



## 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

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

**FOR:** Premises Address:

Address 1				
Address 2				
Suburb		State		Postcode

**FROM:** Proposed Tenants' Names:

	Given Name(s)	Family Name
Tenant 1		
Tenant 2		
Tenant 3		
Tenant 4		

**TO:** The Property Manager:

Agency Name	Real Property WA		
Address	2/449 Yangebup Road, Cockburn Central, WA, 6164		
Telephone	(08) 6243 3933	Facsimile	N/A
E-mail	contactus@rprp.com.au		

# application to enter into residential tenancy agreement



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## PART A (TO BE COMPLETED BY PROPERTY MANAGER)

1. Premises

Address 1

Address 2

Suburb

State

Postcode

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 \$

(b) Pet bond (if applicable) \$

(c) First two weeks rent \$

(d) Less Option Fee (if paid) \$

(e) **Total** \$

### Bond Payments

Bond payments can be made direct by Visa/MasterCard Credit Card or Debit Card or AMEX/Diners using our preferred payment facilitator "Rental Rewards". Please note depending on your card type a small convenience fee applies to all credit/debit card payments and will be outlined to you on your payment page.

### Ongoing Rent Payments

Please note that we do not accept payments by cash, EFTPOS or direct deposit into the trust.

To ensure that the rent collection process is streamlined and more secure for all parties, our preferred payment channel is Rental Rewards, a safe, rewarding, convenient and easy way to pay your rent so that we can continue to offer an electronic payment option.

What this means is that you will be offered the following methods to choose from:

- ❖ Set and Forget Automatic Direct Debit via Rental Rewards tenant portal from your bank account only (**our preferred payment option**) – **this is a fee free payment option to you.**
- ❖ BPAY (You initiate via your Internet banking) – available at a cost to you at \$2.00 per transaction
- ❖ Credit Card (Allows you to earn credit card points, and if you are a Qantas Frequent Flyer member you'll also earn QFF points) The credit card surcharge applicable to you is 1.45% for Visa, 1.25% for MasterCard, 1.70% for all Visa Corporate and Premium, and 1.5% for all Corporate and Premium, 2.53% for AMEX & Diners Club or 3.00% for overseas cards.

We have provided options for your convenience and ask that you consider what is most suitable to your circumstance.

### Payment Processing & Time Frames

Please note that due to bank processing time frames, payments may take up to 4 business days to reach us. Please factor this when you commence your payments.

# application to enter into residential tenancy agreement

## 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 on 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):  

PO Box	<input type="text"/>	Town/City	<input type="text"/>	Postcode	<input type="text"/>
Address 1	<input type="text"/>				
Address 2	<input type="text"/>				

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; 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.

**Note: Under the Residential Tenancy Act 1987 agreements to lease do not have to be in writing and may be entered verbally or by conduct. This clause 18 does not purport to remove any right of parties to reach non-written agreements. However, if the parties wish to enter an agreement on the terms set out in this form, the pre-requisites set out above must be met in order for the lease to exist.**

**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;
  - (iii) 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 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) and debt collectors, 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.

Name:

	Given Name(s)	Family Name
Tenant 1		
Tenant 2		
Tenant 3		
Tenant 4		

Signature:

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## 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](http://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](mailto:info@ntd.net.au)
- (v) **Website:** [www.ntd.net.au](http://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](http://www.tica.com.au). Information regarding applicatino 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](http://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

Given Name(s)					Family Name				
Address 1									
Address 2									
Suburb					State		Postcode		
Phone No	Work			Mobile			Home		
Email							Gender		
Date of Birth		Place of Birth			Family Name at Birth			Australian Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No	

## DOCUMENTS TO CONFIRM YOUR IDENTITY

Drivers Licence No		State of Issue		Passport No			Country of Issue		
Medicare Card No				Ref No		Colour		Expiry Date	
Other ID									
Vehicle Type & Registration No									
Anything else to support Your Application									

Smoker ☐ Yes ☐ No

Personal References	a) NAME		TELEPHONE	
	b) NAME		TELEPHONE	

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

	Phone No				
Address					
Rental Paid	\$	Period Rented From		To	
Reason for leaving					

(ii) Previous address of Applicant

	Phone No				
Address					
Rental Paid	\$	Period Rented From		To	
Reason for leaving					

(iii) Occupation

	(Note: Your Employer may be contacted to verify employment)			
Employer		Phone No		
Period of Employment		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	NAME		TELEPHONE	
	ADDRESS			
Second Next of Kin	NAME		TELEPHONE	
	ADDRESS			
Emergency Contact (name and address and telephone) [Note: These people may be contacted to verify particulars.]				
First Contact	NAME		TELEPHONE	
	ADDRESS			
Second Contact	NAME		TELEPHONE	
	ADDRESS			

# application to enter into residential tenancy agreement

## YOUR (Second Person's) PARTICULARS

Given Name(s)					Family Name				
Address 1									
Address 2									
Suburb					State		Postcode		
Phone No	Work		Mobile		Home				
Email					Gender				
Date of Birth		Place of Birth		Family Name at Birth			Australian Citizen	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## DOCUMENTS TO CONFIRM YOUR IDENTITY

Drivers Licence No		State of Issue		Passport No		Country of Issue	
Medicare Card No		Ref No		Colour		Expiry Date	
Other ID							
Vehicle Type & Registration No							
Anything else to support Your Application							

Smoker ☐ Yes ☐ No

Personal References	a) NAME		TELEPHONE	
	b) NAME		TELEPHONE	

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

	Phone No	
Address		
Rental Paid	\$	Period Rented From
Reason for leaving		

(ii) Previous address of Applicant

	Phone No	
Address		
Rental Paid	\$	Period Rented From
Reason for leaving		

(iii) Occupation

Employer	Phone No	
Period of Employment	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	NAME		TELEPHONE	
	ADDRESS			
Second Next of Kin	NAME		TELEPHONE	
	ADDRESS			
Emergency Contact (name and address and telephone) [Note: These people may be contacted to verify particulars.]				
First Contact	NAME		TELEPHONE	
	ADDRESS			
Second Contact	NAME		TELEPHONE	
	ADDRESS			



# application to enter into residential tenancy agreement

## YOUR (Third Person's) PARTICULARS

Given Name(s)					Family Name				
Address 1									
Address 2									
Suburb					State		Postcode		
Phone No	Work			Mobile			Home		
Email							Gender		
Date of Birth		Place of Birth			Family Name at Birth			Australian Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No	

## DOCUMENTS TO CONFIRM YOUR IDENTITY

Drivers Licence No		State of Issue		Passport No			Country of Issue		
Medicare Card No				Ref No		Colour		Expiry Date	
Other ID									
Vehicle Type & Registration No									

Anything else to support Your Application

Smoker ☐ Yes ☐ No

Personal References	a) NAME		TELEPHONE	
	b) NAME		TELEPHONE	

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

	Phone No				
Address					
Rental Paid	\$	Period Rented From		To	
Reason for leaving					

(ii) Previous address of Applicant

	Phone No				
Address					
Rental Paid	\$	Period Rented From		To	
Reason for leaving					

(iii) Occupation

	(Note: Your Employer may be contacted to verify employment)
Employer	Phone No
Period of Employment	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	NAME		TELEPHONE	
	ADDRESS			
Second Next of Kin	NAME		TELEPHONE	
	ADDRESS			
Emergency Contact (name and address and telephone) [Note: These people may be contacted to verify particulars.]				
First Contact	NAME		TELEPHONE	
	ADDRESS			
Second Contact	NAME		TELEPHONE	
	ADDRESS			

# application to enter into residential tenancy agreement



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## YOUR (Fourth Person's) PARTICULARS

Given Name(s)					Family Name				
Address 1									
Address 2									
Suburb					State		Postcode		
Phone No	Work			Mobile			Home		
Email							Gender		
Date of Birth		Place of Birth			Family Name at Birth			Australian Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No	

## DOCUMENTS TO CONFIRM YOUR IDENTITY

Drivers Licence No		State of Issue		Passport No			Country of Issue		
Medicare Card No				Ref No		Colour		Expiry Date	
Other ID									
Vehicle Type & Registration No									

Anything else to support Your Application

Smoker ☐ Yes ☐ No

Personal References	a) NAME		TELEPHONE	
	b) NAME		TELEPHONE	

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

	Phone No				
Address					
Rental Paid	\$	Period Rented From		To	
Reason for leaving					

(ii) Previous address of Applicant

	Phone No				
Address					
Rental Paid	\$	Period Rented From		To	
Reason for leaving					

(iii) Occupation

	(Note: Your Employer may be contacted to verify employment)			
Employer		Phone No		
Period of Employment		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	NAME		TELEPHONE	
	ADDRESS			
Second Next of Kin	NAME		TELEPHONE	
	ADDRESS			
Emergency Contact (name and address and telephone) [Note: These people may be contacted to verify particulars.]				
First Contact	NAME		TELEPHONE	
	ADDRESS			
Second Contact	NAME		TELEPHONE	
	ADDRESS			

# application to enter into residential tenancy agreement



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- National Rental Affordability Scheme (NRAS):
- 1) The premises are let under the National Rental Affordability Scheme Act 2008 (Cth) (NRAS) and as such the Applicant understands that the eligibility criteria must be met to qualify for housing under the scheme.
  - 2) Eligibility is assessed using the household income details over a twelve month period immediately preceding the tenancy commencement date. It is essential that the tenant supply to the lessor, at least annually, details of their household income in order for eligibility to be assessed.
  - 3) Under NRAS the tenant must notify the lessor if the household income varies after the initial eligibility assessment is completed and / or after the tenancy has commenced. Details of the variation must be communicated to the lessor to assess ongoing eligibility.
  - 4) Should the household income exceed eligibility limits under NRAS then the lessor will assess ongoing eligibility for the premises in accordance with the requirements of NRAS regulations (2008) (Cth). The tenant understands that this may mean this agreement is not renewed and they will have to vacate the premises at the end of the fixed term tenancy. Should this be the case, the tenant will be given notice to vacate in accordance with the Lease Agreement and in accordance with the Act.
  - 5) The tenant acknowledges and agrees that it will be requested to periodically to complete Tenant Demographic Assessment Forms, these forms must be returned to the lessor within 7 days of the request along with supporting income documentation for all persons residing in the premises.
  - 6) The tenant acknowledges that income documentation as well as a completed Tenant Demographic Assessment Form will be supplied to the Australian Government by the lessor to confirm the tenants eligibility under NRAS.

**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 ( <b>First Person</b> )	<input type="text"/>	Date	<input type="text"/>
Your Signature ( <b>Second Person</b> )	<input type="text"/>	Date	<input type="text"/>
Your Signature ( <b>Third Person</b> )	<input type="text"/>	Date	<input type="text"/>
Your Signature ( <b>Fourth Person</b> )	<input type="text"/>	Date	<input type="text"/>

# Tenant Income Assessment Information

This form must be completed and signed by each person over 18 years and any other household member/s receiving income from any source (one form per person).

In the 12 months immediately prior to the date of your application:

**1. Were you employed at any time?**

☐ Yes

☐ No

If YES, list the company name and dates you worked at each job below. You must provide your most recent payslip (must show gross YTD figure) and your PAYG summary from last financial year **OR** 12 months consecutive payslips for each job.

Company:

Date Employment Commenced:

Date Employment Ceased:


**2. Were you self-employed at any time?**

☐ Yes

☐ No

If YES, you must provide a letter from your accountant stating NET business income earned and a personal Tax Return from the most recent financial year.

Business name:

Date Employment Commenced:

Date Employment Ceased:

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**3. Did you receive any support payments from your parent/guardian?**

☐ Yes

☐ No

If YES, you must provide a signed letter from your parent/guardian stating the total amount provided per week/month. (eg: general living expenses, rent, education fee support)

**4. Did you receive ANY payments from Centrelink?**

☐ Yes

☐ No

If YES, you must provide your latest Centrelink Income Statement **and** Payment History showing all previous payments in the last 12 months.

Payment Type:

Date Payment Granted:

Date Payment Ceased:


**5. Did you receive income from any other source?**

☐ Yes

☐ No

If YES, please list details below and provide evidence of GROSS (before tax) payments (eg: superannuation distribution, child support/maintenance, scholarship, overseas pension, bank interest, salary sacrifice/allowance etc)

--

**\*Please note declarations of ZERO income must be supported by a statutory declaration available from the Property Manager.**

I acknowledge upon signing this document that I have disclosed all income sources for the 12 months prior to the date of my application and that all information is true and correct.

I agree that by signing my signature electronically, I accept to be bound to this declaration and any terms and conditions mentioned in this agreement.

FULL NAME

DATE

SIGNATURE

Please attach all required documents (as listed above) with your application

# Tenant Income Assessment Information

This form must be completed and signed by each person over 18 years and any other household member/s receiving income from any source (one form per person).

In the 12 months immediately prior to the date of your application:

**1. Were you employed at any time?**

☐ Yes

☐ No

If YES, list the company name and dates you worked at each job below. You must provide your most recent payslip (must show gross YTD figure) and your PAYG summary from last financial year **OR** 12 months consecutive payslips for each job.

Company:

Date Employment Commenced:

Date Employment Ceased:


**2. Were you self-employed at any time?**

☐ Yes

☐ No

If YES, you must provide a letter from your accountant stating NET business income earned and a personal Tax Return from the most recent financial year.

Business name:

Date Employment Commenced:

Date Employment Ceased:

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**3. Did you receive any support payments from your parent/guardian?**

☐ Yes

☐ No

If YES, you must provide a signed letter from your parent/guardian stating the total amount provided per week/month. (eg: general living expenses, rent, education fee support)

**4. Did you receive ANY payments from Centrelink?**

☐ Yes

☐ No

If YES, you must provide your latest Centrelink Income Statement **and** Payment History showing all previous payments in the last 12 months.

Payment Type:

Date Payment Granted:

Date Payment Ceased:


**5. Did you receive income from any other source?**

☐ Yes

☐ No

If YES, please list details below and provide evidence of GROSS (before tax) payments (eg: superannuation distribution, child support/maintenance, scholarship, overseas pension, bank interest, salary sacrifice/allowance etc)

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**\*Please note declarations of ZERO income must be supported by a statutory declaration available from the Property Manager.**

I acknowledge upon signing this document that I have disclosed all income sources for the 12 months prior to the date of my application and that all information is true and correct.

I agree that by signing my signature electronically, I accept to be bound to this declaration and any terms and conditions mentioned in this agreement.

FULL NAME	DATE
SIGNATURE	

Please attach all required documents (as listed above) with your application

# Tenant Income Assessment Information

This form must be completed and signed by each person over 18 years and any other household member/s receiving income from any source (one form per person).

In the 12 months immediately prior to the date of your application:

**1. Were you employed at any time?**

☐ Yes

☐ No

If YES, list the company name and dates you worked at each job below. You must provide your most recent payslip (must show gross YTD figure) and your PAYG summary from last financial year **OR** 12 months consecutive payslips for each job.

Company:

Date Employment Commenced:

Date Employment Ceased:




**2. Were you self-employed at any time?**

☐ Yes

☐ No

If YES, you must provide a letter from your accountant stating NET business income earned and a personal Tax Return from the most recent financial year.

Business name:

Date Employment Commenced:

Date Employment Ceased:

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**3. Did you receive any support payments from your parent/guardian?**

☐ Yes

☐ No

If YES, you must provide a signed letter from your parent/guardian stating the total amount provided per week/month. (eg: general living expenses, rent, education fee support)

**4. Did you receive ANY payments from Centrelink?**

☐ Yes

☐ No

If YES, you must provide your latest Centrelink Income Statement **and** Payment History showing all previous payments in the last 12 months.

Payment Type:

Date Payment Granted:

Date Payment Ceased:

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**5. Did you receive income from any other source?**

☐ Yes

☐ No

If YES, please list details below and provide evidence of GROSS (before tax) payments (eg: superannuation distribution, child support/maintenance, scholarship, overseas pension, bank interest, salary sacrifice/allowance etc)

--

**\*Please note declarations of ZERO income must be supported by a statutory declaration available from the Property Manager.**

I acknowledge upon signing this document that I have disclosed all income sources for the 12 months prior to the date of my application and that all information is true and correct.

I agree that by signing my signature electronically, I accept to be bound to this declaration and any terms and conditions mentioned in this agreement.

FULL NAME

DATE

SIGNATURE

Please attach all required documents (as listed above) with your application

# Tenant Demographic Assessment Form

**Approved Participant/Housing provider to complete Questions 1 to 3 and declaration**

## 1. Dwelling ID\* (\* denotes mandatory question)

Dwelling ID number *	
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## 2. Lease details\*

Start and end date of current lease *(for existing tenants only)	From:	To:
New Lease dates *	From:	To:
Ongoing lease? (Circle as appropriate)	Yes	No
What dates do changes in the Tenant Demographic Assessment (TDA) start from? *	From:	To:

## 3. Rent details\*

What is the market value rent for the dwelling, including the NRAS market rent index (CPI) if applicable? *	\$
What is the current rent charged? *	\$

## Approved participant or housing provider declaration\*

I (name of authorised officer)

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Of (approved participant or housing provider name)


have explained to the tenant, and I believe the tenant to understand:

- all of the information at pages 1-3 of this form;
- that personal information the tenant has been asked to provide is collected for the purpose of determining access to and delivery of affordable rental accommodation under the Scheme; and
- that, as the approved participant or housing provider, I will be required, from time to time, to pass some or all of the tenant's personal information to the Australian Government, and may also be required to provide some or all of that information to other government departments and researchers as directed by the Australian Government.

Officer signature

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Date:

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# Tenant Demographic Assessment Form

## Tenant to complete Questions 4 to 9 and consent form

### 4. Age composition of household\*

What are the ages of all residents in your household? \*

Age	Number of household residents
0 – 4 years	
5 – 17 years	
18 – 54 years	
55 & over	

### 5. Household demographics\*

Household demographics	Number applicable
Number of sole parents *	
Number of independent minors * ( <b>Independent minors</b> are those persons aged under 18 years and residing in the household but living independently, i.e. <b>not</b> financially dependent on an eligible tenant over the age of 18 years)	
Number of couples*	
Number of residents with a disability	
Number of residents who are Aboriginal and/or Torres Strait Islander peoples	

### 6. Gross household income\*

#### a. For new tenants:

Gross household Income (before tax)	Amount	Number of residents receiving Commonwealth Rent Assistance
What was the annual gross household income for the 12 months prior to entry into this dwelling? *	\$	

#### b. For existing tenants:

Gross household Income (before tax)	Amount	Number of residents receiving Commonwealth Rent Assistance
What is the annual gross household income before tax for the last 12 months? *	\$	

## 7. Sources of income\*

What is the main source of income for each resident in the household?

Income source	Number of residents
Wages/Salaries (Private Sector)	
Wages/Salaries (Public Sector)	
Wages/Salaries (Community Sector)	
Self Employed	
Government Pensions and Allowances	
Superannuation or annuity	
Other Sources	

(\*It is not mandatory to identify the income source, but it is **mandatory** to provide the housing provider with **evidence of household income sources** in order to verify your eligibility to rent an NRAS approved rental dwelling.)

## 8. Studying or training

How many residents of the household are currently studying or training?

Studying or training	Number of residents
Apprentices or traineeships	
Primary or secondary students	
Tertiary students (university or technical college)	

## 9. Prior living arrangements

Prior to this lease, what were the living arrangements of all household residents?

Living arrangements	Number of residents
Home being purchased	
Home fully owned	
Renting	
Homeless	
Living with family or friends	
Other	

## Tenant consent form\*

NRAS Dwelling ID:

The personal information you are asked to provide in this form is collected by the approved participant to enable the approved participant or housing provider to determine (and the department to verify) your eligibility to lease a property under the Scheme and to assist the Australian Government to find out more information about who is accessing its services. The approved participant or housing provider will be required to collect your personal information and provide it to the department. The approved participant, housing provider and the department all may be required, from time to time, to pass some or all of your personal information to other Australian Government departments and researchers.

I (name of tenant)

Of (address)

  

I give my consent for the approved participant or housing provider responsible for managing the allocation covering my rental dwelling to collect my personal information as collected in this form for the purposes described in this form and in accordance with the objects of the Scheme.

I also give my consent for the approved participant or housing provider to disclose on my behalf to the Australian Government, or to other government departments and researchers as directed by the Australian Government, some or all of my personal information as collected in this form.

I also acknowledge that the disclosure of some or all of my personal information to the Australian Government and its use will occur for the purpose of assisting the Australian Government to conduct research and report its performance under the Scheme.

I also agree that, in the event that the allocation covering my rental dwelling is transferred to another approved participant, my details may be provided to the gaining approved participant.

Tenant's signature

Date:

This consent form will be retained by your approved participant or housing provider, and may be sighted by the Australian Government, in order to verify your eligibility to lease a property under the Scheme.

## Tenant consent form\*

NRAS Dwelling ID:

The personal information you are asked to provide in this form is collected by the approved participant to enable the approved participant or housing provider to determine (and the department to verify) your eligibility to lease a property under the Scheme and to assist the Australian Government to find out more information about who is accessing its services. The approved participant or housing provider will be required to collect your personal information and provide it to the department. The approved participant, housing provider and the department all may be required, from time to time, to pass some or all of your personal information to other Australian Government departments and researchers.

I (name of tenant)

Of (address)

  

I give my consent for the approved participant or housing provider responsible for managing the allocation covering my rental dwelling to collect my personal information as collected in this form for the purposes described in this form and in accordance with the objects of the Scheme.

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Tenant's signature

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