



## **APPLICATION PROCESS**

- Complete the “application for residential tenancy” form in full. Please note that any information NOT supplied (including contact telephone numbers) may delay the process of your application.
- Your application will require a holding deposit equivalent to 1 weeks rent. This deposit is fully refundable if application is unsuccessful, however will be forfeited should you withdraw your application after approval.
- All persons over the age of 18 years whether their name is on the lease document or not must apply in full (providing all identification) and be approved by the owner.
- Please note that applications may take 48 hrs (not including weekends & public holidays) to process. Applications will only be processed during business days being Monday – Friday. Once we have the owner’s approval we will contact you to arrange an appointment time & date to sign up.
- Please note all sign up appointments will be at our office in Highgate, unless otherwise arranged.
- All identification must be supplied either before or at time of sign up, with originals provided for verification.
- If your application is successful, your holding deposit will be credited to the first weeks rent.
- At sign up you must bring the following with you in a “bank cheque” or “money order”.
  - ~ Bond money (equal to 4 weeks rent to be held in a bond account)
  - ~ Two weeks rent (in advance)
- Future rental payments can be made by cheque, money order or “Rent Pay”
- All persons who will be signing the lease document must attend the sign up appointment.

Guardian Property & Asset Management (W.A.) Pty.Ltd.  
P.O Box 8175, Perth Business Centre, W.A, 6849  
Phone: (08) 9228 2499  
Fax: (08) 9228 0116  
Email: [info.perth@guardianproperty.net.au](mailto:info.perth@guardianproperty.net.au)



# GUARDIAN

## 100 Point Identification

Prior to any tenancy application being considered, each applicant is required to provide sufficient identification, which totals 100 points. Should you have difficulty in providing this identification, please advise us prior to completing.

All items in List A must be provided. (Only one piece of Photo Id required).

LIST A	POINTS
<ul style="list-style-type: none"> <li>• Drivers Licence</li> <li>• <b>Or</b></li> <li>• Passport</li> <li>• <b>Or</b></li> <li>• Proof of Age card</li> </ul>	= 50
• Tenancy History Ledger (if rented before)	20
• Proof of Income (payslips/Centrelink)	20
• Or Accountants Details if self employed	20

LIST B	
• Rates Notice (if own property)	20
• Australian Citizenship Certificate	20
• Western Power Account	15
• Telephone Account (home or mobile)	15
• Medicare Card	15
• Birth Certificate	15
• Vehicle Registration	15
• Bank/Credit Cards	15

### Special conditions relating to this property:

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**Note: The owner's insurance does not cover tenants' contents. Tenants must arrange their own contents insurance upon acceptance of this application.**





**THIS DECLARATION MUST BE READ BEFORE SIGNING**

I / We agree to supply any identification or reference information to assist in the processing of this application & authorise the agent to photocopy & retain any part of this application.

I / We, the applicants declare that the above information supplied in this application is true & correct, & given of my /our own free will. I / We authorise Guardian Property to conduct all enquiries and or searches including tenancy databases to verify the enclosed information.

I / We acknowledge that if our application is unsuccessful that Guardian Property is not legally obliged to give any reason or explanation.

I / We declare that I / We are not bankrupt & that the rental amount is within my / our means.

**~ Please note minimum lease period is six months ~**

I / We have inspected the property & wish to take up tenancy (upon approval) for a period of \_\_\_\_\_ Months/ Years.

Starting from \_\_\_\_/\_\_\_\_/\_\_\_\_ at a weekly rental amount of \$\_\_\_\_\_.

I / We agree to pay the required bond amount (4 weeks rent) of \$\_\_\_\_\_ upon approval of the tenancy agreement.

SIGNATURE FIRST APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE 2ND APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE 3RD APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

WITNESS \_\_\_\_\_ DATE \_\_\_\_\_

PLEASE REFER TO OUR APPLICATION PROCESS FORM SUPPLIED WITH THIS APPLICATION FOR ADDITIONAL DETAILS.

**NOTE:** We **do not** accept PERSONAL CHEQUES or BOND TRANSFERS with any applications.



**First Applicant Full Name:** \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Home Ph: \_\_\_\_\_

Work Ph: \_\_\_\_\_ Mobile: \_\_\_\_\_

Drivers Licence No: \_\_\_\_\_ Email: \_\_\_\_\_

Current Address: \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ Rent Paid ? \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Agent/Owner Details: \_\_\_\_\_

Agent/Owner Phone No: \_\_\_\_\_ Fax \_\_\_\_\_

Previous Address: \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ Rent Paid ? \_\_\_\_\_

Agent/Owner Details: \_\_\_\_\_

Agent/Owner Phone No: \_\_\_\_\_ Fax: \_\_\_\_\_

Occupation: \_\_\_\_\_ Weekly Income: \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Period of Employment: \_\_\_\_\_ Employer Ph: \_\_\_\_\_

If you have changed employment within the past 12 months, please supply details:

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Period of Employment: \_\_\_\_\_ Employer Ph: \_\_\_\_\_

**REFERENCES Not including relatives.**

Personal Referee: \_\_\_\_\_ Phone: \_\_\_\_\_

Personal Referee: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Ph No. \_\_\_\_\_ Mobile \_\_\_\_\_

Car Registration No. \_\_\_\_\_ Vehicle Type \_\_\_\_\_

No. Vehicles Owned: \_\_\_\_\_ Colour: \_\_\_\_\_



**Second Applicant Full Name:** \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Home Ph: \_\_\_\_\_

Work Ph: \_\_\_\_\_ Mobile: \_\_\_\_\_

Drivers Licence No: \_\_\_\_\_ Email: \_\_\_\_\_

Current Address: \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ Rent Paid ? \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Agent/Owner Details: \_\_\_\_\_

Agent/Owner Phone No: \_\_\_\_\_ Fax \_\_\_\_\_

Previous Address: \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ Rent Paid ? \_\_\_\_\_

Agent/Owner Details: \_\_\_\_\_

Agent/Owner Phone No: \_\_\_\_\_ Fax \_\_\_\_\_

Occupation: \_\_\_\_\_ Weekly Income: \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Period of Employment: \_\_\_\_\_ Employer Ph: \_\_\_\_\_

If you have changed employment within the past 12 months, please supply details:

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Period of Employment: \_\_\_\_\_ Employer Ph: \_\_\_\_\_

**REFERENCES Not including relatives.**

Personal Referee: \_\_\_\_\_ Phone: \_\_\_\_\_

Personal Referee: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Ph No. \_\_\_\_\_ Mobile \_\_\_\_\_

Car Registration No. \_\_\_\_\_ Vehicle Type \_\_\_\_\_

No. Vehicles Owned: \_\_\_\_\_ Details: \_\_\_\_\_



# GUARDIAN

**Additional Applicant Full Name:** \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Home Ph: \_\_\_\_\_

Work Ph: \_\_\_\_\_ Mobile: \_\_\_\_\_

Drivers Licence No: \_\_\_\_\_ Email: \_\_\_\_\_

Current Address: \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ Rent Paid ? \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Agent/Owner Details: \_\_\_\_\_

Agent/Owner Phone No: \_\_\_\_\_ Fax \_\_\_\_\_

Previous Address: \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ Rent Paid ? \_\_\_\_\_

Agent/Owner Details: \_\_\_\_\_

Agent/Owner Phone No: \_\_\_\_\_ Fax \_\_\_\_\_

Occupation: \_\_\_\_\_ Weekly Income: \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Period of Employment: \_\_\_\_\_ Employer Ph: \_\_\_\_\_

If you have changed employment within the past 12 months, please supply details:

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Period of Employment: \_\_\_\_\_ Employer Ph: \_\_\_\_\_

**REFERENCES Not including relatives.**

Personal Referee: \_\_\_\_\_ Phone: \_\_\_\_\_

Personal Referee: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Ph No. \_\_\_\_\_ Mobile \_\_\_\_\_

Car Registration No. \_\_\_\_\_ Vehicle Type \_\_\_\_\_

No. Vehicles Owned: \_\_\_\_\_ Details: \_\_\_\_\_



# GUARDIAN

## **OFFER OF OPTION TO OWNER**

The applicant offers to the owner an option to lease the premises. The option to lease is created by the owners notification to the applicant whether in writing or not that the application and offer is accepted by the owner. The option fee payable with this application and offer shall be the amount listed as an Option Fee. The period of the option shall commence from and including the date of the application by the owner and continues for the application and offer.

The option is exercised by the application either:

- (a) Executing the lease; or
- (b) Taking possession of the property with the owner's consent; or
- (c) Giving a notice in writing to the owner exercising the option:

Whichever occurs first.

If the option is exercised by the applicant, the option fee paid is credited to the rent payable pursuant to the lease. If not exercised, the option fee is the property of the owner pursuant to section 27(2)(a) of the Residential Tenancies Act 1987.

The application encloses with this application an option fee for the sum referred to as an option fee. It is agreed that the acceptance of this application is subject to the approval of the owner in the absolute direction. The applicant UNDERSTANDS THAT WITHDRAWAL AFTER ACCEPTANCE OF THE APPLICATION AND OFFER WILL RESULT IN FORFITURE OF THE OPTION FEE.

**Refund of any Option Fees will be made by Direct Deposit into the bank account nominated below:**

**Name of account** \_\_\_\_\_

**BSB** \_\_\_\_\_ **Account number** \_\_\_\_\_



**PRIVACY ACT ACKNOWLEDGMENT FOR TENANTS**

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read & sign this acknowledgment. In order to process a tenancy application a tenancy applicant under the National Privacy Principles (NPP) of the Privacy Act is to be made aware that organisations may access a database. In addition, a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the NPP the database member discloses that in addition to information being supplied to a database company other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments and other landlords or agents.

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I/we the said applicant/s declare that I/we give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd. I/we further give my/our permission for my/our information to be provided to any other tenancy databases for assessment of my/our tenancy application. I/we further give consent to the member of the Databases Company to contact any of my/our referees provided by me/us in my/our tenancy application.

I/we agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database my/our information may be recorded as making an inquiry.

I/we agree that in the event of a default occurring under a tenancy agreement, I/we give my/our permission to the member of a tenancy database to register any of my/our details of such breach with a tenancy database. I/we further agree and undertake that the removal of such information from a database is subject to the conditions of the database company.

I/we understand that TICA Default tenancy Control Pty Ltd is a database company that allows its member's access to information accumulated from members about tenants who have breached their tenancy agreements.

I/we agree and understand that should I fail to provide the database member with the information and acknowledgments required, the database member may elect not to proceed with my/our tenancy application. I/we agree & understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our ability to obtain future rental accommodation.

I/we acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on Ph 1902 220 346. I/we agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

Date \_\_\_\_\_

Name of Applicant 1 \_\_\_\_\_ Signature \_\_\_\_\_

Name of Applicant 2 \_\_\_\_\_ Signature \_\_\_\_\_

Name of Applicant 3 \_\_\_\_\_ Signature \_\_\_\_\_

Witness Signature \_\_\_\_\_