

Thank you for choosing a rental property managed by OEIJ Property.

For your application to be most successful please carefully fill out the entire “**Application to Enter into Residential Tenancy Agreement**” form.

**Some Important Information and Checklist:**

- All Adults (anyone over 18) must be listed and provide references.
- All applicants must provide signatures on page 4, Section 21 so that references can be checked.
- Submitted with the application form should be two (2) copies of identification for all adults
  - Passport (Current VISA Status if applicable), Australian Driver’s License (BOTH SIDES), Proof of Age Card (Must come with supporting evidence for current address) etc...
- Submitted with the application form should be copies of financial standing
  - Eg; Bank Statements, most recent Pay Slips, Centrelink Statements, Business Registration, Utility Accounts, Latest Tenancy Ledger Statement, etc...
  - Most recent Routine Inspection Report from your current property manager
- If applicable, please ensure the following information for Pets is included
  - Current Registration with Council, Age, Sex, Type, Breed, Name and PHOTO of your pet(s).
- Please ensure all the special conditions are read and all applicable sections are filled.
- Applications must be submitted with an option fee **deposit of \$50**.  
Please make payment by electronic transfer to the following details:

**Commonwealth Bank of Australia**  
**OEIJ Property Trust**  
**BSB: 066-163**  
**Account: 10868441**  
Reference: Your Surname & Property Address  
*(Please note, we do not accept cash payments)*

- Please note that if your application is successful, you will be required to sign the Lease, make Bond Payment, and pay two (2) weeks rent in advance within two (2) business of acceptance.
- Upon your application you accept the property in its current condition as inspected, unless otherwise stated or requested.
- Before submitting the application form, please contact the office. Our office hours are 9am to 5pm Monday to Friday; however, the office is sometimes unattended. It is preferred that the application is emailed to [leasing@oeijproperty.com.au](mailto:leasing@oeijproperty.com.au)

If you have any other queries in regards to filling out the application form please contact us.

Kind Regards,  
**OEIJ Property**



## EXPLANATION FOR APPLICANTS

**Only complete this APPLICATION if You are sure that You want to enter into a Residential Tenancy Agreement with the Lessor of the Premises**

The Lessor of the Premises is attempting to locate the most suitable tenant; that is a tenant who pays the rent on time and takes good care of the Premises.

To enable the Lessor of the Premises to determine in their opinion, who is the most suitable person, the Lessor's Property Manager requires some background information about You.

**The form "APPLICATION TO ENTER INTO RESIDENTIAL TENANCY AGREEMENT" is not the Residential Tenancy Agreement.**

The purpose of this form is:

**First**, to inform the Lessor of Your details, and Your requirements for the Residential Tenancy Agreement; for example, if You wish to have pets at the Premises.

**Second**, to inform You of the Lessor's or Property Manager's usual use of one or more residential tenancy databases.

**Third**, to inform You of the money that is required to be paid prior to taking possession of the Premises; for example, the value of the Security Bond (which may be up to 4 weeks rent), the Pet Bond (which can be up to \$260) and the initial Rent payment (which can be 2 weeks rent in advance).

**Fourth**, to make You aware of the terms of the Residential Tenancy Agreement (including special conditions) associated with the Lease if Your Application is accepted.

### Summary of what will happen if You apply to enter into a Residential Tenancy Agreement with the Lessor

<b>Your action if You wish to apply for the Residential Tenancy Agreement:</b>	<ol style="list-style-type: none"> <li>1. Complete this Application.</li> <li>2. Submit this Application to the Property Manager together with any Option Fee that may be requested by the Property Manager.</li> </ol>
<b>Lessor's action if You do not succeed with Your Application:</b>	<ol style="list-style-type: none"> <li>3. If You are not the successful applicant and have paid an Option Fee, the Option Fee will be refunded to You within 7 days of the decision.</li> </ol>
<b>Lessor's action if You succeed with Your Application:</b>	<ol style="list-style-type: none"> <li>4. If You are the successful applicant, the Lessor will provide You with a proposed Residential Tenancy Agreement for the Premises which will grant You the option of entering into a Residential Tenancy Agreement.</li> </ol>
<b>What You will then need to do if You are the successful Applicant:</b>	<ol style="list-style-type: none"> <li>5. If You sign the Residential Tenancy Agreement, comply with all the stipulated requirements for the creation of the Residential Tenancy Agreement set out in Part C of the document, and the Lessor (or the Property Manager) sign the document, a binding Residential Tenancy Agreement will exist between You and the Lessor. In the case of where an Option Fee has been paid there will be no need for the Lessor (or Property Manager) to sign the document for a binding Residential Tenancy Agreement to exist.</li> <li>6. If any of the events mentioned in clause 5 of this Summary above do not occur the ramifications of that are set out below in clause 18 of Part B of this Application.</li> </ol>

**FOR:** Premises Address:

Address 1				
Address 2				
Suburb		State		Postcode

**FROM:** Proposed Tenants' Names:

	Given Name(s)	Family Name
Tenant 1		
Tenant 2		
Tenant 3		
Tenant 4		

**TO:** The Property Manager:

Agency Name	OEIJ Property		
Address	2/1 North Lake Road, Alfred Cove WA 6154		
Telephone	(08) 9317 7775	Facsimile	N/A
E-mail	leasing@oeijproperty.com.au		

# application to enter into residential tenancy agreement



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## PART A (TO BE COMPLETED BY PROPERTY MANAGER)

1. Premises

Address 1

Address 2

Suburb

State

Postcode

2. Rent \$  per week

3. Option Fee (if applicable) \$

4. If You are the successful applicant, and wish to enter into a Residential Tenancy Agreement with the Lessor, You will be required to pay the following money to the Property Manager:

### REQUIRED MONEY

(a) Security bond of \$

(b) Pet bond (if applicable) \$

(c) First two weeks rent \$

(d) Less Option Fee (if paid) \$

(e) **Total** \$

# application to enter into residential tenancy agreement

## PART B (TO BE COMPLETED BY YOU)

**NOTE:** This document is not a Residential Tenancy Agreement and does not grant any right to occupy the Premises

### INFORMATION FROM "YOU" (the proposed tenant or tenants)

#### TENANCY DETAILS

5. You require the tenancy for a period of  months from  to
6. At a rent of \$  per week
7. Total number of persons to occupy the Premises Adults  Children  Ages
8. Pets - Type of Pet  Breed  Reg. No.  Age   
Type of Pet  Breed  Reg. No.  Age
9. Do you intend on applying for a residential tenancy bond from a State Government Department?  Yes  No
- If Yes, \$  Branch:
10. Bank account details for refund of Option Fee (if applicable)
- Bank:  BSB:   
Account No.:  Account Name:
11. Any Special Conditions requested by You:
- 

**NOTE:** The Lessor is not obliged to accept any of the Your Special Conditions.

12. The address at which You wish to receive the Residential Tenancy Agreement if You are successful and/or notices relating to tenancy
- Email (optional):
- Fax (optional):
- Postal address (required):

PO Box	<input type="text"/>	Town/City	<input type="text"/>	Postcode	<input type="text"/>
Address 1	<input type="text"/>				
Address 2	<input type="text"/>				

13. You declare that You are not bankrupt and that all of the information supplied in this Application is true and correct and is not misleading in anyway.
14. You acknowledge that, having inspected the Premises, You will accept possession of the Premises in the condition it was in as at the date of inspection.
15. By Signing this application You are making an application to lease the Premises. The Lessor may or may not send You a proposed Residential Tenancy Agreement for the Premises.
16. If You are the successful applicant, the Lessor will send You a proposed Residential Tenancy Agreement for the Premises which will contain information about pre-requisites for the creation of a binding Residential Tenancy Agreement. The Residential Tenancy Agreement will be comprised of Parts A, B and C. Parts A and B can be viewed on reiwa.com.au. Part C will also include additional terms agreed to by the parties, a draft of which is attached to this Application.
17. If a sum for an Option Fee is stipulated in Part A, You must pay that Option Fee to the Property Manager at the same time You make this application. The Option Fee must be paid by You by cash or cheque. If You are not the successful applicant and have paid an Option Fee, the Option Fee will be refunded to You by way of an electronic transfer to Your bank account details set out in Part B within 7 days of the decision.

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18. If You are the successful application the Lessor will provide You with a proposed Residential Tenancy Agreement for the Premises which will grant You the option of entering into a Residential Tenancy Agreement:
- (a) if You sign the Residential Tenancy Agreement, comply with all the stipulated requirements for the creation of a binding Residential Tenancy Agreement as set out in Part C of the document (eg returning the document to the Property Manager by the stipulated time, paying full stipulated rental and bond); and;
    - (i) if an Option Fee has been paid THEN a binding Residential Tenancy Agreement will exist between You and the Lessor and any Option Fee will be refunded to You or applied towards the rent; or
    - (ii) if no Option Fee has been paid and if neither the Lessor nor the Property Manager sign the document THEN no binding Residential Tenancy Agreement will exist between You and the Lessor; or
    - (iii) if no Option Fee has been paid and if the Lessor (or the Property Manager) signs the document, THEN a binding Residential Tenancy Agreement will exist between You and the Lessor.
  - (b) if You do not sign the Residential Tenancy Agreement or if You do not comply with the pre-requisites for the existence of the Residential Tenancy Agreement You will not have entered into a binding Residential Tenancy Agreement, the option for You to enter such an agreement will lapse, and any Option Fee paid by You will be forfeited to the Lessor.

**Note: Under the Residential Tenancy Act 1987 agreements to lease do not have to be in writing and may be entered verbally or by conduct. This clause 18 does not purport to remove any right of parties to reach non-written agreements. However, if the parties wish to enter an agreement on the terms set out in this form, the pre-requisites set out above must be met in order for the lease to exist.**

**19. 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 PRE-REQUISITES FOR THE EXISTENCE OF A BINDING RESIDENTIAL TENANCY AGREEMENT, SET OUT IN PART C OF THE RESIDENTIAL TENANCY AGREEMENT (INCLUDING SIGNING THE RESIDENTIAL TENANCY AGREEMENT, RETURNING IT TO THE PROPERTY MANAGER BY THE STIPULATED TIME, PAY ANY STIPULATED RENTAL IN ADVANCE, SECURITY BOND AND / OR PET BOND) NO RESIDENTIAL TENANCY AGREEMENT WILL COME INTO EXISTENCE AND THE LESSOR MAY ENTER INTO A RESIDENTIAL TENANCY AGREEMENT WITH ANOTHER PERSON.**

**20. DEFINITIONS**

- (a) **"Act"** means the *Residential Tenancies Act 1987* including any amendments.
- "Application"** means this Application to enter into a Residential Tenancy Agreement.
- "Business Day"** means any day except a Sunday or public holiday in Western Australia.
- "Lessor"** means the person/entity with the authority to lease the Premises.
- "Option Fee"** means a payment as referred to in section 27(2)(a) of the Act. The amount of the Option Fee is specified in Part A of this application. The amount of the Option Fee is capped as follows:
  - (i) where the weekly rental under the Residential Tenancy Agreement is \$500 or less, an Option Fee of up to \$50 is payable;
  - (ii) where the weekly rental under the Residential Tenancy Agreement exceeds \$500, an Option Fee of up to \$100 is payable;
  - (iii) where the Residential Tenancy Agreement is for residential premises south of the 26th parallel of south latitude and the weekly rent is \$1,200 or more, an Option Fee of up to \$1,200 is payable.
- "Premises"** means the address specified on the first page of this document. Any items included or excluded will appear in Part A of the proposed Residential Tenancy Agreement.
- "Property Manager"** means the real estate agent appointed by the Lessor to lease and manage the Premises.
- "Residential Tenancy Agreement"** means an agreement in writing in the form prescribed by the Act, comprising of Parts A, B and C. Part C will include additional special conditions as agreed between the parties.
- "You"** or **"Your"** means the person or persons making the Application to Lease the Premises.
- (b) All acts and things that the Lessor is required or empowered to do may be done by the Lessor or their Property Manager.

21. You agree that for the purpose of this Application, the Lessor or Property Manager may make enquiries of the persons given as referees, next of kin or emergency contacts provided by You, and also make enquiries of such other persons or agencies as the Lessor 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. Personal information collected about You in this Application and during the course of the tenancy 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, and prospective buyers of the Premises. Information already held on residential tenancy databases may also be disclosed to the Property Manager or Lessor.

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 (including information provided separately to this application) or the Residential Tenancy Agreement may also be disclosed to the Lessor, third party operators of tenancy reference databases (to the extent permitted by law) and debt collectors, other Property Managers, prospective lessors and prospective buyers of the Premises.

If You would like to access the personal information the Lessor or Property Manager holds, You can do so by contacting the Property Manager. See also the attached notice regarding use of residential tenancy databases.

You can also correct this information if it is inaccurate, incomplete or out-of-date. If the information in this Application, is not provided, the Property Manager may not be able to process the Application, or the Residential Tenancy Agreement properly or manage the tenancy properly.

Name:

	Given Name(s)	Family Name
Tenant 1		
Tenant 2		
Tenant 3		
Tenant 4		

Signature:

--	--	--	--

## NOTICE OF USE OF ONE OR MORE RESIDENTIAL TENANCY DATABASES Section 82C - Residential Tenancies Act 1987

1. It is the Property Manager's usual practice to use one or more residential databases for the purpose of checking an applicant's tenancy history.
2. The name of each residential tenancy database the Property Manager or Lessor usually uses, or may use, for deciding whether a residential tenancy agreement should be entered into with a person are set out below:
3. The contact details for the database operator(s) who operates the database(s) used by the PM as referred to above are as follows:

(a) ~~TICA (strike out if inapplicable)~~

- (i) **Address:** PO Box 120, Concord NSW 2137
- (ii) **Telephone:** 190 222 0346. Calls are charged \$5.45 per minute including GST (higher for mobile or pay phones)
- (iii) **Facsimile:** (02) 9743 4844
- (iv) **Website:** [www.tica.com.au](http://www.tica.com.au)

(b) **National Tenancy Database** (strike out if inapplicable)

- (i) **Address:** GPO Box 13294, George Street 120, Brisbane QLD 4003
- (ii) **Telephone:** 1300 563 826
- (iii) **Facsimile:** (07) 3009 0619
- (iv) **Email:** [info@ntd.net.au](mailto:info@ntd.net.au)
- (v) **Website:** [www.ntd.net.au](http://www.ntd.net.au)

(c) **Other Databases** (if applicable)

- (i) **Name:**
- (ii) **Address:**
- (iii) **Telephone:**
- (iv) **Facsimile:**
- (v) **Email:**
- (vi) **Website:**

4. The applicant may obtain information from the database operator in the following manner:

(a) as to TICA:

- (i) 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;

(b) as to the National Tenancy Database:

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

(c) as to

- (i)

**NOTE: This notice is required to be given regardless of whether the Property Manager intends to conduct a search on the particular applicant.**

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YOUR (First Person's) PARTICULARS									
Given Name(s)						Family Name			
Address 1									
Address 2									
Suburb						State		Postcode	
Phone No	Work				Mobile			Home	
Email								Gender	
Date of Birth		Place of Birth				Family Name at Birth			Australian Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No

DOCUMENTS TO CONFIRM YOUR IDENTITY											
Drivers Licence No			State of Issue			Passport No			Country of Issue		
Medicare Card No				Ref No			Colour			Expiry Date	
Other ID											
Vehicle Type & Registration No											
Anything else to support Your Application											

Smoker  Yes  No

Personal References

a) NAME  TELEPHONE

b) NAME  TELEPHONE

(i) Name of current lessor or managing agent to whom rent is paid

Phone No

Address (of Agency)

Rental Paid \$  Period Rented From  To

Reason for leaving

(ii) Previous address of Applicant

Name of previous lessor or managing agent to whom rent was paid

Phone No

Address (of Agency)

Rental Paid \$  Period Rented From  To

Reason for leaving

(iii) Occupation  (Note: Your Employer may be contacted to verify employment)

Employer  Phone No

Period of Employment  Wage \$

If less than 12 months, name and address of previous employer

Explanation if no employment:

(iv) Next of Kin (Note: These people may be contacted to verify particulars)

First Next of Kin

NAME  TELEPHONE

ADDRESS

Second Next of Kin

NAME  TELEPHONE

ADDRESS

Emergency Contact (name and address and telephone) [Note: These people may be contacted to verify particulars.]

First Contact

NAME  TELEPHONE

ADDRESS

Second Contact

NAME  TELEPHONE

ADDRESS

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YOUR (Second Person's) PARTICULARS									
Given Name(s)						Family Name			
Address 1									
Address 2									
Suburb						State		Postcode	
Phone No	Work				Mobile			Home	
Email							Gender		
Date of Birth		Place of Birth				Family Name at Birth			Australian Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No

DOCUMENTS TO CONFIRM YOUR IDENTITY											
Drivers Licence No			State of Issue			Passport No			Country of Issue		
Medicare Card No				Ref No			Colour			Expiry Date	
Other ID											
Vehicle Type & Registration No											
Anything else to support Your Application											

Smoker  Yes  No

Personal References

a) NAME  TELEPHONE

b) NAME  TELEPHONE

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Phone No

Address (of Agency)

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Employer  Phone No

Period of Employment  Wage \$

If less than 12 months, name and address of previous employer

Explanation if no employment:

(iv) Next of Kin (Note: These people may be contacted to verify particulars)

First Next of Kin NAME  TELEPHONE

ADDRESS

Second Next of Kin NAME  TELEPHONE

ADDRESS

Emergency Contact (name and address and telephone) [Note: These people may be contacted to verify particulars.]

First Contact NAME  TELEPHONE

ADDRESS

Second Contact NAME  TELEPHONE

ADDRESS

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YOUR (Third Person's) PARTICULARS									
Given Name(s)						Family Name			
Address 1									
Address 2									
Suburb						State		Postcode	
Phone No	Work				Mobile			Home	
Email							Gender		
Date of Birth		Place of Birth				Family Name at Birth			Australian Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No

DOCUMENTS TO CONFIRM YOUR IDENTITY											
Drivers Licence No			State of Issue			Passport No			Country of Issue		
Medicare Card No				Ref No			Colour			Expiry Date	
Other ID											
Vehicle Type & Registration No											
Anything else to support Your Application											

Smoker  Yes  No

Personal References

a) NAME  TELEPHONE

b) NAME  TELEPHONE

(i) Name of current lessor or managing agent to whom rent is paid

Phone No

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Reason for leaving

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Employer  Phone No

Period of Employment  Wage \$

If less than 12 months, name and address of previous employer

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ADDRESS

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ADDRESS

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YOUR (Fourth Person's) PARTICULARS									
Given Name(s)					Family Name				
Address 1									
Address 2									
Suburb							State		Postcode
Phone No		Work			Mobile			Home	
Email							Gender		
Date of Birth		Place of Birth		Family Name at Birth			Australian Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No		

DOCUMENTS TO CONFIRM YOUR IDENTITY									
Drivers Licence No		State of Issue		Passport No			Country of Issue		
Medicare Card No				Ref No		Colour		Expiry Date	
Other ID									
Vehicle Type & Registration No									
Anything else to support Your Application									

Smoker  Yes  No

Personal References

a) NAME  TELEPHONE

b) NAME  TELEPHONE

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Phone No

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Rental Paid \$  Period Rented From  To

Reason for leaving

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ADDRESS

Second Next of Kin

NAME  TELEPHONE

ADDRESS

Emergency Contact (name and address and telephone) [Note: These people may be contacted to verify particulars.]

First Contact

NAME  TELEPHONE

ADDRESS

Second Contact

NAME  TELEPHONE

ADDRESS

## SPECIAL CONDITIONS

Please refer to the attached APPENDIX A which forms part of this application to enter into residential tenancy agreement.

**By Signing this document You are making an application to enter into a Residential Tenancy Agreement in relation to the Premises.  
Your Application may or may not be successful.**

Your Signature ( **First Person** )  Date

Your Signature ( **Second Person** )  Date

Your Signature ( **Third Person** )  Date

Your Signature ( **Fourth Person** )  Date



PROPERTY

## APPENDIX A

(Part C Additional Condition to Lease)

### ADDITIONAL TERMS:

1. The APPLICANT acknowledges that, upon acceptance of their application for a residential tenancy agreement, they will be required to sign the Lease, pay the Bond, and make payment of the first two (2) weeks' rent in advance within two (2) business days of acceptance.
2. The APPLICANT acknowledges and agrees that, unless otherwise agreed in writing by the LESSOR, they have accepted the premises in the condition as inspected/viewed prior to the commencement of the tenancy.
3. The APPLICANT acknowledges that all rent and/or other amounts payable must be made via electronic funds transfer (EFT). Unless otherwise advised, the LESSOR and/or PROPERTY MANAGER will not accept cash or any other forms of payment.
4. The APPLICANT acknowledges that a fixed-term lease may only be terminated early in accordance with the provisions of the Residential Tenancies Act or by mutual agreement. If the APPLICANT wishes to end the lease early or vary its terms during the fixed term, they acknowledge that they may be required to compensate the LESSOR for any reasonable costs or losses incurred as a result. These may include, but are not limited to, advertising expenses, leasing fees, tenant reference checks, and the preparation of a new property condition report. The TENANT remains responsible for maintaining the property and continuing to pay rent until a new tenancy commences, a variation is agreed upon, or as otherwise permitted under the Act.
5. If a pet is permitted, the APPLICANT must professionally fumigate the property at the end of the tenancy and provide proof. They must register the pet with the local authority within seven (7) days and supply the LESSOR with documentation, including registration, microchip details, and a photo. The APPLICANT is responsible for any pet-related damage and must comply with all pet-related terms in the lease. The LESSOR may also require annual professional carpet cleaning at the APPLICANT's expense, with proof to be provided.
6. If applicable, the APPLICANT agrees to comply with all rules and by-laws of the strata company or strata council relating to the premises and any common property.
7. Unless otherwise agreed to in writing by the LESSOR, smoking, burning incense, or engaging in any similar activity is not permitted inside the premises.
8. The LESSOR makes no representation regarding the availability of telephone, internet, or other communication services to the premises.
9. The APPLICANT is responsible for keeping the premises in a clean and sanitary condition and free from dirt, grease, insects, and vermin. The APPLICANT is responsible for the eradication of any infestations caused by the APPLICANT's actions or lack of cleanliness. The APPLICANT must notify the LESSOR promptly upon becoming aware of any signs of pest or vermin infestation, including but not limited to possible termite activity, at the premises.
10. The APPLICANT must take reasonable steps to regularly test all smoke alarms and residual current devices (RCDs) to ensure they are in working order and must replace batteries where necessary.
11. The APPLICANT shall be responsible for the replacement of consumable items, including but not limited to light globes, batteries, and water filter cartridges.
12. The APPLICANT must maintain the garden, including all plant life, in the same condition as stated in the Property Condition Report. This includes regular watering, fertilising, pruning, and weed removal, as well as ensuring no plant life is cut down or removed without written approval. If the property has a reticulation system, the APPLICANT is responsible for the cost of repairing any damage caused during the tenancy. If the system is not operational, the APPLICANT must hand-water all garden areas. The APPLICANT must also ensure the automatic reticulation system is set in accordance with Water Corporation guidelines and restrictions. The APPLICANT must not drive or park any vehicles on lawns or garden areas. Should any damage occur to the lawn, garden, or reticulation system as a result of such activity, the APPLICANT is responsible for repairing the affected areas at their own expense. If the APPLICANT fails to undertake such repairs, the LESSOR or property manager may arrange for the repairs to be carried out and recover the costs from the APPLICANT.
13. The APPLICANT agrees not to place any lit candles or indoor plants on carpeted areas or timber flooring of the premises. Any potted plants must be placed on a pot saucer, which must be cleaned regularly to prevent staining or damage to the surface.
14. The APPLICANT is aware to adequately ventilate the property at all times to avoid damage occurring from condensation. Damage resulting from inadequate ventilation may be repaired at the APPLICANT's expense.
15. The APPLICANT must submit all maintenance requests in writing via email unless otherwise instructed. They are responsible for the cost of repairs caused by their own actions, negligence, or misuse. Any damage or disrepair must be reported within three (3) days of becoming aware, or as soon as practicable. Failure to report may result in liability for additional costs. A call-out fee may apply if a scheduled maintenance appointment is missed or cancelled without reasonable notice.





P R O P E R T Y

- 16. The APPLICANT acknowledges that the LESSOR or property manager may take photographs of the interior and/or exterior of the premises during routine inspections for reporting purposes. The APPLICANT agrees to provide access to all parts of the premises during such routine inspections.
- 17. The APPLICANT must not install or use water beds, aquariums, large water tanks, above-ground swimming pools or spas, or any vessels capable of containing a large body of water on the premises without the prior written consent of the LESSOR, as such installations may cause flooding or water damage to the premises.
- 18. The LESSOR will provide the APPLICANT with one (1) set of keys or access device(s) to the premises.
- 19. Upon vacating the premises, the APPLICANT acknowledge that all carpeted areas are to be professionally cleaned at the APPLICANT's cost and must provide the property manager with a receipt confirming that the carpets have been cleaned.
- 20. If the premises are furnished, the APPLICANT must clean all furnishings and fixtures prior to vacating. The APPLICANT must arrange, at their own cost, professional cleaning of all soft furnishings, including but not limited to fabric sofas, bedding, doonas, and mattresses, and provide the LESSOR with a receipt as evidence of such cleaning. The APPLICANT must also ensure that all white goods are free from dirt buildup and soap residue, and that all bedding, linen, and towels are returned in a clean and tidy condition.
- 21. If the premises include a swimming pool and/or spa, the APPLICANT must maintain the pool, spa, and all associated equipment in a clean and functional condition throughout the tenancy. The APPLICANT must not drain the pool or spa without the prior written consent of the LESSOR. At the end of the tenancy, the APPLICANT must, at their own cost, arrange for a professional water test and pool service to certify that the water is balanced and safe for human use and that all equipment is in good working order. An invoice or certificate confirming the completion of this service must be provided to the LESSOR.
- 22. The APPLICANT acknowledges that late payment of rent may result in the issuance of a Breach Notice and/or a Termination Notice. The APPLICANT is responsible for ensuring that all rent and invoices are paid on time.

**Signed by:**

First Person

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

Second Person

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

Third Person

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

Fourth Person

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

