



Tenancy Application Form

PROPERTY ADDRESS			
Townhouse number:		@ Royal Palms	Application date: dd – mmm - yy
Weekly Rent	\$	Bond: 4 x weekly rent	Lease: 12 months 6 months
Move in Date:	dd – mmm - yy	Please note this date should be as close to the available date	
# adults/children:		Please complete this application page for each resident over 18	
PERSONAL INFORMATION / IDENTIFICATION & PREVIOUS RENTAL HISTORY			
Surname:		<input type="checkbox"/> copy of ID included (licence/passport)	
Given names:			
Emergency contact:			
Licence number:		<input type="checkbox"/> copy of drivers licence included	
Passport number:		<input type="checkbox"/> copy of passport included	
Date of birth:		<input type="checkbox"/> are you a smoker	
Phone/Mobile:	Please hyphen into 3 parts, ie 0451 977 123		
Email address:	Please write email as neat as possible		
Medicare number:		<input type="checkbox"/> copy of medicare card included	
Car registration(s):		<input type="checkbox"/> are your vehicles loud/noisy	
Current address:			
Agents telephone:		<input type="checkbox"/> proof of address included	
Agents email:		<input type="checkbox"/> were you breached during tenancy	
Rent Paid per week:		<input type="checkbox"/> rental ledger/receipts included	
Previous address:			
Agents email:		<input type="checkbox"/> copy of passport included	
FINANCIAL INFORMATION & EMPLOYMENT DETAILS			
Employment (role):		Employment length:	
Employers name:			
Employers address:			
Employers phone:			
Income per week:		<input type="checkbox"/> copy of recent pay-slips	
Bank statement:	<input type="checkbox"/> bank statements may be included to show tenant has sufficient funds to afford rent		
OFFICE USE ONLY			
<input type="checkbox"/> application complete	<input type="checkbox"/> TICA	<input type="checkbox"/> Finance	<input type="checkbox"/> Approved
<input type="checkbox"/> Owner	<input type="checkbox"/> Payment	<input type="checkbox"/> Power	

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ANNEXURE A TO TENANCY AGREEMENT

1. I/We acknowledge this annexure forms part of our Tenancy Agreement.
2. I/We acknowledge that the tenant is responsible for arranging power/electricity connection.
3. I/We acknowledge that should my/our application be accepted I/we am/are required to pay two weeks rent in advance plus bond. I/We acknowledge once payment is made that should I/we change my/our mind, one weeks' rent will be forfeited.
4. I/We acknowledge receipt of the **Body Corporate by-laws** downloaded from <https://royalpalsrealty.com.au/complex/By-laws/> which I/We agree to comply in full.
5. I/We acknowledge that damage caused by me/us, visitors, removalists, delivery vehicles engaged by us will be at a cost to me/us as the tenant/s. Parents/guardians are held responsible for any damage or vandalism caused by their children under 18.
6. I/We acknowledge that the peaceful coexistence of all residents within the complex is essential and that I/we will respect all residents in relation to my/our behaviour and guests which I/we invite into this complex.
7. I/We acknowledge that contactable hours are 9am to 5pm Monday to Friday and preferred method of contact is via email.
8. I/We acknowledge receipt of **keys** (during lease signing). It is strongly suggested that a spare copy is made and provided to friends for safe keeping. I/We acknowledge that should we lose or lock the keys inside the property the following options apply:
 1. Office hours, agent onsite: If the agent is onsite during office hours (Mon, Tues, Thurs, 9am-4pm) (Wed, Fri, 9am-2pm) then you can collect the management set of keys and return them within an hour. Identification is required to collect keys. Please note the agent is not required to be in the office every day and if not onsite then options 2 and 3 apply.
 2. After hours, agent available: If you lock yourself out after hours and unable to obtain backup keys from a friend then please call the agent. If the agent is available to unlock the property you will incur a **\$100 + GST** call out fee payable on call out.
 3. After hours, agent not available: If you lock yourself out after hours and the agent is not available (ie non-contactable or unable to return to the complex), then you will need to ring a locksmith to gain entry. The cost of a locksmith to come out and open your property may cost over **\$200 + GST**.
 4. Lost keys: In the event that you misplace your keys and are unable to locate them, any apartment lock (or mailbox lock) for which the keys are lost must be replaced, and new spare keys to be provided to our office. Our office can also arrange a contractor to replace locks and keys as a cost of **\$100 + GST** per lock.
9. I/We acknowledge the requirement for notifying the agent/owner and obtaining their approval for any **new individuals** intending to **reside** within the property before their move-in. We understand that the owner retains the right to decline an application if they find the individual unsuitable for the premises.
10. I/We acknowledge that it is my/our responsibility to pay the **water consumption** usage on a quarterly basis as invoiced by the agent. I/We acknowledge that payment of the water consumption must be paid within 30 days of date of invoice.
11. I/We acknowledge that it is the my/our responsibility to ensure smoke alarms are in working order and to report any problems promptly to the agent. I/We acknowledge that should the smoke alarm battery go flat after the commencement of the lease, then it is the tenant/s responsibility to replace the battery. I/We acknowledge that the smoke alarm or batteries are not to be permanently removed.
12. I/We as tenant/s understand that it is tenant's responsibility to insure their own property and possessions by way of **personal contents insurance**.
13. I/We acknowledge that smoking inside the property is prohibited. If smoking occurs on balconies or outside the property it is the tenant/s responsibility to ensure that smoke does not drift inside the property or adjoining properties. It is important to note that a body corporate can pass a smoking nuisance by-law in terms that are consistent with the general nuisance provision of the Body Corporate and Community Management Act meaning future breaches could be issued for smoking anywhere within the complex. If concerned please speak to the agent prior to signing a lease.



14. I/we acknowledge that it is the responsibility of the tenant/s to gently clean the air conditioner filters at least twice a year. The filters are easily removed for a simply clean outside. A user manual for the Air Conditioners(s) is supplied.
15. I/we acknowledge that my/our courtyard/backyard/balconies must remain clean & tidy at all times and that management may enter the backyard at any time (via side gate) to inspect gardens.
16. I/we acknowledge that my/our driveway/car space must remain clean & tidy and free of oil stains at all times.
17. I/We acknowledge that we or any person residing in the unit permanently and is not recorded on the tenancy agreement will not use the designated visitors parking bays or park on the internal roadways.
18. I/We acknowledge that I/we are only allowed to park my/our vehicle in our designated car park. I/we acknowledge that I/we are/am not allowed to park in any other car park, visitor car park or internal roadways. I authorise management to tow my/our vehicle at my/our expense should we park in a non-designated car park.
19. I/We acknowledge that no pets are allowed to be kept on or inside the property, unless first approved by the manager.

Pet you would like to keep (type/breed/size): _____

20. Should you need to break your lease then please contact the agent using an RTA form 13 "Notice of Intention to Leave". Under section 357A of the act, the tenant is required to pay the lessor of the remaining rent until a replacement tenant is found, or reletting fees with the total amount capped depending on the remaining lease term. The agent can provide the tenant further details on this and we recommend the tenant visit the Residential Tenancy Authority to understand their responsibilities and maximum costs payable.
21. At the completion of the tenancy agreement, I/we agree to clean our property to the same standard as the property was provided at the start of the tenancy agreement or to engage a **professional cleaner**.
22. At the completion of the tenancy agreement, I/we agree to clean our carpets to the same standard as the carpets were provided at the start of the tenancy agreement or to engage a **professional carpet cleaner**.
23. At the completion of the tenancy agreement, I/we agree to ensure pest control has been carried out to ensure the property is returned to the same standard as was provided at the start of the tenancy agreement or to engage a **professional pest controller**.
24. If approved for a pet, I/we agree to ensure fumigation for fleas and ticks has been carried out to ensure the property is returned to the same standard as was provided at the start of the tenancy agreement or to engage a **licensed pest controller and provide receipts**.
25. At the completion of the tenancy agreement, I/we agree to empty and clean the rubbish and recycle bins. If this is not completed the tenant/s will incur a fee of **\$25 + GST** per bin.
26. Please note we are under no obligation to provide you a reason should your application be declined.
27. I/We consent to the agent using our personal information being used to perform previous rental history, employee checks and TICA tenancy database checks.

Applicant Name: _____ Signature: _____ Date: _____

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