

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.

APPLICANT INFORMATION

Applicant one: _____

Applicant two: _____

Applicant three: _____

APPLICANT TENANCY DETAILS

Premises: _____

The tenancy is required for a period of _____ months or more From _____ To _____

At a rental of \$ _____ Per week

Total number of persons to occupy Premises: Adults _____ Children _____
 Ages _____ Ages _____

Pets: Type of Pet _____ Breed _____ Number _____ Age _____

Do you intend applying for a Ministry of Housing Bond? Yes / No If yes \$ _____

Documents to be attached and delivered to BOSS Real Estate by applicant/s:

- ☐ Tick provided ID documents on 'Application of Residential Form' (attached to this application form)
- ☐ All applicants to sign privacy clause on page 2 of application
- ☐ All applicants agree to be contacted via sms when unsuccessful

CONDITIONS RELEVANT TO MAKING AN APPLICATION AND OFFER

1. 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 prior to the occupation of the Premises.
2. The persons completing / submitting the application are over the age of 18 years, none are 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.
3. 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 time of Inspection.

Leadership For Success

4. Upon the exercise of the option by the Applicant, the Applicant will execute the Lease.
5. The Applicant agrees to pay the rent at least one period in advance after the initial two weeks rent and to pay the letting fee to the maximum amount available pursuant to Section 27 of the *Residential Tenancies Act 1987*.
6. 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.
7. The Applicant acknowledges and agrees that the Owner will carry out all inspections of the Premises between normal business hours.
8. 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.
9. The Applicant makes this Application and Offer jointly and severally. Service of any notice to any one Applicant shall be deemed to be service on them all.

PRIVACY

The Applicant(s) _____

Agrees that for the purpose of this Application, the Owner/Managing Agent may make enquiries of the persons given as references by the Applicant, and also make enquiries of such other persons or agencies as the Owner may see fit, such as credit reporting agencies.

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's Identity to process and evaluate the application and to manage the tenancy. Personal information collected about the 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 the Landlord, referees, other agents and third party operators of the tenancy reference databases. 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 this 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, credit reporting agencies, and/or other agents.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting:

The Property Manager at BOSS Real Estate

U3&4, 258-264 Newcastle Street, Northbridge WA 6003

Phone: 9227 7752

Not provided, the Agent may not be able to process the application and manage the tenancy.

Signature

Signature

Signature

Leadership For Success

APPLICANT ONE

Name: _____

Phone No. Home: _____ Phone No. Work: _____

Mobile: _____ Email: _____

Date of Birth: _____

Current address: _____

Rental Paid \$ _____ (pw) Rented From _____ To _____

Rent paid to: _____

Phone No _____

Reasons for leaving _____

Proof of ID:

Driver's license No. _____

Passport No. _____

Birth certificate No. _____

Other _____

Have you ever been to court regarding a rental property issue? YES ☐ NO ☐

If yes, please provide details

Employment Details (if self-employed less than one year, give previous employer)

Occupation _____

Employer _____ Supervisor _____

Period of Employment _____ Phone No _____ Wage _____ p.w.

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

Personal References

(a) _____
Name Telephone Relationship to Applicant

(b) _____
Name Telephone Relationship to Applicant

Leadership For Success

APPLICANT TWO

Name: _____

Phone No. Home: _____ Phone No. Work: _____

Mobile: _____ Email: _____

Date of Birth: _____

Current address: _____

Rental Paid \$ _____ (pw) Rented From _____ To _____

Rent paid to: _____

Phone No _____

Reasons for leaving _____

Proof of ID:

Driver's license No. _____

Passport No. _____

Birth certificate No. _____

Other _____

Have you ever been to court regarding a rental property issue? YES ☐ NO ☐

If yes, please provide details

Employment Details (if self-employed less than one year, give previous employer)

Occupation _____

Employer _____ Supervisor _____

Period of Employment _____ Phone No _____ Wage _____ p.w.

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

Personal References

(a) _____
Name Telephone Relationship to Applicant

(b) _____
Name Telephone Relationship to Applicant

Leadership For Success

APPLICANT THREE

Name: _____

Phone No. Home: _____ Phone No. Work: _____

Mobile: _____ Email: _____

Date of Birth: _____

Current address: _____

Rental Paid \$ _____ (pw) Rented From _____ To _____

Rent paid to: _____

Phone No _____

Reasons for leaving _____

Proof of ID:

Driver's license No. _____

Passport No. _____

Birth certificate No. _____

Other _____

Have you ever been to court regarding a rental property issue? YES ☐ NO ☐

If yes, please provide details

Employment Details (if self-employed less than one year, give previous employer)

Occupation _____

Employer _____ Supervisor _____

Period of Employment _____ Phone No _____ Wage _____ p.w.

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

Personal References

(a) _____
Name Telephone Relationship to Applicant

(b) _____
Name Telephone Relationship to Applicant

Leadership For Success

APPLICATION FOR RESIDENTIAL TENANCY

IMPORTANT- To consider your Application for Tenancy we require you to:

- **FILL IN COMPLETELY AND SIGN THE APPLICATION FORM** with all relevant information and reference details, and all persons wishing to reside clearly indicated. **WE CANNOT PROCESS THIS FORM UNLESS ALL PARTS HAVE BEEN FULLY COMPLETED.**
- Provide identification to pass our 100 POINT CHECK

PROOF OF IDENTIFICATION REQUIRED- 100 POINT CHECK

We require each applicant to provide the following
WE REQUIRE IDENTIFICATION FROM ALL THREE CATAGORIES
WITH A TOTAL SUM OF 100 POINTS OR MORE

Category	IDENTIFICATION REQUIRED PER APPLICANT	POINT VALUE
1 <input type="checkbox"/> Tick	Current Agent Rent History Ledger/Record	50 Points
1 <input type="checkbox"/>	Passport (only if Non-Australian Resident)	40 Points
1 <input type="checkbox"/>	Latest Telephone Account (Landline Only)	40 Points
1 <input type="checkbox"/>	Latest Electricity or Gas Account (With Address)	40 Points
1 <input type="checkbox"/>	Current Driver's Licence- with Photo	40 Points
1 <input type="checkbox"/>	Proof of Age Card- with Photo	40 Points
2 <input type="checkbox"/>	Tertiary Education Photo ID	30 Points
2 <input type="checkbox"/>	Current Vehicle Registration	30 Points
2 <input type="checkbox"/>	Passport (Australian Resident)	20 Points
3 <input type="checkbox"/>	Medicare Card	10 Points
3 <input type="checkbox"/>	Citizenship Certificate	10 Points
3 <input type="checkbox"/>	Birth Certificate	10 Points
3 <input type="checkbox"/>	Debit/Credit Card	10 Points

PROCESSING AND APPLICATION ACCEPTANCE/NON ACCEPTANCE

PLEASE READ CAREFULLY

- Your application will be processed with the information provided and submitted to the landlord for their acceptance or non-acceptance for tenancy. This is always a landlord decision.
- **IMPORTANT-** We are unable to give any reason for non-acceptance, if your application is not approved for tenancy.
- If your application is not approved, you will be informed by SMS
- Should your application be accepted, you will be asked to pay the bond/first 2 weeks rent and sign the lease as soon as possible. You will be asked to pay the monies by direct deposit into our trust account immediately
- **Water Charges** may also apply- please check with the property manager.
- It is a tenant responsibility to arrange connection of electricity, telephone and gas supply to the property, once the application is approved. However we are also able to assist you in this regard- please let us know.