

# JONES and CO.

## Residential Tenancy Application Form

Please read and follow these instructions carefully to ensure a smooth application process.

When submitting this application, please make sure the following items are provided along with the **completed** and **signed** application form:

1. **Option Fee** – No Fee Charged
2. **Identification** totaling 100 points  
(for example, Drivers License, Passport, Medicare Card, Healthcare Card).
3. **Optional Supporting Documentation** (for example, reference letters, pay slips, etc.  
For self-funded applicants, please provide supporting income documents.)

**PLEASE NOTE:** We are unable to process any **incomplete applications**.

Submission of this application **does not** guarantee the tenancy of this property. Reference, employment and past rental checks will be conducted and you will be advised by the relevant property manager of the outcome of your application at their earliest opportunity. This process normally takes up to three (3) business days.

Each intended resident of the property over the age of 18 is required to complete their details within this form. However, only one option fee is required for each group application.

If your application is not accepted, please be advised that refund of your option fee will only be provided by way of direct transfer into your bank account.

Should your application be successful, this deposit will be used as your letting fee, , and you will enter into a Residential Tenancy Agreement. Should you decline the acceptance of your offer, you will forfeit your option fee to the owner.

If you intend to keep a pet at the property, full details of the pet must be disclosed within this application form. The owner of the property has **bona-fide** discretion of the acceptance or declining of the residence of any pet at their property.

If your application is accepted, you will need to pay all ingoing costs prior to taking possession of the property, by **electronic funds transfer**.

Please return to this application form to:

2 Old Perth Rd Bassendean WA 6054 or [pmassist@jonesandcoproperty.com.au](mailto:pmassist@jonesandcoproperty.com.au)

## TENANCY DETAILS

Address of the property you are applying for:

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

Required for a period of:

\_\_\_\_\_

Months

Years

Starting from:

At a rental of:

\_\_\_\_/\_\_\_\_/\_\_\_\_

\$\_\_\_\_\_per week

Total number of Occupants:

\_\_\_\_\_

Adults

Children

\_\_\_\_\_

Ages

Ages

Do you intend on keeping pets at the premises:

Yes  No

Number of Pets:

Type of Pet/s:

\_\_\_\_\_

Breed of Pet/s:

Age of Pet/s:

\_\_\_\_\_

Are you applying for a Ministry of Housing Bond?

Yes  No  If yes; Amount: \$\_\_\_\_\_

Branch

\_\_\_\_\_

Have you viewed the property or had a suitable proxy view the property on your behalf?

Yes  No

It is agreed that the acceptance of this Application is subject to the approval of the Owner in the Owner's absolute discretion. The Applicant(s) understand(s) that withdrawal after acceptance of the application and offer will result in forfeiture of the option fee.

## Amounts Payable

Option Fee

\$ N/A

RECEIPT NUMBER

Bond

\$ \_\_\_\_\_

Pet Bond (if applicable)

\$ \_\_\_\_\_

Initial rent (2 weeks)

\$ \_\_\_\_\_

Total

\$ \_\_\_\_\_

Less Option Fee of

\$ N/A

**BALANCE OWING IF ACCEPTED**

\$ \_\_\_\_\_

(EFT only)

## Special Conditions to the Lease

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

The Applicant(s) acknowledge/s that the special conditions will form part of any lease agreement.

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

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

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

## Bank Details

If your application is not accepted, and you would like your deposit refunded directly to your bank account, please fill out the details below.

Bank \_\_\_\_\_ BSB \_\_\_\_\_

Account Number \_\_\_\_\_

Name \_\_\_\_\_

# FIRST APPLICANT DETAILS

Full Name:

\_\_\_\_\_

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

\_\_\_\_\_

Phone Number (Work): \_\_\_\_\_ Phone Number (Home): \_\_\_\_\_

\_\_\_\_\_

Mobile: \_\_\_\_\_

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

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Smoker: Yes  No

Preferred Name: \_\_\_\_\_ Sex: Male  Female

Drivers License Number: \_\_\_\_\_

Passport Number: \_\_\_\_\_

Other ID: \_\_\_\_\_

Vehicle & Registration Number:

\_\_\_\_\_

## Personal Reference 1:

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

Telephone: \_\_\_\_\_

## Personal Reference 2:

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

Telephone: \_\_\_\_\_

## Business Reference 1:

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

Telephone: \_\_\_\_\_

## Business Reference 2:

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

Telephone: \_\_\_\_\_

Name of current landlord or agent:

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Rent paid per week:

\_\_\_\_\_ \$ \_\_\_\_\_

Email Address of Landlord or Agent

\_\_\_\_\_

Time at current rental:

\_\_\_\_\_ Years \_\_\_\_\_ Months

Reason why leaving:

\_\_\_\_\_

Name of previous landlord or agent:

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Rent paid per week:

\_\_\_\_\_ \$ \_\_\_\_\_

Time at previous rental:

\_\_\_\_\_ Years \_\_\_\_\_ Months

Reason why leaving:

\_\_\_\_\_

Previous address:

\_\_\_\_\_

Occupation:

\_\_\_\_\_

Employer:

\_\_\_\_\_

Contact person & phone:

\_\_\_\_\_

Duration of employment: \_\_\_\_\_

Wage: \$ \_\_\_\_\_ per \_\_\_\_\_

If less than 12 months, name and number of previous employer:

\_\_\_\_\_

Next of Kin: \_\_\_\_\_

Telephone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement. I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application form is true and correct and given of my own free will. I declare that I am not bankrupt.

I acknowledge that this application is subject to vacant possession being provided by the current occupant of the property, the Lease is to be signed by the applicant/s and that all monies due are to be paid prior to taking possession of the property.

I authorise the agent to obtain personal information about me from my current and previous landlords, my personal and business referees for this application, my current and past employers and any person who maintains any record, listing or database of defaults by tenants and I authorise and consent to each of these persons providing requested personal information about me to the Agent,

If I default under a rental agreement, I agree that the agent may disclose details of any such default to a tenancy default database and to agents/landlords of properties I may apply for in the future. I am aware that the Agent will use and disclose my personal information in order to; communicate with the owner and select a tenant, prepare tenancy documents, allow trades people or equivalent organisations to contact me, lodge/claim/transfer /to/from a Bond Authority, refer to Courts and Statutory Authorities, refer to collection agents/lawyers and to complete a credit check with NTD and TICA.

Jones & Co Property is a member of the Tenancy Information Centre Australia Pty Ltd and the National Tenancy Database.

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information by contacting the Jones & Co Property

Signature \_\_\_\_\_

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

## SECOND APPLICANT DETAILS

Full Name:

\_\_\_\_\_

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

\_\_\_\_\_

Phone Number (Work): \_\_\_\_\_ Phone Number (Home): \_\_\_\_\_

\_\_\_\_\_

Mobile: \_\_\_\_\_

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

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Smoker: Yes  No

Preferred Name: \_\_\_\_\_ Sex: Male  Female

Drivers License Number: \_\_\_\_\_

Passport Number: \_\_\_\_\_

Other ID: \_\_\_\_\_

Vehicle & Registration Number:

\_\_\_\_\_

### Personal Reference 1:

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

Telephone: \_\_\_\_\_

### Personal Reference 2:

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

Telephone: \_\_\_\_\_

### Business Reference 1:

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

Telephone: \_\_\_\_\_

### Business Reference 2:

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

Telephone: \_\_\_\_\_

Name of current landlord or agent:

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Rent paid per week:

\_\_\_\_\_ \$ \_\_\_\_\_

Email Address of Landlord or Agent

\_\_\_\_\_

Time at current rental:

\_\_\_\_\_ Years \_\_\_\_\_ Months

Reason why leaving:

\_\_\_\_\_

Name of previous landlord or agent:

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Rent paid per week:

\_\_\_\_\_ \$ \_\_\_\_\_

Time at previous rental:

\_\_\_\_\_ Years \_\_\_\_\_ Months

Reason why leaving:

\_\_\_\_\_

Previous address:

\_\_\_\_\_

Occupation:

\_\_\_\_\_

Employer:

\_\_\_\_\_

Contact person & phone:

\_\_\_\_\_

Duration of employment: \_\_\_\_\_

Wage: \$ \_\_\_\_\_ per \_\_\_\_\_

If less than 12 months, name and number of previous employer:

\_\_\_\_\_

Next of Kin: \_\_\_\_\_

Telephone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

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I authorise the agent to obtain personal information about me from my current and previous landlords, my personal and business referees for this application, my current and past employers and any person who maintains any record, listing or database of defaults by tenants and I authorise and consent to each of these persons providing requested personal information about me to the Agent,

If I default under a rental agreement, I agree that the agent may disclose details of any such default to a tenancy default database and to agents/landlords of properties I may apply for in the future. I am aware that the Agent will use and disclose my personal information in order to; communicate with the owner and select a tenant, prepare tenancy documents, allow trades people or equivalent organisations to contact me, lodge/claim/transfer /to/from a Bond Authority, refer to Courts and Statutory Authorities, refer to collection agents/lawyers and to complete a credit check with NTD and TICA.

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Signature \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

## THIRD APPLICANT DETAILS

Full Name:

\_\_\_\_\_

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

\_\_\_\_\_

Phone Number (Work): \_\_\_\_\_ Phone Number (Home): \_\_\_\_\_

\_\_\_\_\_

Mobile: \_\_\_\_\_

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

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Smoker: Yes  No

Preferred Name: \_\_\_\_\_ Sex: Male  Female

Drivers License Number: \_\_\_\_\_

Passport Number: \_\_\_\_\_

Other ID: \_\_\_\_\_

Vehicle & Registration Number:

\_\_\_\_\_

### Personal Reference 1:

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

Telephone: \_\_\_\_\_

### Personal Reference 2:

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

Telephone: \_\_\_\_\_

### Business Reference 1:

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

Telephone: \_\_\_\_\_

### Business Reference 2:

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

Telephone: \_\_\_\_\_

Name of current landlord or agent:

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Rent paid per week:

\_\_\_\_\_ \$ \_\_\_\_\_

Email Address of Landlord or Agent

\_\_\_\_\_

Time at current rental:

\_\_\_\_\_ Years \_\_\_\_\_ Months

Reason why leaving:

\_\_\_\_\_

Name of previous landlord or agent:

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Rent paid per week:

\_\_\_\_\_ \$ \_\_\_\_\_

Time at previous rental:

\_\_\_\_\_ Years \_\_\_\_\_ Months

Reason why leaving:

\_\_\_\_\_

Previous address:

\_\_\_\_\_

Occupation:

\_\_\_\_\_

Employer:

\_\_\_\_\_

Contact person & phone:

\_\_\_\_\_

Duration of employment: \_\_\_\_\_

Wage: \$ \_\_\_\_\_ per \_\_\_\_\_

If less than 12 months, name and number of previous employer:

\_\_\_\_\_

Next of Kin: \_\_\_\_\_

Telephone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

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**Signature** \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

**CONDITIONS RELEVANT TO MAKING AN APPLICATION AND OFFER**

The amounts referred to in section "Amounts Payable" are payable upon the Applicant signing the Lease and/or prior to taking possession of the Premises

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

The persons comprising the Applicant are over the age of 18 years, none are bankrupt and they each declare that all of the information supplied in the Applicant's Details is true and correct and not misleading in any way.

The Applicant acknowledges having inspected the Premises and if the Option is exercise, will accept possession of the Premises in the condition as at the date of inspection.

Upon the exercise of the option by the Applicant, the Applicant will execute the Lease. The Lease shall be the "REIWA or Department of Commerce Standard Residential Property Lease", including any special conditions included and/or attached to this Application and the payment of all monies referred to in "Amounts Payable".

The Applicant agrees to pay the rent on period in advance except for the first two weeks rent and to pay the letting fee to the maximum amount allowable pursuant to Section 27 of the Residential Tenancies Act 1987.

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 the Premises caused by a waterbed or the escape of water from a waterbed.

The Applicant acknowledges and agrees that the Owner will carry out routine inspections of the Premises between normal business hours.

The Applicant acknowledges that they will make all rental payments via electronic bank transfer. The Applicant acknowledges that no cash payments will be accepted and the applicant will make payments via electronic transfer.

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.

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

**Signature of Applicant:**\_\_\_\_\_

**Signature of Applicant:**\_\_\_\_\_

**Signature of Applicant:**\_\_\_\_\_