



To consider your application, we require you to:

- Provide identification to pass the 100 point check
- Complete and sign the application form attached
- Read and sign the Privacy Act Acknowledgement Form attached
- Read and sign Annexure A & Annexure B, attached

We cannot process this form unless all parts of the form have been fully completed.

Tick	Identification Required Per Applicant	Point Value
1	Current Agent Rent History Ledger/Record	50 Point
1	Passport (only if Non-Australian Resident)	70 Points
1	Latest telephone account (landline only)	40 Points
1	Latest Electricity or gas account (with present address)	40 Points
1	Current Driver's License - with photo	70 Points
1	Proof of Age Card - with photo	40 Points
2	Tertiary Education Photo ID	25 Points
2	Current Vehicle Registration	25 Points
2	Passport (Australian Resident)	70 Points
4	Medicare Card	25 Points
4	Citizenship Certificate	70 Points
4	Birth Certificate	70 Points
4	Debit/Credit Card	25 Points

PLEASE READ CAREFULLY

Your application will be processed with the information provided and submitted to the landlord for their acceptance or non-acceptance for tenancy. This is always a landlord decision.

IMPORTANT: We are unable to give any reason for non-acceptance if your application is not approved for tenancy.

Should your application be accepted, you will be asked to pay four weeks rent as the bond in addition to two weeks rent upfront and sign the lease and bond document as soon as possible.

It is a tenant/s responsibility to arrange connection of electricity, telephone and gas supply to the property once the application has been approved.

Once we have communicated to you that your application has been successful you will need to pay a holding deposit of one (01) weeks rent within one (01) business day to secure the property. Until the holding fee has been paid, the property will continue to be advertised. This holding fee will then be allocated to your first weeks rent upon commencement of your tenancy.

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

Your action if You wish to apply for the Residential Tenancy Agreement:	<ol style="list-style-type: none"> 1. Complete this Application. 2. Submit this Application to the Property Manager together with any Option Fee that may be requested by the Property Manager.
Lessor's action if You do not succeed with Your Application:	<ol style="list-style-type: none"> 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.
Lessor's action if You succeed with Your Application:	<ol style="list-style-type: none"> 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.
What You will then need to do if You are the successful Applicant:	<ol style="list-style-type: none"> 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. 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.

FOR: Premises Address:

FROM: Proposed Tenants' Names:

TO: The Property Manager:

PART A (TO BE COMPLETED BY PROPERTY MANAGER)

1. Premises
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 | \$ | <input type="text"/> |
| (b) Pet bond (if applicable) | \$ | <input type="text"/> |
| (c) First two weeks rent | \$ | <input type="text"/> |
| (d) Less Option Fee (if paid) | \$ | <input type="text"/> |
| (e) Total | \$ | <input type="text"/> |

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 Number Age
Type of Pet Breed Number Age
9. Do You intend 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):
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.

application to enter into residential tenancy agreement

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, and any Option Fee will be refunded to You within 7 days of the decision; 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.

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;
- (ii) 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 if the Application is successful 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), 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.

Initials

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

(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
- (v) **Website:** 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. 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. 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.

application to enter into residential tenancy agreement

YOUR (First Person's) PARTICULARS

Your Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
	(SURNAME)	(FIRST NAME)	(MIDDLE NAME)
Present Address	<input type="text"/>		
Phone No Work	<input type="text"/>	Phone No Home	<input type="text"/>
Mobile	<input type="text"/>	Email	<input type="text"/>
Date of Birth	<input type="text"/>	Australian Citizen	<input type="checkbox"/> Yes <input type="checkbox"/> No

DOCUMENTS TO CONFIRM YOUR IDENTITY

Drivers Lic'ence No	<input type="text"/>	State	<input type="text"/>	Passport No	<input type="text"/>
Other ID	<input type="text"/>	<input type="text"/>			
Proof of Identification (licence number/bankcard etc)	<input type="text"/>				
Vehicle Type & Registration No	<input type="text"/>				
Anything else to support Your Application	<input type="text"/>				

Smoker Yes No

Personal References	a)	<input type="text"/>	<input type="text"/>
		NAME	TELEPHONE
	b)	<input type="text"/>	<input type="text"/>
		NAME	TELEPHONE

(i) Name of current lessor or managing agent to whom rent is paid	<input type="text"/>		
Address	<input type="text"/>	Phone No	<input type="text"/>
Rental Paid \$	<input type="text"/>	Period Rented From	<input type="text"/>
		To	<input type="text"/>
Reason for leaving	<input type="text"/>		

(ii) Previous address of Applicant	<input type="text"/>		
Name of previous lessor or managing agent to whom rent was paid	<input type="text"/>		
Address	<input type="text"/>	Phone No	<input type="text"/>
Rental Paid \$	<input type="text"/>	Period Rented From	<input type="text"/>
		To	<input type="text"/>
Reason for leaving	<input type="text"/>		

(iii) Occupation:	<input type="text"/>	(Note: Your Employer may be contacted to verify employment)	
Employer	<input type="text"/>	Period of Employment	<input type="text"/>
Phone No	<input type="text"/>	Wage \$	<input type="text"/>
If less than 12 months, name and address of previous employer			
<input type="text"/>			
Explanation if no employment:			
<input type="text"/>			

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

First Next of Kin	<input type="text"/>	<input type="text"/>	<input type="text"/>
	NAME	ADDRESS	TELEPHONE
Second Next of Kin	<input type="text"/>	<input type="text"/>	<input type="text"/>
	NAME	ADDRESS	TELEPHONE
Emergency Contact (name and address and telephone) [Note: These people may be contacted to verify particulars.]			
First Contact	<input type="text"/>	<input type="text"/>	<input type="text"/>
	NAME	ADDRESS	TELEPHONE
Second Contact	<input type="text"/>	<input type="text"/>	<input type="text"/>
	NAME	ADDRESS	TELEPHONE

application to enter into residential tenancy agreement

YOUR (Second Person's) PARTICULARS

Your Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
	(SURNAME)	(FIRST NAME)	(MIDDLE NAME)
Present Address	<input type="text"/>		
Phone No Work	<input type="text"/>	Phone No Home	<input type="text"/>
Mobile	<input type="text"/>	Email	<input type="text"/>
Date of Birth	<input type="text"/>	Australian Citizen	<input type="checkbox"/> Yes <input type="checkbox"/> No

DOCUMENTS TO CONFIRM YOUR IDENTITY

Driver's Licence No	<input type="text"/>	State	<input type="text"/>	Passport No	<input type="text"/>
Other ID	<input type="text"/>		<input type="text"/>		
Proof of Identification (licence number/bankcard etc)	<input type="text"/>				
Vehicle Type & Registration No	<input type="text"/>				
Anything else to support Your Application	<input type="text"/>				

Smoker Yes No

Personal References	a)	<input type="text"/>	<input type="text"/>
		NAME	TELEPHONE
	b)	<input type="text"/>	<input type="text"/>
		NAME	TELEPHONE

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

Address Phone No

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

Address Phone No

Rental Paid \$ Period Rented From To

Reason for leaving

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

Employer Period of Employment

Phone No 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	<input type="text"/>	<input type="text"/>	<input type="text"/>
	NAME	ADDRESS	TELEPHONE
Second Next of Kin	<input type="text"/>	<input type="text"/>	<input type="text"/>
	NAME	ADDRESS	TELEPHONE
Emergency Contact (name and address and telephone) [Note: These people may be contacted to verify particulars.]			
First Contact	<input type="text"/>	<input type="text"/>	<input type="text"/>
	NAME	ADDRESS	TELEPHONE
Second Contact	<input type="text"/>	<input type="text"/>	<input type="text"/>
	NAME	ADDRESS	TELEPHONE

application to enter into residential tenancy agreement

YOUR (Third Person's) PARTICULARS

Your Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
	(SURNAME)	(FIRST NAME)	(MIDDLE NAME)
Present Address	<input type="text"/>		
Phone No Work	<input type="text"/>	Phone No Home	<input type="text"/>
Mobile	<input type="text"/>	Email	<input type="text"/>
Date of Birth	<input type="text"/>	Australian Citizen	<input type="checkbox"/> Yes <input type="checkbox"/> No

DOCUMENTS TO CONFIRM YOUR IDENTITY

Drivers Lic'ence No	<input type="text"/>	State	<input type="text"/>	Passport No	<input type="text"/>
Other ID	<input type="text"/>	<input type="text"/>			
Proof of Identification (licence number/bankcard etc)	<input type="text"/>				
Vehicle Type & Registration No	<input type="text"/>				
Anything else to support Your Application	<input type="text"/>				

Smoker Yes No

Personal References	a)	<input type="text"/>	<input type="text"/>
		NAME	TELEPHONE
	b)	<input type="text"/>	<input type="text"/>
		NAME	TELEPHONE

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

Address Phone No

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

Address Phone No

Rental Paid \$ Period Rented From To

Reason for leaving

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

Employer Period of Employment

Phone No 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	<input type="text"/>	<input type="text"/>	<input type="text"/>
	NAME	ADDRESS	TELEPHONE
Second Next of Kin	<input type="text"/>	<input type="text"/>	<input type="text"/>
	NAME	ADDRESS	TELEPHONE
Emergency Contact (name and address and telephone) [Note: These people may be contacted to verify particulars.]			
First Contact	<input type="text"/>	<input type="text"/>	<input type="text"/>
	NAME	ADDRESS	TELEPHONE
Second Contact	<input type="text"/>	<input type="text"/>	<input type="text"/>
	NAME	ADDRESS	TELEPHONE

application to enter into residential tenancy agreement

Annexure "A" (attached), Annexure "B"(attached), and Annexure "C" (pet clause) will form part of the ingoing lease if applicable.

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 / /

TENANT PRIVACY STATEMENT

NATIONAL TENANT DATABASE

All property managers must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as a professional property manager. Please take the time to read this Privacy Statement carefully and once completed, return it to this office with your tenancy application.

As professional property managers Salt Property Group collects personal information about you. You can ask for access to the personal information we have about you, by contacting us via

Telephone: 9316 3911 Facsimile: 9316 3922
Email: reception@saltproperty.net.au
In person: 5/770 Canning Highway Applecross WA 6153

Visit website: www.saltproperty.net.au

PRIMARY PURPOSE

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested and if the risk is considered acceptable, to provide you with the lease/tenancy of the premises.

To carry out this role and during the term of your tenancy, we usually disclose your personal information to:

- The Landlord
- The Landlords lawyers
- The Landlord's mortgagee / insurer's
- Referees you have nominated
- Organisations / Trades people required to carry out maintenance to the premises
- Rental Bond Authorities
- Residential Tenancy Tribunals/Courts
- Mercantile Agents
- National Tenancy Database Pty Ltd (ABN 65 079 105 025) ("NTD")
- Other Real Estate Agents & Landlords

SECONDARY PURPOSES

We also collect your personal information to:

Tick each box if you consent to the use and disclosure

Enable us, or the Landlords lawyers, to prepare the lease / tenancy documents for the premises

Allow organisations / trades people to contact you in relation to maintenance mailers relating to the premises

Pay / release rental bonds to/from Rental Bond Authorities (where applicable)

Refer to Tribunals, Courts and Statutory Authorities (where necessary)

Refer to Mercantile Agents / Lawyers (where default/enforcement action is required)

Refer to Landlord's Insurer's

Report your conduct as a tenant on the National Tenancy Database (NTD)

If your personal information is not provided to us and you do not consent to the uses to which we put your personal information, we cannot properly assess the risk to our client, or carry out our duties as professional property managers. Consequently, we then cannot provide you with the lease / tenancy of the premises.

TENANT PRIVACY STATEMENT

NTD DISCLOSURE STATEMENT

You can contact National Tenancy Database Pty Ltd (ABN 65 079 105 025) ("ntd") and ask for access to any of your personal information stored on the database by:

Telephone: (03) 9610 4996
Facsimile: (03) 9620 7339
Email: kim@ntd.net.au
In person: 7/477 Collins Street, Melbourne, 3000
Postal Address: PO BOX 156, Collins Street, West Vic 8007
Visit its website www.ntd.net.au

Proof of Identity will be required, ie: photo licence, passport etc.

PRIMARY PURPOSE

NTD collects information to provide to its real estate members and others listed below, current and historical tenancy and location information on individuals and companies who/which lease residential and commercial property from or through licensed real estate agent members of NTD.

The real estate agent / property manager will advise NTD of your conduct throughout the lease/tenancy, and that information will form part of your tenant history.

NTD usually discloses information to:

- Licensed real estate agent members
- NTD's parent company, Collection House Limited ABN 74 010 230 716, its subsidiaries, related entities and non credit related clients i.e., Insurance companies that issue Landlord Protection Insurance cover etc.
- Credit Bureaus (Commercial Leases only)

If your personal information is not provided to NTD the real estate agent / property manager will not be able to carry out their professional responsibilities and may NOT be able to lease the premises.

(Name of Applicant)

(Signature of Applicant)

(Name of Applicant)

(Signature of Applicant)

...../...../.....
Date Month Year

(Witness)



Annexure 'A' (This Annexure forms a binding part of your lease)

1. On vacating the property the carpets are to be PROFESSIONALLY cleaned by a member of the Australian Carpet Cleaning Institute. A copy of the receipt is to be presented to the Agent when the keys are returned. If the property is furnished, the furniture, lounges, mattresses etc must also be professionally cleaned.
2. The tenant/s is aware they are responsible for the maintenance of lawns, gardens, and the application of wetting agents and mulch.
3. The tenant/s are aware, if they remove the 'to let' or 'for sale' sign from the property they will be held responsible for its replacement / re-instatement cost.
4. The tenant/s is aware they are responsible for all water consumption at the property during their tenancy. On receipt of account an invoice will be issued to the tenant/s and payment is to be made to our office. The tenant/s is aware that at the expiration of tenancy, they will be responsible for a special water meter reading charge and any water consumption.
5. The tenant/s are aware, they are responsible for the periodic cleaning of the air conditioner filters of wall mounted air conditioners a minimum of each six (06) month period.
6. The tenant/s agree to use protective felt to the base of any furnishings placed on timber flooring, to avoid any scratching and damage to the timber floors. NO stiletto style shoes to be worn on timber floors.
7. The tenant/s is responsible to ensure that visitors to the premises DO NOT smoke inside at any time. The tenant will be held liable to make good any smoke damage or cigarette odor caused to the property.
8. The tenant/s are responsible for replacing the battery as required in fittings such as, doorbell, security alarm control pad, reticulation control panel, garage remotes, smoke alarms etc.
9. The tenant/s will be liable for any bank fees associated with dishonored cheques and only direct deposit will be accepted thereafter.
10. The tenant/s acknowledges the taking of digital photo images at routine inspections is for the express purpose of communicating the inspection and any comments to the lessor/s. The first inspection will be carried out at (6) six weeks and thereafter every (3) three months. The Agent will provide no less than (7) seven and no more than (14) fourteen days prior to attendance. Due to tight scheduling, the Agent is unable to accommodate fixed times for routine inspections. All inspections are carried out during business hours and if the tenant is not home, the agent will access the property using the office keys and will leave a card on site when leaving.
11. The rent is to be paid one rental period in advance at all times
12. The tenant/s understands that no pot plants are to be placed directly onto the flooring without sufficient protection to the flooring.
13. The tenant/s must ensure they have their own contents insurance as the owners building insurance does not protect the tenant/s contents and as such the agent hereby notifies the tenant/s that it is their sole responsibility to ensure their own personal contents are adequately insured and covered at all times during their tenancy.
14. The tenant/s agree to clean the windows inside and out upon vacating the property and throughout the term of the tenancy.
15. The tenant/s understands that all maintenance and repair concerns are to be advised directly to Salt Property in writing, by email to their property manager.

Initials _____

16. If there is an emergency, please contact your property manager directly on their mobile. If you are unable to reach them, please contact the office on 08 9316 3911.

Any repairs to the property carried out without authorization from this office will be payable by the Tenant.

17. The tenant/s understand that should rental payments be in arrears we have no option other than to issue a Breach Notice for Non-Payment of Rent, proceeded by termination on lessor instruction.

18. The tenant/s acknowledges that the property will be actively marketed and prospective tenants will be shown through in the last 30 days of their tenancy. The tenant is further advised that digital photo images will be taken of the interior and exterior of the property at this time for the express purpose of marketing the premises to prospective tenants.

19. If the tenant/s wishes to vacate at the expiry date of the fixed term lease agreement, the Tenant/s must give at least 30 days WRITTEN notice to the Managing Agent.

20. Rent will be charged until all keys are returned to the agent's place of business on the notified vacate date.

21. The Tenant/s understand that should they wish to vacate prior to the lease expiry date the following 'break lease' expenses will be incurred:

- Rental Payments until the property is re-let or the original lease term comes to an end.
- Advertising Costs incurred in re-letting the property
- Re-imbursement of the unexpired portion of the lessor's leasing fee.
- Final Inspection Fee
- New tenant data base search fees at cost price for each search on each and every tenancy application received and processed by the Agent.

22. The tenant/s acknowledges that they are required to test the Residual Current Devices on a monthly basis. Tenant/s are required to advise the agent if the residual current devices are not working

23. The tenant/s acknowledges that they are required to test the smoke detector/s on a monthly basis as well as change the batteries when required. Tenants are required to advise the agent if the smoke detectors are not working.

24. Electricity and Gas are to be connected in the tenant/s name at the property and to be maintained by the tenant/s at all times.

25. The tenant/s is aware cars are NOT to be parked on the lawns at anytime.

26. The pet bond will be used to conduct a flea treatment at the expiration of tenancy if a pet has been kept at the premises.

27. The tenant will be liable for any fee incurred by the landlord for a dishonored direct debit transaction.

28. Salt Property Group enlists the services of Barclay MIS collection agents in the event a tenant defaults on a rental or invoice payment.

Tenant:..... Witness:..... Date:.....

Tenant:..... Witness:..... Date:.....

Tenant:..... Witness:..... Date:.....

Property Manager..... Witness:..... Date:.....

Initials _____



Annexure 'B': Arrears Policy (This Annexure forms a binding part of your lease)

At Salt Property Group we have a very strict arrears policy.

Rent **must be paid on or before the due date** to ensure that the landlord receives their funds on time to meet their commitments. Should we not take the appropriate action within a certain time frame, the landlord's insurance policy can be prejudiced or void.

Our process is detailed below:

1-2 days overdue: We will remind you either by SMS text message or by telephone.

3 or more days overdue: Should we not hear from you or receive funds by the following day we will issue a Breach of Agreement or Notice of Termination for Non-Payment of Rent. *(Please note: In the event you discuss a payment arrangement with a property manager a Breach Notice must still be issued.)*

7-10 days overdue: Should the Termination Notice expire within 7 days of being issued and we have still not received payment or communication from you, we will commence proceedings to obtain vacant possession of the property and payment of any arrears outstanding.

Once we get to this stage your details may be lodged on the **National Tenancy and Tenancy Information Australia Databases** which will affect your future rental prospects across Australia.

Salt Property Group is also a member of *Dun & Bradstreet Debt Collection Agents* and passes all outstanding accounts onto the provider for collection, once a tenancy has come to an end, and our attempts to re-coup outstanding funds have been unsuccessful.

It is in your best interests to keep your rent up to date at all times to avoid the above action being taken.

Please contact your property manager if you are experiencing difficulties with your payments as soon as you start to experience issues as we may be able to come to an arrangement between yourselves and the owner/s of the property.

DO NOT IGNORE OUR REMINDERS AS PROCEEDINGS WILL COMMENCE REGARDLESS.

By signing this page you agree to acknowledge the above terms as part of your lease.

Tenant:.....	Witness:.....	Date:.....
Tenant:.....	Witness:.....	Date:.....
Tenant:.....	Witness:.....	Date:.....
Property Manager.....	Witness:.....	Date:.....