

APPLICATION FORM



Suite 15, 83 Mends Street

South Perth WA 6151

PO Box 566

South Perth 6951

P (08) 9368 1855

E admin@primusrealty.com.au

Checklist

- 100 points of ID per applicant
- Signed privacy statement
- Signed declaration
- Option fee deposited
- 2 character references each
- All recent rental references
- Employment reference + pay slips
- Length of lease indicated
- Commencement Date
- If non-resident, a copy of your VISA
- Pets? Include photos and a pet resume

Application tips

All adults must make an application

Provide as many references as possible

Contact your references prior to making an application to ensure they are expecting a call from Primus Realty

If you do not have any rental references, any dealings you have had with a Real Estate Agent may be useful, for example a sales agent that helped sell your home

Call the office after sending your application to ensure it has been received

Making an application

Applications will only be processed on a fully completed and signed Tenancy Application form from our office together with 100 points of identification per applicant and an option fee deposited into the Primus Realty Trust Account. We will not process an incomplete application.

We are not obligated to give any reason for non-acceptance if your application is not approved for tenancy. If not approved you will be informed by phone, email or SMS.

Should your application be accepted, you will be asked to pay the bond, first two weeks rent and sign the lease within two business days. You will be required to pay the monies by direct deposit or by bank cheque.

It is a tenant responsibility to arrange the connection of electricity, gas and telephone, once approved.

100 points of identification

Current rental ledger	50 points
Current driver license (front & back)	40 points
Passport (if non-resident)	40 points
Proof of age card	40 points
Other photo ID	30 points
Latest electricity/gas account	30 points
Telephone account (landline)	30 points
Current vehicle registration	30 points
Bank statement (with address)	30 points
Passport (Australian)	20 points
Proof of income	10 points
Birth certificate	10 points
Medicare card	10 points
Debit / credit card	10 points

Option fee deposit

In order to process your application, an option fee is to be deposited with Primus Realty. If weekly rent is under \$500 the option fee is \$50. If weekly rent is above \$500 the option fee is \$100. If the weekly rent is over \$1200 the option fee is \$1200.

The option fee may be deposited directly into the Primus Realty Trust Account or given as cash when the application is made in person. Sorry, no personal cheques will be accepted.

Bank	Bankwest South Perth
BSB	306 – 095
Account number	016 083 3

Please ensure when depositing money into the Primus Realty Trust Account you inform the teller your name and property street address so that we can identify your deposit.

If the application is successful the option fee will be deducted from the total moving in costs, however, if the application is successful and the applicant does not sign a Tenancy Agreement the option fee will be forfeited to the Landlord and is not refundable. If the application is unsuccessful the option fee will be refunded by cheque or direct deposit into your nominated bank account.

Application and offer of option to lease residential premises



Property details

Address of property

Weekly rent \$

Term (months)

Start date

If accepted, please indicate how you would like to pay rent

Calendar monthly

Fortnightly

Applicant information

Applicant 1

Mr / Mrs / Ms / Miss

Applicant 2

Mr / Mrs / Ms / Miss

Applicant 3

Mr / Mrs / Ms / Miss

Number of adults to occupy the property

Ages

Number of children to occupy the property

Ages

Pet one type

Breed

Indoor / Outdoor / Both

Pet two type

Breed

Indoor / Outdoor / Both

How many vehicles will be parked at the property?

Do you intend to apply for a Ministry of Housing Bond?

Do any of the applicants require the assistance of an interpreter?

General information for the applicant

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 Agreement is signed by the applicant;

(iii) payment of all monies due to be paid by the Applicant prior to occupation of the premises.

The Applicant makes this Application jointly and severally. Service of any notice to any one Applicant will be deemed to be service on them all.

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 period of Option will be 4pm one business day after acceptance of the Application and Offer, unless stated otherwise. The Option is exercised by the Applicant either: executing the Lease; or taking possession of the Premises with the Owner's consent; or giving notice in writing to the Owner exercising the Option;

Applicant one

First name

Middle name

Surname

Phone (home)

Phone (mobile)

Mobile

Email address

Current address

Date of birth

Are you a smoker?

Car make / model

Car registration

Next of kin (not another applicant)

Relationship

Next of kin mobile

Next of kin address

Next of kin email

ID verification

Driver's license number

State

Expiry date

Medicare card number

Reference number

Passport number

Passport country

Place of birth

Country of birth

Family name at birth

If non-resident – is your VISA attached?

Current property information

Agent / Property Manager

Homeowner

Agent / Landlord name

Private landlord

Other

Contact phone / email

What date did you move into the property?

Rent paid \$

Reason for leaving

Previous property information 1

Previous address 1

Agent / Property Manager

Homeowner

Agent / Landlord name

Private landlord

Other

Contact phone / email

When did you move in / out?

Rent paid \$

Reason for leaving

Applicant one

Previous property information 2

Previous address 2

Agent / Property Manager

Homeowner

Agent / Landlord name

Private landlord

Other

Contact phone / email

When did you move in / out?

Rent paid \$

Reason for leaving

Current employer (if < 12 months also provide details of previous employer)

Occupation

Name of employer

Manager

Phone

Length of employment

Net weekly income

Business address

If unemployed / student, please provide copies of Centrelink statements / proof of income

Self-employment details

Business name

Business type

ABN

Accountant name

Accountant phone number

Net weekly income

Student information

Place of study

Course name

Course length

Student number

Character references (cannot be related)

Character reference 1 name

Relationship

Phone number

Character reference 2 name

Relationship

Phone number

Signature

Name applicant 1

Signature applicant 1

Date / /

Applicant two

First name

Middle name

Surname

Phone (home)

Phone (mobile)

Mobile

Email address

Current address

Date of birth

Are you a smoker?

Car make / model

Car registration

Next of kin (not another applicant)

Relationship

Next of kin mobile

Next of kin address

Next of kin email

ID verification

Driver's license number

State

Expiry date

Medicare card number

Reference number

Passport number

Passport country

Place of birth

Country of birth

Family name at birth

If non-resident – is your VISA attached?

Current property information

Agent / Property Manager

Homeowner

Agent / Landlord name

Private landlord

Other

Contact phone / email

What date did you move into the property?

Rent paid \$

Reason for leaving

Previous property information 1

Previous address 1

Agent / Property Manager

Homeowner

Agent / Landlord name

Private landlord

Other

Contact phone / email

When did you move in / out?

Rent paid \$

Reason for leaving

Applicant two

Previous property information 2

Previous address 2

Agent / Property Manager

Homeowner

Agent / Landlord name

Private landlord

Other

Contact phone / email

When did you move in / out?

Rent paid \$

Reason for leaving

Current employer (if < 12 months also provide details of previous employer)

Occupation

Name of employer

Manager

Phone

Length of employment

Net weekly income

Business address

If unemployed / student, please provide copies of Centrelink statements / proof of income

Self-employment details

Business name

Business type

ABN

Accountant name

Accountant phone number

Net weekly income

Student information

Place of study

Course name

Course length

Student number

Character references (cannot be related)

Character reference 1 name

Relationship

Phone number

Character reference 2 name

Relationship

Phone number

Signature

Name applicant 2

Signature applicant 2

Date / /

Applicant three

First name

Middle name

Surname

Phone (home)

Phone (mobile)

Mobile

Email address

Current address

Date of birth

Are you a smoker?

Car make / model

Car registration

Next of kin (not another applicant)

Relationship

Next of kin mobile

Next of kin address

Next of kin email

ID verification

Driver's license number

State

Expiry date

Medicare card number

Reference number

Passport number

Passport country

Place of birth

Country of birth

Family name at birth

If non-resident – is your VISA attached?

Current property information

Agent / Property Manager

Homeowner

Agent / Landlord name

Private landlord

Other

Contact phone / email

What date did you move into the property?

Rent paid \$

Reason for leaving

Previous property information 1

Previous address 1

Agent / Property Manager

Homeowner

Agent / Landlord name

Private landlord

Other

Contact phone / email

When did you move in / out?

Rent paid \$

Reason for leaving

Applicant three

Previous property information 2

Previous address 2

Agent / Property Manager

Homeowner

Agent / Landlord name

Private landlord

Other

Contact phone / email

When did you move in / out?

Rent paid \$

Reason for leaving

Current employer (if < 12 months also provide details of previous employer)

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Business name

Business type

ABN

Accountant name

Accountant phone number

Net weekly income

Student information

Place of study

Course name

Course length

Student number

Character references (cannot be related)

Character reference 1 name

Relationship

Phone number

Character reference 2 name

Relationship

Phone number

Signature

Name applicant 3

Signature applicant 3

Date / /

Special conditions

Declaration and privacy statement

We are an independently owned and operated business. We are bound by the National Privacy principles. 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 Lessors or Letting Agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use databases operated by TICA Default Tenancy Control Pty Ltd (TICA) and National Tenancy Databases (NTD). You can find out more information about these databases on their websites www.tica.com.au and www.ntd.com.au. Your consent to us collecting information is set out in the Privacy Consent section below.

The personal information you provide in this application or our Agency collects from other sources is necessary for Primus Realty to verify your identity, to proceed and evaluate the application and to manage the tenancy. If the application is successful, personal information collected about you in this application and during the course of your tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor/s, referees, other Agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to Primus Realty and/or the Lessor. If you enter into a Residential Tenancy Agreement and if you fail to comply with your obligations under this agreement, the facts and other relevant personal information collected about you during the course of your tenancy may also be disclosed to the Lessor, third party operators of tenancy databases and/or other Agents. You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your application is not successful it will be stored securely for a period of one month only. If you decide not to collect your application Primus Realty will destroy your documents to comply with privacy legislation.

PRIVACY CONSENT

I, the Applicant, acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of Primus Realty. I authorise Primus Realty to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application
- Any Tenancy Default Database (including TICA and NTD) which may contain personal information about me. I also authorise Primus Realty to disclose details about any defaults by me under the Tenancy to which this application relates to any tenancy default database to which it subscribes to including TICA and NTD.

I authorise Primus Realty to refer my name and contact details to arranger or service provider including tradespeople (to attend to work required at this property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, body corporate officers, insurance companies

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the following amounts:

2 weeks rent in advance	\$ _____
Four weeks bond	\$ _____
Pet bond (\$260.00)	\$ _____
SUB TOTAL	\$ _____
- Option fee	(\$ _____)
TOTAL	_____

I acknowledge that this application is subject to the approval of the owner. I declare that all information contained in this application is true and correct and given of my own free will and that the persons comprising the Applicant are not bankrupt. I have inspected the premises

Option fee refund

In the event that your application is declined or you withdraw prior to acceptance please provide bank details for the return of your option fee:

Acc name _____
BSB _____
Acc number _____

Name applicant 1

Signature applicant 1

Name applicant 2

Signature applicant 2

Name applicant 3

Signature applicant 3



Office location

