FORM 18
OFFER TO LEASE RESIDENTIAL PREMISES
RESIDENTIAL TENANCIES ACT 1987 (WA)

PROPERTY ADDRESS: _____

AMOUNT OF RENT PER WEEK OFFERED: $_____ **ADVERTISED RENT**: $_____

PERIOD ÓF LEASE REQUIRED: *STARTING ON* _____/_____/_____ TO _____/_____/_____

NAMES ON LEASE:

APPLICANT ONE: _____

APPLICANT TWO: _____

APPLICANT THREE: _____

APPLICANT FOUR: _____

PETS: _____

DEPARTMENT OF COMMUNITIES (HOMESWEST) BOND?   YES   NO

IF YES, AMOUNT APPLIED FOR OR APPROVED: $ _____   OFFICE: _____

SPECIAL CONDITIONS FOR CONSIDERATION BY LESSOR

1.   _____
2.   _____
3.   _____
4.   _____

INFORMATION FOR APPLICANTS

The application form

This application form will assist EA Professional Services to select a tenant to rent the premises.

We 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 – WE DO NOT ACCEPT OPTION FEES

GENERAL INFORMATION ABOUT OPTION FEES:

An option fee is a sum of money that may be paid by an applicant to a 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, EA Professional Services must provide a written notice outlining the databases they use and the contact details. This written notice is provided below.

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 are considered in accordance with the *Equal Opportunity Act 1984* (WA). There will 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.

See next page (5 of 5) for Attachment A

For further information about tenancy rights, refer to the *Residential Tenancies Act 1987* or contact the Department of Commerce on 1300 30 40 54 or **www.commerce.wa.gov.au/ConsumerProtection.**

For Translating and Interpreting Services please telephone TIS on 13 14 50 and ask to speak to the Department of Commerce (1300 30 40 54) for assistance.   CP02625/2012 JULY 2013 FORM 18 version 05

Written Notice about Use of Tenancy Databases
Section 82C(2)

EA Professional Services uses to check an applicant's tenancy history and improve the Landlord's information to determine whether to accept the Offer to Lease or not. Under the *Residential Tenancies Act 1987*, *EA Professional Services* provides written notice to prospective tenants about the residential tenancy database that we use:

TICA

Phone: **190 222 0346**

Calls are charged at $5.45 per minute and may be higher from a mobile or pay phone

PO Box 120, Concord NSW 2137

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.

WHERE TO SEND YOUR APPLICATION:

BY EMAIL: SCAN AND SEND TO info@eaprofessionals.com.au

BY POST: PO BOX 3299, MIDLAND WA 6056

QUESTIONS? CALL US ON 0417 951 814

APPLICATION DETAILS

APPLICANT ONE

Name: _____ Date of birth _____/_____/_____

Phone Home: _____ Phone work: _____

Phone Mobile: _____ Email address: _____

Current address: _____

PREVIOUS RENTAL HISTORY

Address: _____

Rent paid $ _____ per week ☐   fortnight ☐   month ☐

Rent paid to: _____ Phone: _____
                        (property manager or lessor's name)

Address: _____
                                    (property manager or lessor's address)

Rented from _____/_____/_____ to _____/_____/_____

Reasons for leaving: _____

PREVIOUS ADDRESS TO ABOVE

Address: _____

Rent paid $ _____ per week ☐   fortnight ☐   month ☐

Rent paid to: _____ Phone: _____
                        (property manager or lessor's name)

Address: _____
                                    (property manager or lessor's address)

Rented from _____/_____/_____ to _____/_____/_____

Reasons for leaving: _____

EMPLOYMENT DETAILS (if self-employed less than one year, give previous employer)

Occupation: _____ Employer: _____

Employer's address: _____

Employed from _____/_____/_____ to _____/_____/_____

Contact name: _____ Phone: _____

Net income $ _____ per week ☐   fortnight ☐   month ☐

Net weekly income from other sources $ _____ per week ☐   fortnight ☐   month ☐

PERSONAL REFERENCES

1. Name: _____Relationship to applicant: _____

Contact phone: _____ Address: _____

2. Name: _____Relationship to applicant: _____

Contact phone: _____ Address: _____

NEXT OF KIN

Name: _____ How related: _____

Phone home: _____ Phone work: _____ Phone mobile: _____

Address: _____

EMERGENCY CONTACT

Name: _____ How related: _____

Phone home: _____ Phone work: _____ Phone mobile: _____

Address: _____

AGREEMENT

I agree to the following:

1. My references and contacts can be contacted by the Property Manager to conduct reference checking.

2. The information I have provided on this **Application For Tenancy Form** is true and correct

3. The Property Manager can conduct searches and Tenancy Databases (TICA, NTD etc) to review my tenancy history

4. That I can afford the rent for the property as offered in this Application

SIGNATURE

Signed: _____ Date: _____

APPLICANT TWO:

Name: _____ Date of birth _____/_____/_____

Phone Home: _____ Phone work: _____

Phone Mobile: _____ Email address: _____

Current address: _____

Proof of identification to be provided with application

PREVIOUS RENTAL HISTORY

Address: _____

Rent paid $ _____ per week ☐   fortnight ☐   month ☐

Rent paid to: _____ Phone: _____
                          (property manager or lessor's name)

Address: _____
                          (property manager or lessor's address)

Rented from _____/_____/_____ to _____/_____/_____

Reasons for leaving: _____

PREVIOUS ADDRESS TO ABOVE

Address: _____

Rent paid $ _____ per week ☐   fortnight ☐   month ☐

Rent paid to: _____ Phone: _____
                          (property manager or lessor's name)

Address: _____
                          (property manager or lessor's address)

Rented from _____/_____/_____ to _____/_____/_____

Reasons for leaving: _____

EMPLOYMENT DETAILS (if self-employed less than one year, give previous employer)

Occupation: _____ Employer: _____

Employer's address: _____

Employed from _____/_____/_____ to _____/_____/_____

Contact name: _____ Phone: _____

Net income $ _____ per week ☐   fortnight ☐   month ☐

Net weekly income from other sources $ _____ per week ☐   fortnight ☐   month ☐

Please provide proof of employment and income – payslips etc

PERSONAL REFERENCES

1. Name: _____Relationship to applicant: _____

Contact phone: _____ Address: _____

2. Name: _____Relationship to applicant: _____

Contact phone: _____ Address: _____

NEXT OF KIN

Name: _____ How related: _____

Phone home: _____ Phone work: _____ Phone mobile: _____

Address: _____

EMERGENCY CONTACT

Name: _____ How related: _____

Phone home: _____ Phone work: _____ Phone mobile: _____

Address: _____

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2. The information I have provided on this *Application For Tenancy Form* is true and correct

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4. That I can afford the rent for the property as offered in this Application

SIGNATURE

Signed: _____ Date: _____

APPLICANT THREE

Name: _____ Date of birth _____/_____/_____

Phone Home: _____ Phone work: _____

Phone Mobile: _____ Email address: _____

Current address: _____

Proof of identification to be provided with application

PREVIOUS RENTAL HISTORY

Address: _____

Rent paid $ _____ per week ☐   fortnight ☐   month ☐

Rent paid to: _____ Phone: _____
                    (property manager or lessor's name)

Address: _____
                    (property manager or lessor's address)

Rented from _____/_____/_____ to _____/_____/_____

Reasons for leaving: _____

PREVIOUS ADDRESS TO ABOVE

Address: _____

Rent paid $ _____ per week ☐   fortnight ☐   month ☐

Rent paid to: _____ Phone: _____
                    (property manager or lessor's name)

Address: _____
                    (property manager or lessor's address)

Rented from _____/_____/_____ to _____/_____/_____

Reasons for leaving: _____

EMPLOYMENT DETAILS (if self-employed less than one year, give previous employer)

Occupation: _____ Employer: _____

Employer's address: _____

Employed from _____/_____/_____ to _____/_____/_____

Contact name: _____ Phone: _____

Net income $ _____ per week ☐   fortnight ☐   month ☐

Net weekly income from other sources $ _____ per week ☐   fortnight ☐   month ☐

Please provide proof of employment and income – payslips etc

PERSONAL REFERENCES

1. Name: _____Relationship to applicant: _____

Contact phone: _____ Address: _____

2. Name: _____Relationship to applicant: _____

Contact phone: _____ Address: _____

NEXT OF KIN

Name: _____ How related: _____

Phone home: _____ Phone work: _____ Phone mobile: _____

Address: _____

EMERGENCY CONTACT

Name: _____ How related: _____

Phone home: _____ Phone work: _____ Phone mobile: _____

Address: _____

AGREEMENT

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4. That I can afford the rent for the property as offered in this Application

SIGNATURE

Signed: _____ Date: _____

APPLICANT FOUR:

Name: _____ Date of birth _____/_____/_____

Phone Home: _____ Phone work: _____

Phone Mobile: _____ Email address: _____

Current address: _____

Proof of identification to be provided with application

PREVIOUS RENTAL HISTORY

Address: _____

Rent paid $ _____ per week ☐   fortnight ☐   month ☐

Rent paid to: _____ Phone: _____
                    (property manager or lessor's name)

Address: _____
                              (property manager or lessor's address)

Rented from _____/_____/_____ to _____/_____/_____

Reasons for leaving: _____

PREVIOUS ADDRESS TO ABOVE

Address: _____

Rent paid $ _____ per week ☐   fortnight ☐   month ☐

Rent paid to: _____ Phone: _____
                    (property manager or lessor's name)

Address: _____
                              (property manager or lessor's address)

Rented from _____/_____/_____ to _____/_____/_____

Reasons for leaving: _____

EMPLOYMENT DETAILS (if self-employed less than one year, give previous employer)

Occupation: _____ Employer: _____

Employer's address: _____

Employed from _____/_____/_____ to _____/_____/_____

Contact name: _____ Phone: _____

Net income $ _____ per week ☐   fortnight ☐   month ☐

Net weekly income from other sources $ _____ per week ☐   fortnight ☐   month ☐

Please provide proof of employment and income – payslips etc

Pallette Investments Pty Ltd t/as EA Professionals RA78677 – Licensed Real Estate Agents

PERSONAL REFERENCES

1. Name: _____Relationship to applicant: _____

Contact phone: _____ Address: _____

2. Name: _____Relationship to applicant: _____

Contact phone: _____ Address: _____

NEXT OF KIN

Name: _____ How related: _____

Phone home: _____ Phone work: _____ Phone mobile: _____

Address: _____

EMERGENCY CONTACT

Name: _____ How related: _____

Phone home: _____ Phone work: _____ Phone mobile: _____

Address: _____

AGREEMENT

I agree to the following:

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2. The information I have provided on this *Application For Tenancy Form* is true and correct

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Signed: _____ Date: _____