

## Residential Tenancy Application & Check list

To ensure quick and efficient 48 hour turnaround on your Application, please fill in the attached application, particularly making sure that all your references and contact details are correct.

- Application fully completed
- Attach two types of ID, at least one with photo identification e.g. Passport/Drivers Licence/ Medi Care card / bank card
- Employment confirmation letter; or Bank statement or 4 pay slips
- No OPTION FEE required to lodge your application
- Bond and 2 weeks rent to be PAID IMMEDIATELY UPON ACCEPTANCE of Application
- Application to be emailed to [admin@nestrealty.com.au](mailto:admin@nestrealty.com.au)

### **Additional Information**

- Please list any special conditions that you may require.
- Attach any other relevant information to this Application that may help you secure the property e.g. Photos, property ownership (overseas if relocating), letters etc. Anything that can help make your application stand out.

We wish you every success with your application.



## ATTACHMENT A

### 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 database/s we use are:

Name: National Tenancy Database  
Contact Details: [www.tenancydatabase.com.au](http://www.tenancydatabase.com.au)  
[info@tenancydatabase.com.au](mailto:info@tenancydatabase.com.au)  
13 83 32

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.

### INFORMATION FOR LESSORS (LANDLORDS) AND APPLICANTS

#### **The application form**

This application form will assist the lessor (landlord) to select a tenant to rent the premises.

The lessor/property manager will require some information about the applicant in this form, such as rental history and how the rent will be paid. The application may not be approved if not enough information is provided.

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

#### **Option fee**

An option fee is a sum of money that may be paid by an applicant to a lessor or their property manager when lodging a rental application. For most properties, the option fee is capped at \$50 or \$100 depending on the weekly rent (refer to the Residential Tenancies Regulations 1989). If the lessor/property manager decides not to offer the applicant the tenancy, they must return the option fee by cash or EFT within 7 days of the decision to refuse the application. If the applicant takes up the tenancy, the lessor/property manager can either return the option fee in full or credit it towards the first rent payment. The applicant may apply to the Magistrates Court for the return of any option fee owed to them by the lessor. If the applicant decides not to rent the property after being offered the tenancy, the option fee may be forfeited.

#### **Tenancy databases**

Private tenancy databases are used to check a tenant's rental history. When a prospective tenant applies for a tenancy, the lessor/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. For more information about tenancy databases refer to the Department of Commerce's publications Tenancy databases or Renting out your property. The tenancy database provisions are consistent with the National Privacy Principles established by the Privacy Act 1988 (Cth).

#### **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.

## Application To Rent Residential Premises

Property address: \_\_\_\_\_

Rent per week \$ \_\_\_\_\_ move in date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Length of lease: \_\_\_\_\_ years / months

### Applicant One

First Name: \_\_\_\_\_ Middle Name \_\_\_\_\_ Surname \_\_\_\_\_

Mobile number: \_\_\_\_\_ Email: \_\_\_\_\_

Current address: \_\_\_\_\_

How long have you lived here: \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Rent paid per week \$ \_\_\_\_\_

Property Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

Office name & address: \_\_\_\_\_

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

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

Employers address: \_\_\_\_\_

Employed from: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Net Income \$ \_\_\_\_\_ per week / fortnight / month

Proof of identification provided: drivers license \_\_\_\_\_ passport \_\_\_\_\_ birth certificate \_\_\_\_\_

Pets: \_\_\_\_\_ Dog/Cat/ Other: \_\_\_\_\_ How many: \_\_\_\_\_

Please supply photo of pets with application

### Personal References

1. Name \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

Contact phone: \_\_\_\_\_ Address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

Contact phone: \_\_\_\_\_ Address: \_\_\_\_\_

### Next of Kin 1

Name: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

Mobile phone: \_\_\_\_\_ Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

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

### Next of Kin 2

Name \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

Mobile phone: \_\_\_\_\_ Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

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

Other Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

