



Residential Tenancy Application

Important Information

- ❖ **Every person over the age of 18 years who will be living in the property is required to complete a Residential Tenancy Application.**
- ❖ We require **100 points of ID** which must include one form of Photo Identification – please see overleaf for further information regarding ID.
- ❖ Please ensure that the application form is filled out in full as we are unable to process incomplete forms.
- ❖ If you have requested a pet, full details of the animal must be given, preferably with a reference. **Approval is totally at the property owner's discretion.**
- ❖ You will be contacted at the earliest opportunity and advised of the outcome. **The application process normally takes up to three (3) business days to finalise.**
- ❖ If your application is accepted you must pay a deposit of one weeks rent within 24 hours and balance of all costs prior to taking possession by; EFTPOS, Bank Cheque, Cash or Money Order.
- ❖ Please ensure that your debit card limit has been amended to accommodate your moving costs. Please note that it may take up to three (3) business days for online transfers to be verified.
- ❖ If the owner accepts your application, you will enter in a tenancy Agreement and the deposit will be credited to the rent due.
- ❖ Please read all of this thoroughly and complete the application form with all required sections filled out accordingly.

Special Conditions:

All Special Conditions must be stated in the application & signed under section D.

Residential Tenancy Application – I.D Requirements

Please provide us with 100 points of Identification for each applicant;

Minimum one of the following – Photo Identification:

- Drivers Licence
- Passport
- Proof of Age Card

Essential:

- Proof of Income (Minimum of Two Payslips)
- Proof of Residential Address e.g utility account, phone bill etc.
 - Current Bank Statement

Preferable – if applicable:

- Copy of tenancy ledger
- Copy of last routine inspection

Minimum two of the following – further identification:

- Medicare Card
- Credit/EFTPOS Card
- Student ID Card
- Concession Card
- Birth Certificate

Office Hours: 9am – 5pm Monday-Friday

P: 9307 7777

F: 9307 5599

E: reception@isell-realestate.com

**Shop 19, Belridge Shopping Centre
Cnr Ocean Reef Road / Gwendoline Drive,
Beldon WA 6027**

A. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

Postcode	

2. What date do you want to move in if accepted?

Day	Month	Year			

3. What length of lease would you prefer?

e.g – 6 or 12 Months

4. Rent per week

\$

5. Will you be applying for a Ministry of Housing Bond? Please circle;

YES NO

6. How many people will normally occupy the property?

Adults	Children	Ages

B. PERSONAL DETAILS

7. Please complete your details in full – please circle;

Mr Mrs Ms Dr Other: _____

Surname	Given Names/s
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Preferred Name	Date of Birth
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Pension/Centrelink ID	Driver's Licence # / State & Expiry
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Passport Number	Passport Country
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8. Are you a smoker – please circle;

YES NO

9. Please provide your contact details;

Work Phone Number	Mobile Number
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Email Address

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10. What is your current address?

Postcode	

C. PETS

11. Are you planning on having pets in the property? If so, please answer the following questions.

How Many?

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Pets' Age/s

--

Breed/Type?

--

Pet Name?

--

D. DECLARATION

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 (including the reverse side) is true and correct and given of my own free will.

I declare that I am not bankrupt and that I have inspected the premises. I acknowledge that this application is subject to vacant possession being provided by the current occupant of the premises; the Lease is signed by the Applicant; and all monies due are paid prior to occupation of the premises. I authorise the Agent to obtain personal information about me from:

- (a) The owner or the Agent of my current or previous residences;
- (b) My personal and business referees for this application
- (c) My current and past employers;
- (d) Any person who maintains any record, listing or database of defaults by tenants; and I authorise and consent to each of those 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:
 - (a) communicate with the owner and select a tenant
 - (b) prepare lease/tenancy documents
 - (c) allow trades people/equivalent organisations to contact me
 - (d) lodge/claim/transfer to/from a Bond Authority
 - (e) refer to Courts & Statutory Authorities (where applicable)
 - (f) refer to collection agents/lawyers (where applicable)
 - (g) complete a credit check with NTD.

iSell is a member of the National Tenancy Database (NTD).

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 on the contact details above.

If you have any special conditions please list them below – they will be subject to consideration and approval by the Owner, prior to any acceptance of a tenancy.

Signature

Date

X	
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E. PROPERTY DETAILS

12. How long have you lived at your current address?

Year/s		Months	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

13. Why are you leaving this address?

14. Is the property at the above address:

Rented Accommodation → Go to Question 15

A home you own → Go to Question 16

Other – Please provide details below;

15. Please tell us about this rented property-

Name of the Landlord or Agent

Landlord/Agent's Phone Number Weekly Rent Paid

<input type="text"/>	\$ <input type="text"/>
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16. What was your previous residential address?

<input type="text"/>	
<input type="text"/>	Postcode <input type="text"/>

17. How long did you live at this address?

Year/s		Months	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

18. Was this property:

Rented Accommodation → Go to Question 20

A home you own → Go to Question 19

19. Who was the selling agent?

Real Estate Agent's Name Phone Number

<input type="text"/>	<input type="text"/>
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20. Please give us further information about this rented property:

Name of the Landlord or Agent

Landlord/Agent's Phone Number Weekly Rent Paid

<input type="text"/>	\$ <input type="text"/>
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Was the Bond Refunded in Full? If no – why not?

<input type="text"/>	<input type="text"/>
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F. EMPLOYMENT HISTORY

21. Please provide your employment details;

What is your occupation?

Employers Name (Including Accountant if self employed or institution if student)

Employers Address

<input type="text"/>	
<input type="text"/>	Postcode <input type="text"/>
<input type="text"/>	Contact Name <input type="text"/>
<input type="text"/>	Phone Number <input type="text"/>

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Length of Employment:

Year/s		Months	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Net Income

\$

22. Please provide your previous employment details (If less than two years at current employment)

What was your occupation?

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Net Income

\$

G. CONTACTS/REFERENCES

23. Please provide a contact in case of emergency (not a person whom will be living with you)

Surname Given Names/s

Address

Postcode

Relationship to You Phone Number

<input type="text"/>	<input type="text"/>
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Email

24. Please provide two business references (not related to you or living with you)

Surname Given Names/s

Relationship to You Phone Number

<input type="text"/>	<input type="text"/>
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Relationship to You Phone Number

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H. OTHER INFORMATION

25. Car make and registration number

26. How did you find out about this property?

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Length of Employment:

Year/s Months

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Net Income

\$

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Reference Request

In accordance with the provisions of legislation governing privacy, I/we authorise the recipient of this fax/email to provide information to iSell Real Estate and I/we understand that this information will be used to assess my/our Application for Tenancy with iSell Real Estate.

Signature of Applicant/s	X	X
Name of Applicant		
Date		

Office Use Only

Property Address	
Period of Tenancy	From: _____ To: _____
Weekly Rent Paid	\$ _____
Notices Issued; breach/vacate	
Routine Inspection Comments	
Bond Refunded in Full?	Yes _____ No _____ If no; reasons – _____
Money Outstanding?	Yes _____ No _____
Pets?	Number _____ Behaviour _____
Any other comments regarding the tenancy?	
Would you rent to the applicant again?	
Agency/Landlord Name/Number	