

1.



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Suite 1, 230 Main Street, Osborne Park, 6017  
PO Box 50, Osborne Park WA 6917  
Email: [info@marketplacerealty.com.au](mailto:info@marketplacerealty.com.au)

## INSTRUCTIONS FOR APPLICATION AND RESIDENTIAL PREMISES

This instruction sheet is designed to help when applying for a residential property. favourable response please supply the following information: **NO ALTERATIONS BY YOU TO THIS PAGE WILL BE ACCEPTED AND ANY ALTERATIONS WILL NOT FORM ANY PART OF THE LEASE AGREEMENT (Initial.....)**

### IF YOU HAVE RENTED FROM ANOTHER AGENCY IN THE PAST, WE REQUIRE THE FOLLOWING DETAILS:

Full name of the agency and property manager and a letter of reference (if you have one).

Full address of the agency.

Contact number of the agency.

### EMPLOYER DETAILS

Full Company Name.

Full name and contact number of the manager or supervisor.

Employment period if less than 12 months, also employer with above details.

Supply 2 most current wage slips AND current bank statement. If self-employed supply current bank account statements or if you don't have pay slips or a bank statement to provide a current Centrelink statement (if applicable).

### PERSONAL REFERENCES AND PERSONAL IDENTIFICATION

References must not be from personal friends or family members.

Contact number to be during daytime/working hours.

A photocopy of your driver's license, birth certificate or passport must be sighted and supplied with the application, which is to be signed and dated by all persons (including PHOTO IDENTIFICATION).

### WAITING PERIOD

All applications are presented to the owners for their final decision and due to them sometimes being overseas or interstate we are limited to when they can be contacted and therefore must sometimes have to simply wait for a reply. This can cause delays in some cases to get back to you within what is normally **2-4 day period for applications**. Please accept that if this happens we are doing all we can to find out as quickly as possible as we would also like a prompt reply. Please be patient and wait for the property manager to contact you.

IT IS THE OWNERS FINAL DECISION OF SELECTING THE TENANT AND REASONS FOR REFUSAL ON AN APPLICATION DOES NOT HAVE TO BE GIVEN.

### CONDITIONS OF ACCEPTANCE

Applicants agree to take the premises, as viewed and as is, with no alterations, additions or extras provided by the owner unless previously agreed by all parties in writing.. (Initial.....)

**RENT PAYMENTS:** The applicant is aware of our preferred methods of rental payments, as per Addendum B attached to this application

(Initial.....)

## Explanation Residential tenancy applications

**Only complete an application if you are sure that you want to enter into a lease with the owner for the particular premises, or hold the premises for a period.**

This explanation is intended for a person who is applying through a REIWA member agent for a residential property lease using REIWA approved documents.

The owner 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 owner of the premises to determine in the opinion, who is the most suitable applicant, the managing agent requires some background information regarding previous premises that you have leased, and information on how you will pay the rent.

**The form ‘STANDARD APPLICATION AND OFFER OF OPTION TO LEASE RESIDENTIAL PROPERTY’ is not the lease.**

The purpose of this form is:

**Firstly**, to inform the owner of your details, and your requirements for the lease. For example, if you wish to have pets on the premises.

**Secondly**, 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, the initial rent payment.

**Thirdly**, to make you aware of conditions associated with making the application. For example, if your application is accepted, when you can take possession. Special conditions that will form part of your lease agreement for the property etc.

**Fourthly**, to create an option to take the premises. If the owner accept your application, then the owner gives you the option to take up the lease. Unless otherwise agreed, you will have two business days from the time when the owner’s agent informs you that your application has been approved in which to make a final decision if you want to enter into a lease. This is a holding period

### Summary

- |                       |  |
|-----------------------|--|
| <b>Your action:</b>   | 1. Complete application  |
|                       | 2. Submit application with all relevant requested information.                         |
| <b>Owner’s action</b> | 3. Accept or reject application  |
| <b>Your action</b>    | 4. If application is accepted, then you have a period of time to enter into the lease. |

Initial here:

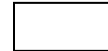
**PRIVACY ACT 1988**  
**COLLECTION NOTICE**

The personal information the prospective tenant provides in a tenancy application or collected from other sources is necessary for the 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 any application and during the course of a tenancy if an application is successful may be disclosed for the purpose for which it was collected to other parties including 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 the 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 reference databases and/or other agents.

If the applicant would like to access the personal information the agent holds, the can do so by contacting the agent at him office. The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date.

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

**Please Refer to Pages 10,11,12 & 13 of this application for all Privacy Information and Terms and Conditions of this application.**





**STANDARD APPLICATION AND OFFER OF OPTION TO LEASE**

**RESIDENTIAL PREMISES**

**This document is not a residential tenancy agreement and does not grant any right to occupy the Premises. INFORMATION FROM APPLICANT**

Applicant: Mr/Mrs/Ms.....Telephone.....

Applicant: Mr/Mrs/Ms.....Telephone.....

Applicant: Mr/Mrs/Ms.....Telephone.....  
Surname Given Names

**TENANCY DETAILS**

1. Property Address.....

2. The tenancy is required for a period of.....months  
From.....To.....

3. At a rental of \$.....

4. Total number of persons to occupy the Premises Adult.....Children.....  
Ages.....Ages.....

5. Pets – Type of Pet.....Breed..... Number..... Age.....  
Type of Pet..... Breed..... Number..... Age.....  
Registration Number.....  
(see dog clause – restricted dog breeds) (Photo of pet would be appreciated)

6. Do you intend applying for a Ministry of Housing Bond? YES NO  
If yes, \$.....Branch.....

(Please note that should your application be accepted, you will not be able to move into the property until the Homeswest Bond cheque has been received by our office)

7. If offer accepted, Period of Option ..... business days from acceptance of Application (see item 28)

**AMOUNTS PAYABLE (if option exercised and lease entered into)**

8. Security Deposit bond of \$.....

9. Pet Bond (if applicable) \$.....

10. Initial Rent \$.....

11. Other \$.....

12. Total DUE \$.....

13. BALANCE OWING (cash or financial institution cheque only) \$.....

(Initial.....)

5.

**34. FIRST APPLICANT'S PARTICULARS**

Name.....  
(SURNAME) (GIVEN NAMES)

Present Address.....

Phone No Home.....Phone No Work.....

Mobile.....EMAIL.....

Date of Birth.....Smoker / Non – Smoker (please circle one)

Driver's License No..... State.....Passport No.....

Other ID.....Vehicle Type & Registration No .....

Proof of Identification (license number/bankcard  
etc).....

BANK ACCOUNT DETAILS BANK..... ACCOUNT NAME.....

BRANCH.....BSB.....-..... ACCOUNT NUMBER.....

(Personal References a).....  
(name telephone) b).....

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

Address.....

Phone  
No.....

Rental Paid \$.....Period rented From..... To.....

Reason why leaving.....

(ii) Previous address of Applicant.....

Name of previous owner or managing agent to whom rent was paid.....

Address.....

Phone No.....Rental Paid \$.....Period rented from.....To.....

Reason why leaving.....

(iii) Occupation.....

Employer..... Period of Employment.....

Phone No.....Wage/Allowance \$.....

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

(iv) Next of kin (name and address and telephone)

First Person.....

Second Person.....

Emergency Contact (name and address and telephone)

First Person.....

Second Person..... (Initial.....)

6.

### 35. SECOND APPLICANT'S PARTICULARS

Name.....  
(SURNAME) (GIVEN NAMES)

Present Address.....

Phone No Home.....Phone No Work.....

Mobile.....EMAIL.....

Date of Birth.....Smoker / Non – Smoker (please circle one)

Driver's License No.....State.....Passport No.....

Other ID.....Vehicle Type & Registration No .....

Proof of Identification (license number/bankcard  
etc).....

BANK ACCOUNT DETAILS BANK..... ACCOUNT NAME.....

BRANCH.....BSB.....-..... ACCOUNT NUMBER.....

Personal References a).....  
(name telephone) b).....

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

Address.....

Phone No.....

Rental Paid \$.....Period rented From..... To.....

Reason why leaving.....

(ii) Previous address of Applicant.....

Name of previous owner or managing agent to whom rent was paid.....

Address.....

Phone No.....Rental Paid \$.....Period rented from.....To.....

Reason why leaving.....

(iii) Occupation.....

Employer..... Period of Employment.....

Phone No.....Wage/Allowance \$.....

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

(iv) Next of kin (name and address and telephone)

First Person.....

Second Person.....

Emergency Contact (name and address and telephone)

First Person.....

Second Person.....

(Initial.....)



### 37. RESTRICTED DOG BREEDS

The tenant/s is/are aware that should that own one of the following Restricted Dog Breeds – dogo argentino (Argentinean fighting dog), Fila Brasileiro (Brazilian fighting dog), Japanese Tosa, American Pit Bull terrier and Pit Bull terrier breeds. A restricted breed dog includes a dog of a mixed breed that visibly contains any of the above-prohibited breeds. They will be responsible for establishing the correct signage, adequate enclosures, registered and collared, etc. (copy of the conditions can be obtained from the Real Estate Agent).

**All Pets:**

**Current Photograph of Pet would be appreciated with the application.**

**38. Special Conditions to the lease requested by the Applicant: (Requested only and may not form part of the Lease Agreement unless approved by the Owner) ( Initial.....)**

**39. Special Conditions that will apply to the lease (if Application accepted, and option exercised)**

**a)The tenant/s is/are aware, all 12 month Lease agreements will have a 6 month rent review clause added to the lease agreement. Amount of increase will be notified *at the time of completing the application for the property.***

**b)The tenant/s is/are aware that photo's will be taken at Routine Inspections for Maintenance reasons. Front Gardens/rear gardens/courtyards, - any specific damages/maintenance issues, and an overall view of the property**

**c)SHOULD THE TENANT HAVE A PET AT THE PREMISES, THAT HAS BEEN ACCEPTED BY THE OWNER, UPON APPLYING FOR THE PROPERTY, The attached Pet Lease will form Part C to the Lease Agreement.**

**d) The applicants are aware, the application is subject to rental payments being made in one of the preferred methods of payment as attached Addendum A & B.**

**e) The applicant/s confirms they have viewed the property and accept the property as viewed.**

Applicant's signature.....Date.....

Applicant's signature.....Date.....

Applicant's signature.....Date.....

Owner of Owner's Managing Agent's signature.....Date.....

As acceptance of the Application



**"Annexure A"****TENANTS:****PROPERTY ADDRESS:**

**\* Throughout the tenancy the following conditions, in conjunction with the lease agreement will apply:**

- a) RENT MUST BE PAID ON OR BEFORE THE DUE DATE
- b) NO smoking inside the property AT ANY TIME by the tenant/s or the tenants visitors. Cigarette butts not to be placed in outside gardens/lawn.
- c) The tenant/s agree to the rent being paid via one of the preferred method of payment options on Addendum B.
- d) All miscellaneous charges other than rent must be paid within fourteen (14) days of demand.
- e) The tenants will be charged at the current rate by the bank for any dishonoured cheques or "present again" cheques with payment being required immediately. No further cheques will be accepted should this occur.
- f) Gardens are to be MAINTAINED by the tenant at all times including mowing, edges, weeding and watering, unless whole/part forms part of the lease agreement.
- g) The tenant is aware that the home telephone line as per Lease agreement clause 2.17" the owner makes no representation about the availability of telephone lines or internet lines or services to the premises".
- h) Reticulation timers must be set in accordance with the Water Corporation restrictions. Hand watering must apply as necessary to all plants/gardens/lawns as required to maintain, at the standard at the commencement of the tenancy.
- i) The tenants are aware general maintenance request forms, once received, will be organised in accordance with the legislations of the Residential Tenancies Act, and has been given a copy and explained the legislation requirements.
- j) The tenants are aware and agree that vehicles will not be parked on the lawns and garden areas at any time if applicable. If damage occurs the tenants are aware they will be held monetarily responsible for damages to lawns/reticulation.
- k) The tenant is aware the owner will contribute \_\_\_\_\_ per annum, towards water consumed provided the lawns and gardens are maintained to owner / agent discretion except in the case where the property has a bore or the property is a unit / villa / flat. **BORE/MAINS – (please circle one option)**
- l) The tenant is aware that the regular routine inspections will be carried out on the property during normal business hours by the Agent and our office keys will be used in the case where the tenant(s) are not at the property at that time.
- m) The tenant will be responsible for any repair or replacement caused by careless use or neglect.
- n) Should damage occur to the walls by the tenant/s or their visitors, no patching or painting of walls is allowed, permission is required should you wish to carry this out. If permission is granted, painting has to be carried out at a professional standard.
- o) All windows and runners are to be cleaned inside and out on a regular basis, to the standard at the commencement of the lease.
- p) Cobwebs are to be removed inside and outside of the property on a regular basis.
- q) Any other person intending to occupy the said premises for more than 6 weeks must complete an application form and be approved by the said Agent. **DEFINITELY NO SUB-LETTING.**
- r) The tenant acknowledges that they must notify the Agent in regard to any change of occupation, work, mobile and home telephone numbers as soon as possible.
- s) If, prior or during the term of your tenancy your dog (if allowed) is declared a dangerous dog breed you must immediately advise our office and adhere to conditions of special collars, signage, yard enclosures etc. (see Real Estate Agent for pamphlet if required).
- t) Strata Company: \_\_\_\_\_. Please contact the strata company should any maintenance arise in the common area of the complex. Notification to our office is also required at the first available opportunity.
- u) The tenant is aware to address all general queries IN WRITING either via email, fax or in a letter form. Only CALL the Property Manager IN AN EMERGENCY. All written communication is tracked and recorded therefore much more reliable and will ensure follow through action is taken.  
**\* Conditions that apply when vacating the premises:**  
This does not apply if intending to break a lease, please discuss with office.
- v) The tenant shall be deemed to be in possession of the property until the Agent receives all of the keys to the property at the agent's place of business.
- w) The tenant is aware that any rubbish left in or around the property at vacation shall be removed at the tenant's expense. This includes shire and recycling bins.
- x) The tenant acknowledges the carpets must be professionally steam/dry cleaned using our specified trade's people at the tenant's expense upon vacating the premises, and a receipt provided to the agent.
- y) The tenant agrees that the cost of the special meter reading for final water consumption will be deducted from their bond upon vacating the premises.
- z) The tenant is aware the bond monies held by the Bond Administrator and once the Bond Disposal is signed and agreed to by all parties of the deductions, the refund of monies is direct from the Bond Administrator.

Tenants Signature(s): \_\_\_\_\_ Dated: \_\_\_\_\_

\_\_\_\_\_ Dated: \_\_\_\_\_



## ***Terms AND conditions***

### ***AUTHORITY AND PRIVACY DISCLAIMER***

Applicant's

Name/s:

---

*(Include Applicant 1 and Applicant 2 Name)*

RENTAL

PROPERTY:

### **GENERAL TERMS AND CONDITIONS**

I/we, (the applicant/s), do solemnly and sincerely declare that the information provided is true and correct and has been supplied of my own free will.

I/we, agree that we have inspected the above listed rental property and wish to take a tenancy of such premises for a period of \_\_\_\_\_months/years from \_\_\_\_/\_\_\_\_/\_\_\_\_ at a rental of \$\_\_\_\_\_ per week. The rent to be paid is within my means and I agree to pay a bond of \$\_\_\_\_\_.

I/we agree that once the application has been approved until the requested rent and bond monies have been paid and the Tenancy Agreement has been signed by all parties the property may continue to be advertised.

I/we, agree that in the event that the application is successful,. Upon communication of acceptance of this application by the agent, I agree that I will enter into a written Tenancy Agreement in accordance with legislation requirements.

I/we, agree that I will not be entitled to occupation of the premises until:

- (i) vacant possession is provided by the current occupant/s of the premises
- (ii) the tenancy agreement is signed by the applicant/s; and
- (iii) the payment of all monies due are paid by the applicant/s in cleared funds prior to occupation of the premises

I/we, the applicant, **accept** that if the application is rejected, the agent is not legally obliged to give a reason. If the application is declined, your details will be held on file for one month. Following this period all details held will be disposed of.

I/we, agree that acceptance of this application may be subject to a satisfactory report as to the applicant's creditworthiness.

## **PRIVACY TERMS AND CONDITIONS**

**We understand that the privacy of your personal details, and the security of your transactions with us, is of paramount importance to you, The Market Place Realty policy sets the rules we will abide by when dealing with personal information we collect from individuals in the course of our business, and our policy is consistent with the Australian Privacy Principles of the Privacy Act 1988.**

**We may make alterations or additions to this policy from time to time. Should we do so, we will update the policy on our website [www.marketplacerealty.com.au](http://www.marketplacerealty.com.au)**

**Please note, that we cannot and do not assume any responsibility for the privacy or security practices of any other businesses which may have access to your details as set out in the acknowledgment of authorising disclosure to parties necessary in the course of business.**

## **TENANT DATABASE CHECKS**

Our agency utilises Tica and NTD (national tenant database agencies) for tenant screening purposes. When processing your application form, our agency will conduct the necessary tenant checks with this company. In accordance with current legislation requirements if a breach or default occurs with your tenancy, the details of such breach or default may be listed on this database for other agents to access when you apply for future properties. If you have any questions relating to this service or your personal information that may be held you can contact the company direct on TICA **1902220346** Tenant Enquiries or NTD. **1300 563 826**

I/we, understand that you as the managing agent for the owner of the property and have collected this information for the specific purpose of checking identification, character, creditworthiness and determining if the applicant/s will be suitable tenant/s for the property.

I/we, understand that the agent is bound by the Privacy Act and the Australian Privacy Principles of the Privacy Act 1988(APPs) and **authority** is hereby given to the agent to check credit references, identity checks, current and past employment details, current and previous rental references from an owner or agent, any record listing or tenant database agency, personal references, current or previous sales representatives involved in a property transaction and any other searches that may verify the information provided by me in accordance with legislation requirements.

I/we, **authorise** the agent to collect, use and disclose personal information to:

- (a) Communicate with the Owner & or representative for the Owner (relevant to the premises) during the tenant selection process as well as any other matter arising during and at the end of tenancy
- (b) Prepare agreements and tenancy documents
- (c) Allow tradespeople or equivalent organisations to contact me (including valuers)
- (d) Lodge, claim or transfer (to or from) a Bond Authority
- (e) Refer to Tribunals and/or Courts & Statutory Authorities (where applicable)
- (f) Refer to Collection Agents and Lawyers (where applicable)
- (g) Lodge Insurance claims (where applicable) and communicate with Insurance Companies
- (h) Communicate with Body Corporate or Strata Groups (relevant to the premises)
- (i) Utility connection providers, where the applicant has opted for such a service
- (i) Undertake any act, process or communication with any other third party as required by the agent or owner relating to the administration of the premises and use of the Agent's services.
- k) Nominated Referees
- l) Tenancy Database Agencies
- m) The Market Place Realty Staff

I/we, understand that once a tenancy has been entered into our personal information (such as names, contact details and any other details contained on this application or which can be obtain from a public source) can or will be kept or stored in files or a data entry computer format.

I/we, agree that once a tenancy agreement has been entered into that should there be a failure to comply with the obligations under the agreement; the failure to comply may be disclosed to third party operators of tenant database registers and/or agent in accordance with legislation requirements.

I/we, agree that we have been provided with the Tenant Database Agency details (including the name and contact numbers) that may be accessed by our agency during the application process.

TICA: 1902220346 Tenant Enquiries or NTD: **1300 563 826**

The applicant/s have the right to access personal information held by our agency and may request correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.

I/we, authorise the agent to send information to our contact details to promote, market or sell rental properties, sale properties or information in general that relates to the real estate industry. Tick here ☐ if you do not wish to receive this information.

A full copy of our Privacy Policy can be accessed at [www.marketplacerealty.com.au](http://www.marketplacerealty.com.au).

*[Each applicant must read and initial every page of this application as acceptance of the information provided]*

Applicant 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_/\_\_\_\_\_

Applicant 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_/\_\_\_\_\_

Agent to Witness: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_/\_\_\_\_\_

**TICA STATEMENT FOR TENANTS****PUBLIC ENQUIRY DEPARTMENT**

P.O. BOX 120

CONCORD NSW 2137

**TEL: 190 222 0346**

Calls charged at \$5.45 per minute, higher from mobile and payphones

**ABN: 84 087 400 379****TICA Privacy Disclosure Form**

This form provides information about how your personal information is handled, as required by the Australian Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application.

As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

**Primary Purpose:**

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property. In order to assess your application we disclose your personal information to: The Lessor / Owners for approval or rejection of your application, TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application, Referees to validate information supplied in your application and Other Real Estate Agents to assess the risk to our clients. The Agent may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

**Secondary Purpose:**

During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors / Owners insurer in the event of an insurance claim and Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant's personal information maybe recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications you make. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

**TICA Statement**

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the Australian Privacy Principles in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the Australian Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80

**TICA Primary Purpose**

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows: Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy,

Signed By the Applicant/s

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Tenant Registration

For assistance call RE Connect oneCard on 1300 302 060.  
Return your form to your real estate agent.

### 1 AGENT TO COMPLETE

Card number

9 0 3 6 0 0 3 7

Business name (office)

Client number

Tenant reference (optional)

☐ Online registration

☐ Manual registration

### 2 TENANT DETAILS (CARDHOLDER)

Title Surname

Given names

Date of birth (for security reasons)

/ /

Property address

Suburb

State

Postcode

Property telephone number

Mobile number

Email

I hereby register with Corum eCommerce Pty Ltd (Corum) to obtain the Services for rent payment.

Tenant (cardholder) signature

X

Date / /

### 3 BUSINESS ACCOUNT

If nominating a BUSINESS ACCOUNT complete this section. If nominating a personal account go straight to section 4.

Business name

ABN

Name of authorised signatory (please print)

### 4 ACCOUNT DETAILS - MUST complete 1 option only

☐ A: Bank, building society, credit union a/c

Account holder name (please print) eg John Smith

BSB number

Account number

Financial institution

☐ B: Credit card a/c

☐ MasterCard

☐ Visa

Expiry date

/ /

Card number

Cardholder name (as shown on card)

### 5 PAYMENT SCHEDULE (1 OPTION ONLY - A OR B)

☐ A: by making a payment myself as needed

☐ B: scheduled automatic direct debit

☐ Monthly

Payment amount

Commencement date

☐ Fortnightly

☐ Weekly

☐ 4 weekly

\$

/ /

ALLOW 5 business days before date above.

I hereby register with Corum eCommerce Pty Ltd (ABN 54 086 654 640) to obtain the Corum Payment Services. I authorise you to debit and/or credit the accounts nominated here in accordance with this Tenant Registration Form, including attached Conditions of Use ("TRF"). By signing this TRF or registering through the online registration process and by my continued use of the Services, I confirm that all information I have provided in relation to the Services (including the information contained in this TRF) is true and correct, and that I have read, understood and agree to be bound by the terms of this TRF, together with any additional terms, conditions, notices and disclaimers included on the Corum website. If I object to this TRF or any provision of it (including any subsequent modifications), I agree my only remedy is to discontinue my use of the Services and terminate this TRF.

Bank / credit card authorised signatory

X

Date / /

The *easy* way  
to pay your rent.



## RE Connect oneCard

- If the payment is by credit/debit card, a Convenience Fee of 1.32% of the payment value;
- If the payment is by BPAY (bank account only), a Convenience Fee of \$0.75;
- If the payment is by POSTbillpay in-person (EFTPOS, cash or cheque only), a Convenience Fee of \$1.90.

b. **Default Credit/Debit Card Registration:** For payments where your registered default payment is by credit/debit card, a fee of 1.32% of the payment amount per payment. The following additional charges will apply per payment:

- If the payment is by BPAY (bank account only), a Convenience Fee of \$1.65;
- If the payment is by POSTbillpay in-person (EFTPOS, cash or cheque only), a Convenience Fee of \$2.75.

c. Void Payment Fee of \$5.50 if you request us to void or reverse a payment.  
d. Statement Fee of \$3.30 if you request us to produce a statement manually.

- e Declined Transaction Fee of \$22.00 for Default Bank Account Payments**  
that cannot be processed due to insufficient funds.

f. Cancellation Fee of \$5.50 if we terminate the Services according to clause 5.2

- g. Fees, fines or penalties we are required to pay to MasterCard, Visa or any other financial institution pursuant to the relevant credit card scheme or payment rules as a direct or indirect result of your act, error, omission, neglect or default, including your failure to observe your obligations under these Conditions of Use.

4.2 Fees for payments made by credit/debit card are payable immediately the payment occurs; fees for payments made by BPAY or POSTBillpay in-person are payable on the first business day (and debited from your account on the second business day) of the month immediately following the month the payment occurs; Void Payment Fees and Statement Fees will be debited the next time a payment is processed on your behalf; Declined Transaction Fees will be debited from your account 14 days after the declined payment. We will send you notice of the declined payment prior to debiting your account.

- 4.3 If you do not pay us any amounts due by the relevant payment date or within the required payment period, we may recover the amount due to us via direct debit or charge against your nominated account without any further notice to you.

5. Changing or cancelling

- 5.1 You may terminate the Services any time by contacting us by phone or notifying us in writing. Any necessary paperwork to cancel the Service or change your payment details must be submitted before the change is to be made. Termination of the Services or the change in payment details will occur as soon as practicable after notification. You may also instruct your financial institution to cancel or suspend your DDR. Cancelling the Services is your responsibility even when you vacate your rental property or no longer need the Services. Failure to cancel the Services will result in ongoing fees.

5.2 We may terminate the Services including cancelling your card at any time, with notice to you, if you provide us with incorrect details, dishonour any transactions, or for any other reason.

- 6. Disputes**  
6.1 To dispute any payment, contact us immediately. Alternatively, you may contact your financial institution directly.

7.1 We use the information you provide for the purpose of providing you with the Services. In limited circumstances your information may be disclosed to your real estate agent or landlord, but only when necessary to administer your account.

- 7.2 We handle your personal information in accordance with our privacy policy. You can view that policy at [www.conumrealestate.com.au](http://www.conumrealestate.com.au) or request a copy.

8.1 We may change these Conditions of Use, including fees, from time to time, by giving you at least 20 days prior written notice of the change(s). Any changes will also be published on our website.

- 8.2 If you disagree with any changes to these Conditions of Use, you may stop using the Services by notifying us in writing within the 20 day notice period. Using the Services after the 20 day notice period deems acceptance of the changes.

Telephone: 1300 302 060      Address\* RE Connect oneCard  
Facsimile: (02) 9211 0508      C/- Corum Real Estate Services  
PO Box K404, Sydney NSW 1240

Email: [enquiries@reconnect.com.au](mailto:enquiries@reconnect.com.au)  
Website: [www.reconnect.com.au](http://www.reconnect.com.au)

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T/A Conum Real Estate Services

**(This page is not part of the Application)**

**OFFICE ONLY**

Premises.....

Owner.....

Applicant.....

Current Managing Agent/Owner report including details of any breaches.....

Previous Managing Agent/Owner .....

Pets Yes/No Type and number of Pets.....

Garden comments.....

Pool/Spa comments.....

Tenancy Database.....

REIWA:

TICA:

If Applicant(s) is a new resident two work references from ‘

Copies sighted ...../...../.....

Employer phoned ...../...../.....spoke to.....

Occupation Confirmed                      temporary                      part-time                      permanent

Applicant(s) employed since...../...../.....

Applicant(s) accepted by...../...../.....

Reference check.....

Owners Comments.....  
.....

Date of Owners approval/rejection...../...../.....



### Annexure B

#### PREFERRED METHODS OF RENT PAYMENTS UPON SUBMITTING THE APPLICATION.

For:

PROPERTY ADDRESS.....

NAME/S:.....

Our office recommends and uses the following methods of rental payments.

Please note: Re-connect is an established method for rental payments and accounts, and takes away the hassle and stress of remembering to make your rental payments and or payment of accounts on time, it is also beneficial by way of protecting your rental credit history, monies are directed from your account to our trust account as cleared funds and your rental payments are paid on time.

Please TICK YOUR PREFERRED CHOICE OF PAYMENTS FOR RENT.

- Re Connect – all documentation attached with terms and conditions cost by Re-connect to yourselves being \$3.20 per month charged quarterly. (subject to change at any time) ☐
- Internet Transfer to The Market Place Realty Trust Account details supplied at signing of Lease agreement with reference number. ☐

SIGNED APPLICANT/S.....

.....

DATE:.....

INITIAL/S  
( )

## THE BOND LODGEMENT FORM.

To avoid disputes, Please note with the Bond Lodgement Form all names represented on the Lodgement Form will at the end of the tenancy receive their portion of the Bond monies applicable to be dispersed.

Should only 1 person be paying the Bond – the Lodgement has to reflect this, if the money is to be returned to 1 person only. If all tenants are paying a portion then all tenants have to be on the lodgement and sign the lodgement.

Please confirm the name of all persons of the tenancy to be nominated on the Lodgement Documentation to enable the documentation to be drawn correctly and be ready for your signing of your tenancy.

Should you require further information on this – please do not hesitate to discuss with your Property Manager.

- 1.....  
.....
- 2.....  
.....
- 3.....  
.....
- 4.....  
.....

Signed:.....  
.....  
.....  
.....  
.....  
.....

Dated:

## UTILITY CONNECTION FORM

Suite 1, 1st floor, 230 Main Street  
Osborne Park WA 6017  
T (08) 9349 5111 F (08) 9345 5461  
E [info@marketplacerealty.com.au](mailto:info@marketplacerealty.com.au)  
W [www.marketplacerealty.com.au](http://www.marketplacerealty.com.au)

### How it works

In conjunction with our service partner MyConnect, we are able to offer you:

- A completely FREE service to connect your utilities
- MyConnect will call you to discuss available retailers
- You choose your preferred retailer
- MyConnect make all necessary phone calls and arrange your utilities to be connected from your move in date
- Save time and money by allowing MyConnect to assist



### Connection Details

Full Name/s

Interpreter required

Yes ☐

No ☐

Home Phone

Mobile (1)

Mobile (2)

Email Address

New Property Address

Move in date

Connection date

### Declaration

By signing this application I/we;

Acknowledge the Real Estate Agent, and myconnect receive a fee/incentive from a utility provider in relation to the connection of utility services. I consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details including National Metering Identifier (NMI), Meter Installation Registration Number (MIRN) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities.

Print Name/s

Signature/s

Date



1300 854 478



[enquiry@myconnect.com.au](mailto:enquiry@myconnect.com.au)



[myconnect.com.au](http://myconnect.com.au)

Proudly partnered with

**myconnect**<sup>®</sup>  
a really smart move