____

SIGNATURE APPLICANT 2 _____ DATE _____

SIGNATURE APPLICANT 3 _____ DATE _____

39. LESSOR(S) OR LESSOR(S)' PROPERTY MANAGER'S SIGNATURE AS ACCEPTANCE OF THE APPLICATION

SIGNATURE _____ DATE _____

TENANCY APPLICATION CHECKLIST

(OFFICE AND PROPERTY MANAGER USE ONLY)

| | |
|----------------------------------|--|
| PROPERTY MANAGER | |
| PROPERTY ADDRESS | |
| APPLICANT(S) NAME(S) | |
| DATE AND TIME RECEIVED | |
| OPTION FEE RECEIPT NUMBER | |

☐ VIEWED PROPERTY SOURCE ☐ REIWA ☐ WWW.GOWPROPERTY.COM.AU ☐ WWW.REALESTATE.COM.AU

☐ FULL NAME OF APPLICANT (FOR EACH APPLICANT)

☐ PROPERTY ADDRESS

☐ TENANCY PERIOD

☐ AMOUNTS PAYABLE FILLED OUT

☐ PRIVACY STATEMENT **SIGNED** AND INITIALLED AT THE BOTTOM OF PAGE (BY EACH APPLICANT)

☐ NAME OF APPLICANT (FOR EACH APPLICANT)

☐ PRESENT ADDRESS (FOR EACH APPLICANT)

☐ DATE OF BIRTH (FOR EACH APPLICANT)

☐ DRIVER'S LICENSE/PASSPORT PHOTOCOPY (FOR EACH APPLICANT)

☐ **TWO (2)** PERSONAL REFERENCES (**DIFFERENT** FOR EACH APPLICANT)

☐ NAME AND CONTACT DETAILS OF CURRENT LESSOR(S) OR PROPERTY MANAGER (FOR EACH APPLICANT)

☐ PREVIOUS ADDRESS OF APPLICANT (FOR EACH APPLICANT)

☐ OCCUPATION (FOR EACH APPLICANT)

☐ EMPLOYER (FOR EACH APPLICANT)

☐ NEXT OF KIN NAME AND CONTACT DETAILS (FOR EACH APPLICANT)

☐ EMERGENCY CONTACT NAME AND CONTACT DETAILS (FOR EACH APPLICANT)

☐ APPLICANT **SIGNATURE** (BY EACH APPLICANT)

☐ COPY OF APPLICATION FOR PROSPECTIVE TENANT (FOR EACH APPLICANT)

☐ STAPLE THIS CHECKLIST TO THE TENANCY APPLICATION FORM AND PASS ONTO PROPERTY MANAGER

☐ NTD CHECK ☐ NTD REFERENCE NUMBER: _____ ☐ TICA CHECK ☐ REFERENCE CHECK

☐ ADVISE LESSOR(S) → ☐ WHEN APPROVED, ADVISE APPLICANT(S)

☐ IF APPLICATION IS SUCCESSFUL → ☐ NEW TENANT CHECKLIST

☐ IF APPLICATION IS UNSUCCESSFUL ↘

☐ ADVISE APPLICATION(S) AND WRITE "UNSUCCESSFUL", DATE AND PLACE A LINE THROUGH THE FIRST PAGE

☐ IF OPTION FEE WAS PAID, EMAIL TRUST ACCOUNTANT (APPLICANT DETAILS, RECEIPT NUMBER, BSB, ACCOUNT NUMBER)

☐ PASS ONTO RECEPTION

☐ SCAN APPLICATION

☐ SCAN ON ACTIVE DATA DRIVE → REJECTED APPLICATIONS FOLDER ↘

UNDER PROPERTY ADDRESS, APPLICANT'S SURNAME, DATE

KEEP APPLICATIONS IN REJECTED APPLICATIONS FILE FOR THE NEXT **THREE (3)** MONTHS, THEN SHRED IT.

PROPERTY MANAGER'S SIGNATURE: _____

OFFICE MANAGER'S SIGNATURE: _____