

# NEXT MOVE

## APPLICATION FOR RESIDENTIAL TENANCY

Thank you for your application to rent a property through Next Move Real Estate. Please ensure that the application is fully completed to ensure prompt processing. Please do not provide original documentation, we are happy to photocopy any documents that you need to submit.

### The Application Form

Only complete this application form if you are sure that you want to enter into a lease with the owner for this premises.

The applicant form will assist the owner to select a tenant to rent the premises and we will require some information about each applicant such as rental history. This application may not be approved if not enough information is provided.

This form does not form part of the tenancy agreement. The rights and obligations of the tenant and owner are governed by the Residential Tenancies Act 1987.

This application form must be completed in full and returned to:

**Next Move Real Estate**  
34 Gibson Street  
Mount Pleasant WA 6153  
Phone: 9364 3194  
Fax: 9364 3195  
Email: [rent@nextmove.com.au](mailto:rent@nextmove.com.au)  
Office hours: 9.00am – 5.00pm Monday to Friday

All applications will be checked thoroughly by the Property Manager so please remember that if we are unable to contact one of your references or your employer, this could delay the processing time. Next Move Real Estate endeavour to provide you with an answer regarding your application within 24-48 hours. Each application is submitted to the owner and it is their choice which application is accepted for the property.

### Option Fee

Next Move Real Estate does not take option fees for applications unless a form has been provided to you with this application.

### PLEASE ENSURE THE FOLLOWING IS SUBMITTED WITH YOUR APPLICATION

- Proof of Income/Affordability**  
*Each adult must bring in either of the following:*  
2 x payslips, or a letter from an employer confirming employment and wage  
Centrelink Statements  
Bank statements & Savings account (most recent)
- 100 Point Identification Check**  
Each adult applicant must provide suitable proof of identity, based on the following 100-point identity check. See the table over the page.
- Visa**  
If you are not an Australian or New Zealand Citizen, please provide a copy of your visa, as we require this showing the expiry date.
- Any Other Supporting Documents**  
To make your application stronger, the more supporting documents you can provide the better such as recent Police Clearance certificate, current lease agreement, current rental ledger, written references etc.
- Applying With A Pet**  
Please provide a photo of your pet(s) to go with your application.

Date of Application: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Time: \_\_\_\_\_: \_\_\_\_\_ am/pm

# INFORMATION FOR APPLICANTS

## **Pets**

Should you be applying with a pet; an annexure will be added to your Residential Tenancies Act and will be required to be signed by all tenants. We will require your dog/cat council registration number upon signing the Tenancy Agreement. Please ask reception if you wish to view before submitting the application.

## **If your Application is Unsuccessful**

If you are the unsuccessful applicant, the Property Manager will notify you and if an option fee was paid, electronic funds transfer to your bank account that was provided will refund this to you.

Please be aware, the owner or Property Manager do not have to provide a reason as to why the application was declined.

## **If Your Application is Successful**

An appointment will be made for all tenants to sign the Tenancy Agreement within two (2) business days of being accepted for the premises or the lease will be sent via Docu-sign for all tenants to sign. We are required to continue advertising for tenants until the Residential Tenancy Agreement has been signed by all parties. The Tenancy Agreement is comprised with prescribed sections which are Part A & B. These can be viewed on reiwa.com.au

Please note, that if an option fee has been paid, then a binding Residential Tenancy Agreement will exist between you and owner and the option fee will be applied towards the rent.

You must understand that if you are the successful applicant and the Lessor provides you with a proposed Residential Tenancy Agreement but you do not comply with the pre-requisites as set out in Part C of the Residential Tenancy Agreement which including signing the Residential Tenancy Agreement, no Residential Tenancy Agreement will come into existence and the Lessor may enter into a Residential Tenancy Agreement with another person.

**An email will be sent to you confirming the date/time the appointment has been made to sign the Tenancy Agreement and to pay the amount that is due. Please note we do not have EFTPOS\Credit card facilities in the office – We also do not accept personal or company cheques.**

## **Tenancy Databases**

Private tenancy databases are used to check a tenant's rental history. When a prospective tenant applies for a tenancy, the owner/property manager must provide a written notice outlining the databases they use and the contact details. This written notice is provided at Attachment A.

Other database obligations include advising tenants if personal information about them is listed on a database, updating listings for accuracy, and only listing a tenant if the tenancy has ended and the amount owing is more than the bond or a court has made an order terminating the residential tenancy agreement.

Please be aware, each applicant may be processed through the National Tenancy Database, which is accessed through REIWA, which holds information relating to Tenancies throughout Australia and also TICA Australia's Largest National Tenant Database.

## **Equality**

All applicants must be considered in accordance with the *Equal Opportunity Act 1984 (WA)*. There must be no discrimination based on; sex, marital status, pregnancy, gender history, parental or carer status, sexual orientation, race, religious or political conviction, disabilities, mental health, age or discrimination by personal association with someone else who may be treated unfairly on the basis of any of the above.

## **Privacy**

You agree that for the purpose of this application, the owner/property manager may make enquiries of the persons given as referees, next of kin or emergency contact by you, and also make enquiries of such other persons or agencies as the lessor/property manager may see fit.

The personal information you give in this offer or collected from other sources is necessary for the owner/property manager to verify your identity, to process and evaluate the application, to manage the tenancy and to conduct the Agents business. Personal information collected about you 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 owner, referees, other lessors/property managers, third party operators of tenancy reference databases, and prospective buyers of the premises, contractors and other third party operators. Information already held on tenancy reference databases may also be disclosed to the lessor.

If you enter into the Lease and you fail to comply with your obligations under this application or the lease agreement, the lessor/property manager can disclose your personal information and any information gathered throughout the tenancy to any third party operators or tenancy reference databases and other real estate agents, lessors or property managers.

## 100 POINT IDENTIFICATION

<b>Primary Identification</b>	<b>Applicant 1</b>	<b>Applicant 2</b>	<b>Applicant 3</b>	<b>Applicant 4</b>
Full Australian Birth Certificate (not an extract)	70	70	70	70
Australian Citizenship Certificate	70	70	70	70
Australian Passport (current or expired within last 2 years)	70	70	70	70
International Passport (current)	70	70	70	70
Australian Photo Drivers Licence	70	70	70	70
Proof of Age Card	70	70	70	70
Working with Children Card	70	70	70	70

<b>Secondary Identification</b>	<b>Applicant 1</b>	<b>Applicant 2</b>	<b>Applicant 3</b>	<b>Applicant 4</b>
Australian Photo Firearms Licence	40	40	40	40
Centrelink Card	40	40	40	40
Department of Veteran's Affairs Card	40	40	40	40
Tertiary Education Institution Photo ID	40	40	40	40

<b>Secondary Identification</b>	<b>Applicant 1</b>	<b>Applicant 2</b>	<b>Applicant 3</b>	<b>Applicant 4</b>
Medicare Card	25	25	25	25
Council Rate Notice	35	35	35	35
Motor Vehicle Registration or Insurance	25	25	25	25
Utilities Bill	25	25	25	25

### AMOUNT PAYABLE

If the application is accepted, I/we the applicants hereby understand and agree that the below amount is payable if the lease is entered into.

Security Bond (4 Weeks)	\$	
Pet Bond (\$260)	\$	
Rent (2 Weeks)	\$	
<b>TOTAL DUE</b>	<b>\$</b>	

### TENANT SPECIAL CONDITIONS

Please note the Lessor is not obliged to accept any of Your Special Conditions.



# APPLICANT ONE

Have you viewed the property? Yes / No

## PERSONAL INFORMATION

First Name: \_\_\_\_\_ Middle Name(s): \_\_\_\_\_ Surname: \_\_\_\_\_  
Mobile Phone Number: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Australian Citizen: Yes / No Place of Birth: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Smoker: Yes / No  
Vehicle Type: \_\_\_\_\_ Colour: \_\_\_\_\_ Registration: \_\_\_\_\_  
Other Vehicles: \_\_\_\_\_ Registration: \_\_\_\_\_  
Drivers License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_ Passport Number: \_\_\_\_\_

## CURRENT ADDRESS INFORMATION

Address: \_\_\_\_\_  
Rent paid: \$ \_\_\_\_\_ per week Named on the Lease Agreement: Yes / No  
Property Manager / Private Landlord / Other: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Rented from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_ Number of people of the Lease: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

## PREVIOUS ADDRESS INFORMATION

Address: \_\_\_\_\_  
Rent paid: \$ \_\_\_\_\_ per week Named on the Lease Agreement: Yes / No  
Property Manager / Private Landlord / Other: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Rented from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_ Number of people of the Lease: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Have you ever lived in a Strata complex? Yes / No

If yes, what was the address of the property: \_\_\_\_\_  
Property Manager: \_\_\_\_\_ Strata Manager: \_\_\_\_\_

## CURRENT EMPLOYMENT/ BUSINESS / STUDENT INFORMATION

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Employed from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Net income: \$ \_\_\_\_\_ per week Net income from other sources: \$ \_\_\_\_\_ per week  
If less than 12 months, name & phone number of previous employer: \_\_\_\_\_  
Self Employed: Yes / No ABN: \_\_\_\_\_ ACN: \_\_\_\_\_  
Trading Name: \_\_\_\_\_ Business Name: \_\_\_\_\_  
Website: \_\_\_\_\_ Business Information: \_\_\_\_\_  
Student: Yes / No Studying Where: \_\_\_\_\_ Course: \_\_\_\_\_

## REFERENCE INFORMATION

Personal Reference  
Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Relationship to Applicant: \_\_\_\_\_

Emergency Contact / Next of Kin  
Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Relationship to Applicant: \_\_\_\_\_

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Relationship to Applicant: \_\_\_\_\_

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Relationship to Applicant: \_\_\_\_\_

# APPLICANT TWO

Have you viewed the property? Yes / No

## PERSONAL INFORMATION

First Name: \_\_\_\_\_ Middle Name(s): \_\_\_\_\_ Surname: \_\_\_\_\_

Mobile Phone Number: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Australian Citizen: Yes / No Place of Birth: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Smoker: Yes / No

Vehicle Type: \_\_\_\_\_ Colour: \_\_\_\_\_ Registration: \_\_\_\_\_

Other Vehicles: \_\_\_\_\_ Registration: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_ Passport Number: \_\_\_\_\_

## CURRENT ADDRESS INFORMATION

Address: \_\_\_\_\_

Rent paid: \$ \_\_\_\_\_ per week Named on the Lease Agreement: Yes / No

Property Manager / Private Landlord / Other: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Rented from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_ Number of people of the Lease: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

## PREVIOUS ADDRESS INFORMATION

Address: \_\_\_\_\_

Rent paid: \$ \_\_\_\_\_ per week Named on the Lease Agreement: Yes / No

Property Manager / Private Landlord / Other: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Rented from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_ Number of people of the Lease: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Have you ever lived in a Strata complex? Yes / No

If yes, what was the address of the property: \_\_\_\_\_

Property Manager: \_\_\_\_\_ Strata Manager: \_\_\_\_\_

## CURRENT EMPLOYMENT/ BUSINESS / STUDENT INFORMATION

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Employed from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_

Net income: \$ \_\_\_\_\_ per week Net income from other sources: \$ \_\_\_\_\_ per week

If less than 12 months, name & phone number of previous employer: \_\_\_\_\_

Self Employed: Yes / No ABN: \_\_\_\_\_ ACN: \_\_\_\_\_

Trading Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Website: \_\_\_\_\_ Business Information: \_\_\_\_\_

Student: Yes / No Studying Where: \_\_\_\_\_ Course: \_\_\_\_\_

## REFERENCE INFORMATION

### Personal Reference

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

### Emergency Contact / Next of Kin

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

# APPLICANT THREE

Have you viewed the property? Yes / No

## PERSONAL INFORMATION

First Name: \_\_\_\_\_ Middle Name(s): \_\_\_\_\_ Surname: \_\_\_\_\_  
Mobile Phone Number: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Australian Citizen: Yes / No Place of Birth: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Smoker: Yes / No  
Vehicle Type: \_\_\_\_\_ Colour: \_\_\_\_\_ Registration: \_\_\_\_\_  
Other Vehicles: \_\_\_\_\_ Registration: \_\_\_\_\_  
Drivers License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_ Passport Number: \_\_\_\_\_

## CURRENT ADDRESS INFORMATION

Address: \_\_\_\_\_  
Rent paid: \$ \_\_\_\_\_ per week Named on the Lease Agreement: Yes / No  
Property Manager / Private Landlord / Other: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Rented from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_ Number of people of the Lease: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

## PREVIOUS ADDRESS INFORMATION

Address: \_\_\_\_\_  
Rent paid: \$ \_\_\_\_\_ per week Named on the Lease Agreement: Yes / No  
Property Manager / Private Landlord / Other: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Rented from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_ Number of people of the Lease: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Have you ever lived in a Strata complex? Yes / No

If yes, what was the address of the property: \_\_\_\_\_  
Property Manager: \_\_\_\_\_ Strata Manager: \_\_\_\_\_

## CURRENT EMPLOYMENT/ BUSINESS / STUDENT INFORMATION

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Employed from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Net income: \$ \_\_\_\_\_ per week Net income from other sources: \$ \_\_\_\_\_ per week  
If less than 12 months, name & phone number of previous employer: \_\_\_\_\_  
Self Employed: Yes / No ABN: \_\_\_\_\_ ACN: \_\_\_\_\_  
Trading Name: \_\_\_\_\_ Business Name: \_\_\_\_\_  
Website: \_\_\_\_\_ Business Information: \_\_\_\_\_  
Student: Yes / No Studying Where: \_\_\_\_\_ Course: \_\_\_\_\_

## REFERENCE INFORMATION

Personal Reference  
Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Relationship to Applicant: \_\_\_\_\_

Emergency Contact / Next of Kin  
Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Relationship to Applicant: \_\_\_\_\_

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Relationship to Applicant: \_\_\_\_\_

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Relationship to Applicant: \_\_\_\_\_

# APPLICANT FOUR

Have you viewed the property? Yes / No

## PERSONAL INFORMATION

First Name: \_\_\_\_\_ Middle Name(s): \_\_\_\_\_ Surname: \_\_\_\_\_

Mobile Phone Number: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Australian Citizen: Yes / No Place of Birth: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Smoker: Yes / No

Vehicle Type: \_\_\_\_\_ Colour: \_\_\_\_\_ Registration: \_\_\_\_\_

Other Vehicles: \_\_\_\_\_ Registration: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_ Passport Number: \_\_\_\_\_

## CURRENT ADDRESS INFORMATION

Address: \_\_\_\_\_

Rent paid: \$ \_\_\_\_\_ per week Named on the Lease Agreement: Yes / No

Property Manager / Private Landlord / Other: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Rented from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_ Number of people of the Lease: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

## PREVIOUS ADDRESS INFORMATION

Address: \_\_\_\_\_

Rent paid: \$ \_\_\_\_\_ per week Named on the Lease Agreement: Yes / No

Property Manager / Private Landlord / Other: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Rented from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_ Number of people of the Lease: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Have you ever lived in a Strata complex? Yes / No

If yes, what was the address of the property: \_\_\_\_\_

Property Manager: \_\_\_\_\_ Strata Manager: \_\_\_\_\_

## CURRENT EMPLOYMENT/ BUSINESS / STUDENT INFORMATION

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Employed from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_

Net income: \$ \_\_\_\_\_ per week Net income from other sources: \$ \_\_\_\_\_ per week

If less than 12 months, name & phone number of previous employer: \_\_\_\_\_

Self Employed: Yes / No ABN: \_\_\_\_\_ ACN: \_\_\_\_\_

Trading Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Website: \_\_\_\_\_ Business Information: \_\_\_\_\_

Student: Yes / No Studying Where: \_\_\_\_\_ Course: \_\_\_\_\_

## REFERENCE INFORMATION

### Personal Reference

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

### Emergency Contact / Next of Kin

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_



## SIGNATURE & DATABASE CHECKS

I/we the applicants stated on this application have read and understood the application. By signing this application, I/we are making an application to lease the Premises. I/We understand the Lessor may or may not send a proposed Residential Tenancy Agreement for the Premises.

You agree that for the purpose of this application, the lessor or property manager may make enquires of the persons given as referees, next of kin or emergency contacts provided by you, and also make enquires of such other persons or agencies as the lessor or property manager may see fit.

The personal information you give in this application or collected from other sources is necessary for the lessor or property manager to verify your identity, to process and evaluate the application, to manage the tenancy and to conduct the property manager's business. The information collected about you 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 lessor, referees, other property managers, prospective lessors, third party operators of residential tenancy databases, prospective buyers.

You declare that you are not bankrupt / or have been bankrupt and that all information provided on this application is true and correct and not misleading in any way.

### Written Notice About Use Of Tenancy Databases - Section 82C (2)

Residential tenancy databases are often used by lessors (landlords) and property managers to check an applicant's tenancy history and improve their chances of finding a reliable tenant.

Under the *Residential Tenancies Act 1987*, lessors and property managers must provide written notice to prospective tenants about the residential tenancy databases that they use.

The databases we use are:

**National Tenancy Database C/- Veda**

GPO Box 13294, George Street, Brisbane QLD

1300 563 826

[info@ntd.net.au](mailto:info@ntd.net.au)

[www.ntd.net.au](http://www.ntd.net.au)

**Tica**

4003 PO Box 120, Concord NSW 2137

190 222 0346

[www.tica.com.au](http://www.tica.com.au)

A request for rental history file can be downloaded from [www.ntd.com.au](http://www.ntd.com.au). A link to the form can be found under the tab "For Tenants". A request for rental history may be submitted by post, fax or email.

You can opt-out of direct marketing from NTD and the Veda group of companies at any time. To opt-out simply write to [info@ntd.net.au](mailto:info@ntd.net.au) or go to [www.donotcontact.com.au](http://www.donotcontact.com.au)

Postal and fax application forms can be downloaded from [www.tica.com.au](http://www.tica.com.au). Information regarding application fees can be found on the application form.

If we discover personal information about you on a tenancy database during the application process, we will advise you within 7 days of using the database.

If you enter into the Residential Tenancy Agreement or you fail to comply with your obligations under any Residential Tenancy Agreement that fact and other relevant personal information collected about you during the course of this application or the Residential Tenancy Agreement may be disclosed to third party operators of tenancy databases to the extent of the law.

By signing this document, you consent to the collection, use and disclosure of your personal information for some of all the purposes as outlined on the above database company websites.

**Applicant 1**

**Date**

**Applicant 2**

**Date**

**Applicant 3**

**Date**

**Applicant 4**

**Date**

# COMPANY LEASE ONLY

## Business Information

Name of Registered Company: \_\_\_\_\_

Trading as: \_\_\_\_\_

Current Address: \_\_\_\_\_

ABN: \_\_\_\_\_ ACN: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

## Director Information

Full Name of Director: \_\_\_\_\_

Personal Address: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_ Passport Number: \_\_\_\_\_

Full Name of Director: \_\_\_\_\_

Personal Address: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_ Passport Number: \_\_\_\_\_

Full Name of Director: \_\_\_\_\_

Personal Address: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_ Passport Number: \_\_\_\_\_

## Accountant Information

Accountant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number : \_\_\_\_\_ Email: \_\_\_\_\_

## Trade Reference

Accountant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number : \_\_\_\_\_ Email: \_\_\_\_\_

### PLEASE ENSURE THE FOLLOWING IS SUBMITTED WITH YOUR APPLICATION

- 100 Point Identification Check**  
Each director must provide suitable proof of identity, based on the following 100-point identity check.
  
- Business**  
Please provide the ASIC Company extract showing who are the Directors of the company are and how many are required to sign.

Please ensure each Director has signed page 9

## ANNEXURE "A"

### Connections

The tenants are aware they must connect services to the Premises in their name at the commencement of the lease. These services include but not limited to gas, electricity and telephone. The consumption of these services is at the tenant's expense. Tenants have the right to choose who the service provider is. It is also the tenant's responsibility to have all account closed off at the end of a lease.

### Landlords Contact details

The tenant is aware that if the owner contacts them directly and as a result the tenant now has the owners contact number, the tenant Does Not have permission to use that number as a direct contact. The only time permission will be granted for a tenant to directly contact an owner is if it is arranged prior and in writing. Tenants are required to delete an owner's numbers and or e-mail addresses.

### Under the Electronic Transactions Act 2011, certain notices and documents required to be given to the tenant in writing under the RT Act can be provided electronically, as long as the:

Signature of a person on the document (other than the author) is not required to be verified, authenticated, attested or witnessed;  
Information or documentation is not specified as only being able to be delivered by personal service;  
Information is given in a way that is readily accessible; and Recipient has consented to the information being given by means of electronic communication

### Gardening

The tenants are aware they are responsible for water consumption including disbursement charges, lawn wetting agents and garden maintenance. Should reticulation at the property break down or need repairs the tenant agrees to water the lawns and gardens regularly by the hose.

The tenants are aware that they are to maintain the lawns and gardens by regularly watering them, mowing, weeding and trimming edges. Tenants are aware that shrubs and trees fall into this category.

Tenants are aware that they are responsible for the upkeep of the sprinkler heads and pop-ups at the property.

The tenant is aware that as a sub clause to Clause 2.18 – Gardening in the Tenancy Agreement. That if at the time of vacating the lawns & gardens are not returned to the original condition or better, as per the Property Condition Report & photo's, a minimum amount of no less than \$300 (but could be more depending on the size of the property and the damage done) will be withheld from the Bond. This will go towards covering the cost of fertilization to plants and lawn/s, or relaying lawn/s, or replace dead/damaged plants if either are beyond repair. Also, the cost of intense watering until plants and/or lawn/s are once again in satisfactory condition.

The tenant agrees that if it is deemed by the agent that the gardens and lawns are not being kept up to standard or have deteriorated in any way and are not rectified within 2 weeks of the agent giving the tenant written notice, then a gardener will be contracted on a permanent basis for the duration of the tenancy agreement, the cost will be the responsibility of the tenant.

### Lighting

The tenant is aware that they are responsible for replacement/cost of light globes/fluorescent globes and fluorescent starters.

### Invoices

Tenants are aware that any invoices received from the office are to be paid with 14 days of receipt of the invoice.

### Property Condition Report (PCR)

The tenants are aware that the Property Condition Report details the exact contents and condition of the premises at the beginning of the tenancy. Tenants should read this carefully and note any amendments on the report. The report will need to be signed by all tenants and returned to the agent within seven days of receipt. Failure to return the report within seven days to the agent will result in the original report becoming the true report to be used against, including the bond inspection at the end of the tenancy.

### Smoking

The tenants are aware there is no smoking inside the property by tenants or visitors. Should there be any evidence of smoking inside the home, the tenants are aware that they will be liable for the cost of repair to any damages and odour caused to the property.

### **Pets/Fumigation**

The tenants are aware there are not to be any pets other than the agreed pets as per the lease agreement on the property at any time unless agreed to in writing by the owner. The pets are not to be permitted inside of the house unless approved in writing by the owner/agent with the exception of cat's curfew. Cats are to be kept in the laundry or bathroom of an evening & not have full run of the premises. Dogs/Rabbits and other pets are to remain outside at all times.

The tenants agree to pay for all damages caused by keeping their pet/s on the premises. Any damage caused by pets is not classed as wear and tear, this includes but not limited to scratched floor surfaces.

Upon vacate of the property a professional flea treatment must be carried out both internally and externally at the tenant's cost by a qualified tradesman. Receipt of this treatment must be provided to the agent once completed.

### **Timber Flooring/Carpets**

The tenants are aware they are to have felt protectors fitted to all furniture on wooden floors, vinyl and tiled areas at all times. Damage caused by scratching may result in the tenant rectifying – e.g. wood floors being polished.

The tenants agree that no stiletto heels are to be worn on floorboards or vinyl floors. Stiletto damage is not considered fair wear and tear and any damage caused by high heels will be rectified at the tenant's expense.

The tenants agree not to place pot plants on any carpeted or timber surfaces of the property.

The tenants are not allowed to place any mattresses directly on the carpet. Mattresses on the carpet cause the carpets to sweat and rot and promote mould growth.

All office chairs are to have floor protector mats placed under them to protect the floor from wear due to the grinding movement of the wheels, and the continued pressure of feet in one concentrated area. If they are not used the tenants are aware, they will be responsible for the replacement of carpets, or repair of wooden or tiled floors.

### **Locks**

The tenants must obtain written permission to change the locks and then must provide the Managing Agents with a duplicate set of keys.

### **Air-Conditioning**

The tenants are aware they are responsible for keeping the filters clean on the air conditioners on a regular basis.

### **Driveway/Garage/Carport**

The tenants agree to keep a drip tray on the garage/carport floor to prevent oil staining and agree to reimburse the owner any costs incurred to remove oil stains evident on the said floor at the vacation date, providing those stains were not noted on the original

### **Fire Place**

The tenants are aware they are not to use any wood fire place/heater, unless otherwise written in the Lease Agreement.

### **Bench Tops**

The tenants agree to use cutting boards at all times and are not to cut anything directly on the bench tops.

### **Dishwasher**

The tenants are aware that if they have a dishwasher, they are to scrape the plates clean and rinse them prior to putting in the dishwasher. If at any time the dishwasher doesn't work and the cause is a blockage or damaged caused by food scraps or any foreign objects, the tenant is aware that they are liable for the cost of repair to the dishwasher.

### **Drains**

The tenants are aware not to put food scraps, oil, hair, excessive toilet paper, women's sanitary products etc down any drains, if at any stage a plumber is required to attend to a blockage and the result is from the above or any other foreign obstacle the cost of the repair will be passed onto the tenant.

### **Mould**

Rooms, particularly bathrooms and bedrooms, are to be sufficiently aired to prevent mould and moisture damage. Removal of mould and mildew is the tenant's responsibility.

### **Unregistered/Broken Down Vehicles (cars/boats/trailers etc.)**

The tenants agree not to keep vehicles in the process of wrecking at the property. Vehicles are not permitted to be parked on the lawn areas and any broken sprinkler heads are required to be fixed at the tenant's expense.

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### **Internal Walls**

Tenants are aware that they are not to put any sticky substances e.g. – sticky tape, blue or yellow tac on the walls for photos etc without the written permission of the owner/agent. Tenants are aware if they do and the tape etc peels paint or leaves an oily mark on the wall once removed, the tenant has to paint and/or patch the area. If doing this makes the wall look patchy with all the paint patches, they will be required to paint the entire wall at their cost.

Tenants are aware that they need written permission to install picture hooks on walls or curtain hooks/rods at windows etc. Doing so without permission could mean that the tenant will have to remove the item/s and repair the section or leave the item/s at vacate, as determined by the owners or agent.

### **Property Seen as Is**

The tenant acknowledges having inspected or entrusting the word of someone they had view the property on their behalf prior to applying and entering into the tenancy agreement by signing the tenancy agreement, the tenant accepts the property as found on inspection and as recorded in the Property Condition Report.

### **Ceiling Cavity**

The tenant is aware and understands that they or their friends/family are not to climb/enter into the ceiling cavity for any reason. If rat bait is required at any stage to be put into the ceiling cavity this is to be done by a professional or it is to be put at the entrance to the man hole being no further than an arm's length into the ceiling (ensuring there is no reason to climb into the area).

### **Roof**

The tenant agrees and acknowledges that they will not enter onto the roof top of the house for any reason.

### **Alarm**

Should the premises have an alarm; the tenant will notify this office should they change the alarm code. Should the tenant choose to have the alarm monitored the tenant agrees to pay for monitoring and call out costs.

### **Routine Inspections**

The tenants are aware that routine inspections of the premises are carried out on the property (6 weeks once tenancy has started and then every 12 weeks) and agree that the Agent can utilise the office key to gain access to the premises if necessary. The tenants agree to allow the Agent to take internal and external digital photo images and/or video footage of the property throughout the tenancy during routine inspections or other access periods for the purpose of communicating the property condition with the landlord.

The tenants agree to report all damage and any state of disrepair to the premises in writing and within three days of the issue occurring unless an emergency. Failure to do so will render the tenant liable for all costs incurred by the owner as a result of such failure to report.

### **Up to Date Details**

Tenants must keep the Agent advised of their telephone numbers and place of employment.

### **Un-necessary Maintenance**

The tenants note and agree that they will be responsible for the cost of any unnecessary call outs or maintenance carried out by the owner at the request of the tenant. For example, if the tenant should report a fault to the property and it is found that after arranging for the fault to be rectified that there is no fault at all. This could include but not limited to - the lighting of gas hot water system pilot lights, blown electrical fuses or faulty appliances, blockage of toilets etc.

### **RCD & Smoke Alarms**

The tenants agree to test the RCD's in the meter box of the property every three (3) months and inform the Agent should the RCD's not operate correctly. All RCD's have a test button that, when pressed, simulates an earth leakage fault and indicates whether or not the RCD is operating correctly. The tenants also agree to have an operational battery in the smoke alarms at all times if applicable, and test smoke alarms and dust to remove cobwebs and dust every 3 months.

### **Insurance**

The tenants are aware that personal effects, furniture and belongings are to be adequately insured at the tenant's expense and covered at all times during the tenancy. These items are not covered under the owner's building insurance any way whatsoever.

### **Keys & Return of Keys @ Vacate**

The tenants have received keys to the property as per the photocopy of the same (attached) and agree to return all keys to this office by 5pm on the day of vacating. In the case of the vacating day being a Saturday/Sunday/Public Holiday, the keys are to be returned to the office by 9.30AM on the next working day. Late return of keys will result in rent being charged on a daily basis until the keys are returned.

### **Payment of Rent**

The tenants agree to pay all rent by the due date in advance as per the lease agreement and are aware that failure to do so will result in a "Breach Notice" issued to you. Rent is to be paid approx. 4days prior to the due date so funds are cleared in our account by the due date.

The tenant is aware that their rent must be paid via direct debit as per the details on the lease.

### **National Tenancy Database & Tenancy Information Centre Australia (NTD & TICA)**

Next Move Real Estate accesses, reports and provides updates to the National Tenancy Database. For information about tenancy databases please call 1300563826

The tenants are aware that in the event of a breach of the Tenancy Agreement, items of personal inform contained in the initial application to lease to premises may be recorded with the National Database. The information may be disclosed in reference for future tenancy applications.

### **Illegal Substance or Paraphernalia**

The tenants are aware that if any signs of illegal substances or paraphernalia is found at the property that you will be issued with an immediate "Notice of Termination".

### **Subletting and Change of Tenant**

The tenants acknowledge that if any change of tenant is to occur, a request in writing must be made to the Managing Agent and permission must be received in writing before the tenant vacates and before a new tenant takes up residency. Subletting of the premises is a breach of the lease. There is a procedure to be followed

### **Rent Increase**

The tenants are aware and accept that the rent may be increased by a rent review as per Part C item 2.4 with the method of the rent review being stated in the lease agreement.

Tenants are aware that in the case of a rent increase the bond is to be topped up by the equivalent of the 4wks rent increase.

### **Vacating**

The tenant is aware and agrees that as per legislation the tenant permits the agent access to the premises no less than 21days prior to the tenants vacate date to show prospect tenants through the property. The tenant can allow the agent to start showing prospective tenants through earlier than the 21 days if they are happy to do so. The tenants are aware that upon vacation of the premises the keys have been handed back to the Agent; the tenant surrenders any right he/she has to attend to the property. The agent will firstly attempt to contact the tenant to attend to items and if contact cannot be made then any cleaning, gardening or repairs that require further attention will be undertaken by the agent and charged to the tenant. Rent shall be calculated up to and including the date that all keys are returned to the Agent. Failure to return the keys will result in the locks to the premises being changed at the tenant's expense. The tenant also acknowledges and agrees that if keys are to be given back to the tenant after the bond inspection to attend to extra cleaning or maintenance of the property, or the agent has to organise any repairs or cleaning on behalf of the tenant due to the tenants not being able to organise themselves, then the Agent will charge rent for these days until the keys are returned or repairs/cleaning rectified. A maximum of 48hours (2 days) is agreed upon.

### **Bond**

The tenant is aware that they have to clean the property or arrange a cleaner to clean the property prior to vacating. Once the vacate inspection has been done and they are offered to return to the property to finish off items and they do not wish to or cannot return, we will engage in the required contractor/s to attend to the item/s on the vacate inspection, the cost of the required contractor/s will be borne by the tenant and deducted from their bond. The tenant is aware we do not arrange quotes to get vacate cleans done.

The tenants agree to have the carpets professionally steam cleaned at the end of their tenancy agreement and at other times during the term of the tenancy should the Agent consider the carpets warrant such cleaning. A receipt must be given to the Agent upon vacating the premises and before any bond monies can be distributed.

### **Maintenance**

The tenants agree that their name and contact details may be given to trades people, general repairers & general maintenance persons, valuers and/or other parties on behalf of the Owner and/or Agent so that arrangements to access the property can be made directly with the tenant.

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**Flammable Liquids/Poisons**

A maximum of 2 gas bottles to be held at the property, if there is an outdoor appliance for each bottle (e.g. – 1 for gas BBQ, 1 for outdoor gas heater). A maximum of 2 lawn mower tins to be kept at the premises. The allowances for other flammable liquids e.g. Kerosene, are to be kept at a maximum of normal house hold quantiles e.g. 1- 2 litres.

**Breaking Lease**

The tenant agrees that if they wish to vacate the property early (Breaking their lease), they are required to pay the following – Break Lease fee, this is worked out on the remaining days left on the lease from the date that the tenant vacates to the lease end date. The tenant understands this cost cannot be worked out until such time that they have returned the keys to the agent and vacated the property. The fee is also worked out with the cost of the letting fee + GST that was charged to the owner at the beginning of the lease.

Example cost of a break lease fee workings - \$380p/wk. x 2 wks. =\$760 + \$76 GST = \$836 divided by 365 days in the yr. =\$2.29p/day x 240 (example days left on lease) =\$549.60

The advertising as charged to the owner on their Management Authority, this is for internet advertising, signage and if required written advertisement in the paper.

The cost of an updated Property Condition Report as per the owners Management Authority.

The cost of a Final Bond Inspection Fee as per the owners Management Authority.

The cost of an Outgoing Inventory Fee (only if the property has inventory) as per the owners Management Authority

Rent up until a new tenant has been found or the lease expires, whichever comes first.

The tenant is responsible to maintain the premises inside and out until such time as a new tenant takes possession of the property, this could include – lawn and garden care, keeping the inside of the premises clean and tidy, pool maintenance and repair of retic sprinklers/pop-ups etc

The tenant is still responsible for the water usage up until the day before a new tenant signs a lease.

**Property Keys**

The tenants are aware and accept that they are responsible for the property’s keys at all times. Should the keys be lost the tenant will be responsible for replacement at their own expense. This will need to be organised as soon as the event occurs. Should a tenant lock themselves out of the home (during business hours Mon-Fri 9am-5pm) they can arrange to collect the spare set of keys from the office. Should you arrange to do so you must return the keys immediately upon re-entering the home. If the tenant locks themselves out of the home after office hours, they will contact a lock smith at their expense to gain access to the home. If any damage is caused to the property whilst gaining access the tenants are responsible for the repairs to the damage.

Please Sign Tenant 1 \_\_\_\_\_ Dated \_\_\_\_\_

Please Sign Tenant 2 \_\_\_\_\_ Dated \_\_\_\_\_

Please Sign Tenant 3 \_\_\_\_\_ Dated \_\_\_\_\_

Please Sign Tenant 4 \_\_\_\_\_ Dated \_\_\_\_\_