

Add 6/1 Harper Terrace SOUTH PERTH 6151  
Post PO Box 566 SOUTH PERTH 6951  
Phone (08) 9368 1855  
Email admin@primusrealty.com.au

## 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. An incomplete application will not be processed.

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/internet, once approved.

For your security we recommend password protecting your application if submitting by email.

## Tips for applying

-  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 rental references any dealings you have had with a Real Estate Agent may be helpful, for example a sales agent that sold you home
-  Call the office after sending to confirm it has been received
-  Have a pet? Include photos, details of registration and a pet resume

# Application and offer of option to Lease residential premises

## Depositing the option fee

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.

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

Please ensure when depositing money into the Primus Realty Trust Account you identify the deposit with your surname and street name of the property you are applying for.

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.

## Checklist

- 100 points of ID per adult applicant
- Privacy statement signed
- Option fee paid + receipt provided
- All rental references included
- Employment reference
- Two character references each
- Length of lease indicated
- Commencement date
- Non residents – attach a VISA

## Property details



Address \_\_\_\_\_

Start date \_\_\_\_\_ Term (months) \_\_\_\_\_

Rent (weekly) \$ \_\_\_\_\_ Frequency  Fortnightly  
 Calendar monthly

Date viewed \_\_\_\_\_

## Applicant information

Occupants that will reside in the property (all adults must submit an application for approval)

Number of adults \_\_\_\_\_ Ages \_\_\_\_\_

Number of children \_\_\_\_\_ Ages \_\_\_\_\_

Applicant 1  
Name \_\_\_\_\_

Applicant 2  
Name \_\_\_\_\_

Applicant 3  
Name \_\_\_\_\_

Pet 1 type/breed \_\_\_\_\_ Age \_\_\_\_\_ Indoor / Outdoor / Both

Pet 2 type/breed \_\_\_\_\_ Age \_\_\_\_\_ Indoor / Outdoor / Both

Do you intend to apply for a Ministry of Housing Bond?  Yes  
 No

Do you require the assistance of an interpreter?  Yes  
 No

## 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/s \_\_\_\_\_ Surname \_\_\_\_\_  
Phone \_\_\_\_\_ Date of birth \_\_\_\_\_  
Email \_\_\_\_\_

Are you a smoker  Yes  No  
Car make/model \_\_\_\_\_  
Car registration \_\_\_\_\_

Next of kin (not another applicant)  
Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

## Current property information

Address \_\_\_\_\_  
Agent  Agent  Homeowner  
 Private Landlord  Other \_\_\_\_\_  
Lessor/Agent name \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Rent (if applicable) \$ \_\_\_\_\_ Move in date \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

## Previous property information 1

Address \_\_\_\_\_  
Agent  Agent  Homeowner  
 Private Landlord  Other \_\_\_\_\_  
Lessor/Agent name \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Rent (if applicable) \$ \_\_\_\_\_ Move in/out dates \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

## Previous property information 2

Address \_\_\_\_\_  
Agent  Agent  Homeowner  
 Private Landlord  Other \_\_\_\_\_  
Lessor/Agent name \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Rent (if applicable) \$ \_\_\_\_\_ Move in/out dates \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

## Current employment

If < 12 months also provide details of previous employer

If self-employed provide contact details of your accountant and proof of income

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

Occupation \_\_\_\_\_ Weekly income \$ \_\_\_\_\_  
Term \_\_\_\_\_ Company \_\_\_\_\_  
Manager name \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_

## Student information

Place of study \_\_\_\_\_ Course name \_\_\_\_\_  
Course length \_\_\_\_\_ Student number \_\_\_\_\_

## Character references (cannot be related)

Reference 1 name \_\_\_\_\_ Relationship \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Reference 2 name \_\_\_\_\_ Relationship \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_



## Applicant one 100 point ID verification

Check documents provided – at least one from each category  
Foreign documents must be accompanied by an official translation

### Primary documents

Foreign passport (current)	<input type="checkbox"/> 70 points
Australian passport	<input type="checkbox"/> 70 points
Australian citizenship certificate	<input type="checkbox"/> 70 points
Full birth certificate	<input type="checkbox"/> 70 points
Australian driver's license (+back)	<input type="checkbox"/> 40 points
Current Australian tertiary card	<input type="checkbox"/> 40 points
Government employee card	<input type="checkbox"/> 40 points

### Secondary documents

Centrelink card	<input type="checkbox"/> 40 points
Birth certificate extract	<input type="checkbox"/> 25 points
Medicare card	<input type="checkbox"/> 25 points
Credit card / bank card	<input type="checkbox"/> 25 points
Australian marriage cert	<input type="checkbox"/> 25 points
Change of name cert	<input type="checkbox"/> 25 points
Bank statement	<input type="checkbox"/> 25 points
Lease (current address)	<input type="checkbox"/> 25 points
Tenant rental ledger	<input type="checkbox"/> 25 points
Taxation assessment	<input type="checkbox"/> 25 points
Rating authority	<input type="checkbox"/> 25 points
Utility bill	<input type="checkbox"/> 20 points
Docs issued outside Aus	<input type="checkbox"/> 20 points

## 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](http://www.tica.com.au) and [www.ntd.com.au](http://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 Primus Realty will destroy/dispose of your documents within a reasonable time frame to comply with privacy legislation.

## Privacy statement

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:

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- My personal referees, employers and all other references on this application
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- 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 declare the information provided in this application form true and correct and agree to Primus Realty retaining copies of all forms of ID used to verify my identity for audit and compliance purposes should my application be successful.

Applicant one  
Name \_\_\_\_\_

Signature \_\_\_\_\_  
Date \_\_\_\_\_

## Applicant two



First name/s \_\_\_\_\_ Surname \_\_\_\_\_  
Phone \_\_\_\_\_ Date of birth \_\_\_\_\_  
Email \_\_\_\_\_

Are you a smoker  Yes  No  
Car make/model \_\_\_\_\_  
Car registration \_\_\_\_\_

Next of kin (not another applicant)  
Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

### Current property information

Address \_\_\_\_\_  
Agent  Agent  Homeowner  
 Private Landlord  Other \_\_\_\_\_  
Lessor/Agent name \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Rent (if applicable) \$ \_\_\_\_\_ Move in date \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

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Agent  Agent  Homeowner  
 Private Landlord  Other \_\_\_\_\_  
Lessor/Agent name \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Rent (if applicable) \$ \_\_\_\_\_ Move in/out dates \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

### Previous property information 2

Address \_\_\_\_\_  
Agent  Agent  Homeowner  
 Private Landlord  Other \_\_\_\_\_  
Lessor/Agent name \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Rent (if applicable) \$ \_\_\_\_\_ Move in/out dates \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

### Current employment

If < 12 months also provide details of previous employer

If self-employed provide contact details of your accountant and proof of income

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Occupation \_\_\_\_\_ Weekly income \$ \_\_\_\_\_  
Term \_\_\_\_\_ Company \_\_\_\_\_  
Manager name \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_

### Student information

Place of study \_\_\_\_\_ Course name \_\_\_\_\_  
Course length \_\_\_\_\_ Student number \_\_\_\_\_

### Character references (cannot be related)

Reference 1 name \_\_\_\_\_ Relationship \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Reference 2 name \_\_\_\_\_ Relationship \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_



## Applicant two 100 point ID verification

Check documents provided – at least one from each category  
Foreign documents must be accompanied by an official translation

### Primary documents

Foreign passport (current)	<input type="checkbox"/> 70 points
Australian passport	<input type="checkbox"/> 70 points
Australian citizenship certificate	<input type="checkbox"/> 70 points
Full birth certificate	<input type="checkbox"/> 70 points
Australian driver's license (+back)	<input type="checkbox"/> 40 points
Current Australian tertiary card	<input type="checkbox"/> 40 points
Government employee card	<input type="checkbox"/> 40 points

### Secondary documents

Centrelink card	<input type="checkbox"/> 40 points
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Medicare card	<input type="checkbox"/> 25 points
Credit card / bank card	<input type="checkbox"/> 25 points
Australian marriage cert	<input type="checkbox"/> 25 points
Change of name cert	<input type="checkbox"/> 25 points
Bank statement	<input type="checkbox"/> 25 points
Lease (current address)	<input type="checkbox"/> 25 points
Tenant rental ledger	<input type="checkbox"/> 25 points
Taxation assessment	<input type="checkbox"/> 25 points
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Applicant one  
Name \_\_\_\_\_

Signature \_\_\_\_\_  
Date \_\_\_\_\_

## Applicant three



First name/s \_\_\_\_\_ Surname \_\_\_\_\_  
Phone \_\_\_\_\_ Date of birth \_\_\_\_\_  
Email \_\_\_\_\_

Are you a smoker  Yes  No  
Car make/model \_\_\_\_\_  
Car registration \_\_\_\_\_

Next of kin (not another applicant)  
Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

### Current property information

Address \_\_\_\_\_  
Agent  Agent  Homeowner  
 Private Landlord  Other \_\_\_\_\_  
Lessor/Agent name \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Rent (if applicable) \$ \_\_\_\_\_ Move in date \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

### Previous property information 1

Address \_\_\_\_\_  
Agent  Agent  Homeowner  
 Private Landlord  Other \_\_\_\_\_  
Lessor/Agent name \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Rent (if applicable) \$ \_\_\_\_\_ Move in/out dates \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

### Previous property information 2

Address \_\_\_\_\_  
Agent  Agent  Homeowner  
 Private Landlord  Other \_\_\_\_\_  
Lessor/Agent name \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Rent (if applicable) \$ \_\_\_\_\_ Move in/out dates \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

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Manager name \_\_\_\_\_ Phone \_\_\_\_\_  
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### Student information

Place of study \_\_\_\_\_ Course name \_\_\_\_\_  
Course length \_\_\_\_\_ Student number \_\_\_\_\_

### Character references (cannot be related)

Reference 1 name \_\_\_\_\_ Relationship \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Reference 2 name \_\_\_\_\_ Relationship \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_



## Applicant three 100 point ID verification



Check documents provided – at least one from each category  
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### Primary documents

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Change of name cert	<input type="checkbox"/> 25 points
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Lease (current address)	<input type="checkbox"/> 25 points
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I declare the information provided in this application form true and correct and agree to Primus Realty retaining copies of all forms of ID used to verify my identity for audit and compliance purposes should my application be successful.

Applicant one  
Name \_\_\_\_\_

Signature \_\_\_\_\_  
Date \_\_\_\_\_



## Special conditions



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## Offer

I hereby offer to rent the property from the Lessor under a Lease to be prepared by the Agent. I acknowledge that I will be required to pay the following prior to possession:

Two 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 Lessor. 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 Application are not bankrupt. I also confirm that 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:

Account name \_\_\_\_\_  
BSB \_\_\_\_\_  
Account number \_\_\_\_\_

## Signature

Applicant one Name	_____	Signature Date	_____ _____
Applicant two Name	_____	Signature Date	_____ _____
Applicant three Name	_____	Signature Date	_____ _____