



RayWhite

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Company Residential Application

Welcome to Ray White Karratha. As a valued client, our aim is to ensure that your experience with us is a pleasant and rewarding one.

Attached is the paperwork for an Application for Residential Tenancy, which needs to be fully completed prior to us processing it.

Should you have any questions or queries on any areas in this form, our staff will be more than happy to assist you.

Things to check

- Please ensure Page 3 & Page 4 are both signed by all applicants.
- Ensure you have provided phone numbers for all people you use as references.
- Original I.D documents are provided (see page 5). Photocopying of I.D available at our office.

What happens on acceptance of the application?

You will receive a call from the Property Manager that you have been accepted, and within 72 hours an appointment will be made for a suitable time for you to be able to come in to our office to sign the lease and pay the ingoing money.

PLEASE NOTE we only accept payment via cash or electronic bank transfer. **We do not accept debit/credit card.**

Bank Details

Account Name	Yangan Pty Ltd T/A Ray White Karratha
Bank	Bankwest
Branch	Karratha
BSB	306093
Acc Number	0195797

Thank you for your application. We will be in touch shortly to inform you of the outcome of your application.

Company Application

This document is not a residential tenancy agreement and does not grant any right to occupy the premises.

Information from Applicant

Company Name _____

Trading Name _____

Address _____

Contact Name _____ Office Phone _____

Mobile _____

Email _____

Tenancy Details

Premises to be leased _____

Co-tenant details _____

Period of required tenancy is _____ months from ___/___/___ to ___/___/___

At a rental rate of \$ _____ p/w

Total number of persons to occupy premises: Adults _____ Children _____

Age _____ Age _____

Pets

Type of Pet _____ Breed _____ Age _____

Type of Pet _____ Breed _____ Age _____

References

(Please provide two references)

1. Name of Owner/Real Estate _____ Phone _____

Address of property leased _____

Period of lease ___/___/___ to ___/___/___

Rent paid per week \$ _____

Reason for vacating _____

2. Name of Owner/Real Estate _____ Phone _____

Address of property leased _____

Period of lease ___/___/___ to ___/___/___

Rent paid per week \$ _____

Reason for vacating _____

Conditions relevant to making an application and offer

1. The applicant will not be entitled to occupation of the premises until:
 - Vacant possession is provided by the current occupant of the premises
 - The lease is signed by the applicant; and
 - The payment of all monies due to be paid by the applicant prior to the occupation of the premises.
2. The persons comprising the Applicant are not bankrupt and they each declare that all of the information supplied in the applicant's particulars are true and correct and are not misleading in any way.
3. The applicant acknowledges having inspected the premises and if the option is exercised, will accept possession of the premises in the condition as at the date of inspection.
4. Upon the exercise of the option by the applicant, the applicant will execute the lease. The lease shall be the "REIWA Standard Residential Property Lease", including any special conditions included and/or attached to the application and payment of all monies.
5. The applicant agrees to pay the rent one period in advance except for the first two weeks rent.
6. 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 premises caused by a waterbed or the escape of water from a waterbed.
7. The applicant acknowledges and agrees that the owner/managing agent will carry out all inspections of the premises between normal business hours.
8. All acts and things which the owner is required or empowered to do may be done by the lessor or their appointed managing agent unless otherwise directed by the owner.
9. The applicant makes this application and offer jointly and severally. Service of any notice to any one applicant shall be deemed to be service on them all.

PRIVACY

The applicant _____

10. Agrees that for the purpose of this application, the owner/managing agent may make enquiries of the persons given as referees by the applicant and also make enquiries of such other persons or agencies as the owner/managing agent may see fit.
11. The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Managing agent to verify the applicant's identity to process and evaluate the application and to manage the tenancy. Personal information collected about the applicant 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 landlord, referees, other agents and third party operators of tenancy reference databases.

Information already held on tenancy reference databases may also be disclosed to the agent and/or landlord.

If the applicant enters into a Residential Tenancy Agreement and if the applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy databases and/or other agents.

If the applicant would like to access the personal information the agent holds they can do so by contacting:

NARELLE NAULLS at SHOP 4 KARRATHA VILLAGE SHOPPING CENTRE, KARRATHA.

The applicant can also correct this information if it is inaccurate, incomplete or out of date.

If the information is not provided, the agent may not be able to process the application and manage the tenancy.

_____/_____/_____
Signature of Applicant Date _____/_____/_____
Signature of Applicant

IMPORTANT INFORMATION FOR TENANT

1. If the tenant wishes to vacate the premises prior to the expiry of the lease agreements he/she may apply to the agent for permission to break the lease agreement. Permission May be granted under the following conditions:
The tenant will pay:
 - The rent and all other outgoings on the property until it is re-let on behalf of the owner.
 - Any costs reasonably incurred by the owner in respect of re-letting the premises including:
 - Reimbursement to the owner for the costs of the Final bind Inspection and the new Property Condition Report provided to the new tenant.
 - Advertising costs which are to be paid in advance.
 - The cost of the upkeep of the property until it is re-let.
2. In the event that the property is not re-let before the expiry of the tenancy, the tenant remains responsible for
 - The rent and all other outgoings on the property until the expiry of the lease agreement.
 - All upkeep expenses to the expiry date of the lease agreement.
3. The tenant is aware that it will be their responsibility to show the property and all interested parties will be provided with the tenant's contact details in order to facilitate this.

Any special conditions requested by the applicant:

_____/____/____ _____/____/____
Signature of Applicant Date Signature of Applicant

100 Point Identification Check

PERSONAL APPLICATIONS

Identification checks such as these are regularly used to verify identities. NOTE: The 100 point check **must** be completed prior to your application being processed.

Face to face identification Original documents may be sighted and copied by a Ray White Karratha Staff member.

Remote Identification The documents used in the identification can scanned or faxed in colour

Identification	Points	Tick
Passport* (*current)	70	
Citizenship certificate	70	
Birth certificate	70	
License issued under a law (e.g Drivers license, firearms license)	40	
Employment ID		
* ID card issued by employer (name and address)	35	
* ID card issued by employer (name only)	25	
Letter from employer (within last two years)		
* Confirming name and address	35	
Rates notice	35	
Credit/ debit cards / passbooks (only one per institution)	25	
Medicare card	25	
Membership Card (Name and date of birth)		
* Club, union or trade, professional bodies	25	
* Educational institution	25	
Total		

COMPANY APPLICATIONS

Identification		Tick
Business Registration Form	ASIC Form	
Appointed Directors	ASIC Form	
Directors must provide photo ID in colour	<ul style="list-style-type: none"> • Current drivers license • Work License 	