

Tenancy Application Form

For your application to be processed you must answer all questions



A. AGENT DETAILS
CPH Alliance Group P/L T/as Cproperty Hub U8,19-21 Lister Ave, Little Bay, NSW, 2036 Email: cph.rent@cpropertyhub.com.au Web: www.cpropertyhub.com.au Phone: 02 8004 5352 Property Manager <input type="text"/> Phone: <input type="text"/>
B. PROPERTY DETAILS
1. What is the address of the property you would like to rent? <input type="text"/> <input type="text"/> Postcode
2. Lease commencement date? <input type="text"/> Day <input type="text"/> Month <input type="text"/> Year
3. Lease term? <input type="text"/> Years <input type="text"/> Months
4. How many tenants will occupy the property? <input type="text"/> Adults <input type="text"/> Children <input type="text"/> Ages of Children
C. PERSONAL DETAILS
5. Please give us your detail Surname <input type="text"/> Given Name/s <input type="text"/> Date of Birth <input type="text"/> Driver's license number <input type="text"/> Driver's licence expiry date <input type="text"/> Driver's licence state <input type="text"/> Passport no. <input type="text"/> Passport country <input type="text"/> Pension no.(if applicable) <input type="text"/> Pension type (if applicable) <input type="text"/>
6. Please provide your contact details Home phone no. <input type="text"/> Mobile phone no. <input type="text"/> Work phone no. <input type="text"/> Fax no. <input type="text"/> Email address <input type="text"/>
7. What is your current address? <input type="text"/> <input type="text"/> Postcode
8. How did you find out about this property? <input type="radio"/> Company website <input type="radio"/> Domain <input type="radio"/> Real State <input type="radio"/> Gumtree <input type="radio"/> SydneyToday <input type="radio"/> Office <input type="radio"/> Sign Board at property <input type="radio"/> Referral <input type="radio"/> Other (specify)

D. APPLICANT HISTORY
9. How long have you lived at your current address? <input type="text"/> Years <input type="text"/> Months
10. Why are you leaving this address? <input type="text"/>
11. Landlord/Agent details of this property (if applicable) Name of landlord or agent <input type="text"/> Landlord/agent's phone no. <input type="text"/> Weekly Rent Paid <input type="text"/> \$ Was bond refunded in full? <input type="text"/> If not why not? <input type="text"/>
E. EMPLOYMENT HISTORY
12. Please provide your employment details What is your occupation? <input type="text"/> What is the nature of your employment? (FULL TIME\PART TIME\CASUAL) <input type="text"/> Employer's name(inc accountant if self employed or institution if student) <input type="text"/> Employer's address <input type="text"/> <input type="text"/> Postcode Contact name <input type="text"/> Phone no. <input type="text"/> Length of employment <input type="text"/> Years <input type="text"/> Months Net income <input type="text"/> \$
13. Please provide your previous employment details Occupation? <input type="text"/> Employer's name <input type="text"/> Contact me <input type="text"/> Phone no. <input type="text"/> Length of employment <input type="text"/> Years <input type="text"/> Months Net income <input type="text"/> \$
F. CONTACTS / REFERENCES
14. Please provide a contact in case of emergency Surname <input type="text"/> Given name/s <input type="text"/> Relationship to you <input type="text"/> Phone no. <input type="text"/>

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15. Please provide 2 personal references (not related to you)

1. Surname Given name/s
 Relationship to you Phone no

2. Surname Given name/s
 Relationship to you Phone no.

G. OTHER INFORMATION

16. Car Registration

17. Please provide details of any pets

Breed/type Council registration / number

1.
 2.

H. PAYMENT DETAILS

18. Property Rental

\$ Per week

First payment of rent in advance \$

Rental Bond (4 weeks rent) \$

Sub Total \$

Less: Holding deposit (see below) \$

Amount payable on signing tenancy agreement (bank cheque or money order only) \$

19. Rent Payment Methods:

I agree to pay my rent via one the following methods:

Bank Cheque

Automated Periodic Payment
 (An automatic rent transfer from your financial institution or employer, or via your internet banking facility)

I. 100 POINT CHECK

20. Please provide non-returnable copies of the following documentation with your application.

- A minimum of 100 Check Points is required for each applicant.

- Points must be made up from each of sections A,B and C as shown.

Please Tick

A) Proof of Identity (30 Points)

You must provide one of the following:

Drivers Licence

or

Passport **30 Points**

or

Birth Certificate + Photo ID

B) Proof of Identity (30 Points)

You must provide at least one of the following:

Last Pay Advice

or

Current Centrelink Statement **30 Points**

or

Current Bank Statement
 (must show sufficient funds to meet rental payments)

C) Supporting Documentation (40 points)

You must provide at least 40 points of the following documentation:

Current Rental Ledger (from Agent) 40 Points

Last 2 Rent Receipts 20 Points

Two Written References 20 Points

Recent Rates Notice 30 Points

Vehicle Registration Papers 10 Points

Current Electricity/Phone Account 10 Points

Minimum of 40 Points Required

TOTAL POINTS (A+B+C)

(Minimum of 100 Points Required)

Please note: The points system has been designed to suit the majority of our applicants, If you are renting for the first time or have difficulty achieving 100 check points, please call us to discuss alternative checks that may be conducted.

J. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will.

I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

(a) The owner or the Agent of my current or previous residence;

(b) My personal referees and employer/s;

(c) Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;

(d) I am aware that I may access my personal information by contacting -

- NTD:1300 563826
- TICA:1902 220 346
- TRA:(02)93639244

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If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) Communicate with the owner and select a tenant
- (b) Prepare lease/tenancy documents
- (c) Allow tradespeople or equivalent organisations to contact me
- (d) Lodge/claim/transfer to/from a Bond Authority
- (e) Refer to Tribunals/Counts & Statutory Authorities (where applicable)
- (f) Complete a credit check with NTD (National Tenancies Database)
- (g) Transfer water account details into my name

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

Signature

Date

K. HOLDING FEE

The holding fee can only be accepted after the application for tenancy is approved.

The holding fee (not exceeding 1 week's rent) of \$ keeps the premises off the market for the prospective tenant, the landlord's agent acknowledges that:

- (a) The application for tenancy has been approved by the landlord; and
- (b) The premises will not be let during the above period, pending the making of a residential tenancy agreement; and
- (c) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee; and
- (d) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
- (e) The whole of the fee will be refunded to the prospective tenant if:
 - (1) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period
 - (2) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

Signature of Landlords agent

Date

Signature of Applicant

Date

L. UTILITY CONNECTIONS



myconnect

MyConnect is a **FREE & EASY** to use utility connection service available for tenants

Phone: 1300 854 478 enquiry@myconnect.com.au

Fax: 1300 854 478 www.myconnect.com.au

- Yes, please Contact Me** **Interpreter service required (tick here)**

Unless I have opted out below, I:

Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 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 NMI, MIRN, utility provider) to the Real Estate Agent; acknowledge the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in a relation to the connection of utility services; acknowledge the 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 of omission by the utility provider of 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.

- Tick here to opt out*