

# TENANCY APPLICATION



CBS PROPERTY GROUP

METROPOLITAN - REGIONAL - HOLIDAY

**AGENCY NAME:** CBS Property Group  
**ADDRESS:** 7 Ferris St, Gladstone Central  
**PHONE:** (07) 4972 1582  
**EMAIL:** cbs.gladstone@email.propertyme.com

## PROPERTY.....

I have inspected the property listed above on ...../...../..... at ..... am/pm

I wish to rent the property for a period of ..... months starting on ...../...../..... at a rental price of \$..... per week.

I will also be required to pay a minimum bond of 4 weeks rent and 2 weeks rent on approval.

CBS Property Group welcomes your application and any queries you may have about the property, tenancy or process. The following information and checklist will assist you to complete the Tenancy Application, so it can be processed promptly.

### Please read prior to completing your Application

- One Application is to be completed per person.
- This Application cannot be processed until it is completed including copies of supporting documents attached. Refer to the following list of accepted documents. Mandatory documents include either a Drivers Licence, Passport, Proof of Age Card and, also, at least one document from the list below to verify your current address. Submit copies of the documents with your Application.
- Our Agency staff will contact you within 24-48 business hours. If the Application is approved, within 24 hours of acceptance, the General Tenancy Agreement is to be signed by all approved lease holders and an amount, equal to 2 weeks rent is to be paid into the nominated trust account.

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK - Submit one of the following from each line:

Passport  Birth Certificate

Drivers Licence  Proof of Age Card  
 Other Photo ID from Government eg Pension Card, Student Card

Documents on which your name and current address appear:

Car registration certificate  Rates Notice  Electricity Account  
 Bank/Credit Card Statement  Telephone Account  Gas Account

### Applicant Checklist - Before I submit this Application, I have ...

- Attached photocopies of documents to meet ID checks which include mandatory documents
- Provided proof of income - 2 most recent payslips, Centrelink Statement
- Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent
- Completed the Pet Application & Agreement form if pets are to reside at the Property

## PROPERTY ADDRESS FOR RENT

### How did you find out about this Property

Website: www.  Newspaper  Agency contact  Sign  Referral  Other Agent

Other: Do you own a property?  Yes  No

### Applicant's Details

Name Address

Date of Birth Place of Birth

Drivers Licence No. Expiry Passport No Expiry

Home  Mobile  Business

Email

### Australian Citizen

Yes  No: Refer to copies of Passport and Visa attached Visa Expiry Date

### Current Tenancy Details if applicable (MUST SUPPLY MINIMUM OF 3 YEARS RESIDENTIAL HISTORY)

Address:

Rent per week \$ Period of occupancy from / / to / / Years Months

Agent/Landlord Phone Email

Do you expect the Bond to be refunded in full  Yes  No Why:

Reason for leaving?

### Previous Address 1

Address

Rent per week \$ Period of occupancy / / to / / Years Months

Agent/Landlord Phone Email

Reason for leaving?

### Previous Address 2

Address

Rent per week \$ Period of occupancy / / to / / Years Months

Agent/Landlord Phone Email

Reason for leaving?

## Employment

Current Employer

Your Position

Full Time

Part Time

Casual

Contract

Length of Employment

Years

Months

Pay day is

of each: week / fortnight / month

Payroll / Manager's Name

Phone

Gross weekly income \$

Email

## If Self Employed

Company Name

Trading As

Address

ABN

Period self employed

Years

Months

Industry/ Nature of Business

Accountant Details

Phone

Creditor Referee

Phone

Gross weekly income \$ per week

## If a Student or Not Currently Employed

Student ID #

Institution

Course

Duration

Refer to the following selected documents attached to Application to verify my source of income:

Parent/Guardian Letter

Centrelink Document

Bank Statements

Austudy Document

Other

## Details of all Vehicles to be kept at Property

Registration No

Model

Owned / Hire Purchase

Registration No

Model

Owned / Hire Purchase

## Occupancy Details of all Persons to Reside at Property, including Children

Name

Address

Age

## Emergency Contact Details of Closest Relatives who will not be Residing with You

1. Name

2. Name

Address

Address

Relationship

Relationship

PH

PH

## Personal Referees who are not Relatives

Name

Occupation

Business Hours Contact

1.

Mob

Work

2.

Mob

Work

**Pets**

No  Yes: Complete below

**PET DETAILS**

**PET 1**

**PET 2**

TYPE OF PET/S

NAME/S

AGE/S

DESEXED

YES / NO

YES / NO

COUNCIL REG #

BREED/DESCRIPTION

Permission requested for pet inside/outside only ?

inside/outside only?

PHOTO PROVIDED

YES(COPY FOR FILE)/NO

YES(COPY FOR FILE)/NO

**EMERGENCY PET CARER**

The Tenant provides the following information for use in the case of an emergency

Name ..... Mobile No.....

Address ..... Work No.....

**Declarations – Applicant to Complete and Provide Details as Required**

Have you ever been evicted by any Lessor or Agent?  No  Yes:

Are you in debt to another Lessor or Agent?  No  Yes:

Is there any reason known to you that would affect your ability to pay rent when due?  No  Yes:

Was your Bond at your last address refunded in full?  Yes  No:

Was the Property in a satisfactory condition when you inspected it? If not, list requests.  Yes  No:

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records. I declare I am not bankrupt or an undischarged bankrupt.

I apply for Tenancy for a period of \_\_\_\_\_ months, at a rental of \$\_\_\_\_\_ per week commencing on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_.

I understand that if the nominated Applicant is advised this Application is approved then within 24 hours, all approved Applicants are to sign the General Tenancy Agreement and pay 2 weeks rent as Part Bond. The Tenant is then bound to the Terms of the Agreement and the Property will cease to be available for rent. If the Tenancy does not proceed, steps to apply for a refund of the Bond will be taken by the Agent for monies owed for rent until a replacement Tenant is secured.

Pre-moving in costs as itemised below are to be paid into the nominated Trust Account. Please ask your Property Manager for more information.

<b>ITEM</b>	<b>CALCULATION</b>	<b>\$ PAYABLE</b>	<b>IMPORTANT NOTES</b>
<b>Rent – first 2 weeks rent</b>	2 x \$	= \$	Must be paid BEFORE lease commences
<b>Bond – 4 times weekly rent</b> NB: If rent is over \$700pw, Bond is as specified on Rent List	4 x \$	= \$	Full Bond or Part Bond equivalent to 2 weeks rent must be paid within 24 hours of Application approval
<b>TOTAL PRE-MOVING IN COST</b>		<b>\$</b>	Total to be paid BEFORE lease commences

**APPLICANTS SIGNATURE:- .....**

**DATE:- .... / ..... / .....**

## PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the National Privacy principles. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section.

## COLLECTION NOTICE

The personal information you provide in this Application or our Agency collects from other sources is necessary for **our Agency** to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application and during your Tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor, Referees, other Agents and third-party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during your Tenancy may also be disclosed to the Lessor, third party operators of Tenancy Databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one month only. If you decide not to collect your Application, we will destroy your documents to comply with Privacy Legislation.

If you do not complete this form or do not sign the consent below then your Application for Tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the Application.

## PRIVACY CONSENT

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of **CBS Property Group**.

I authorise **CBS Property Group** to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which **CBS Property Group** subscribes. I can refer to their Privacy Disclosure Statements via: [www.tica.com.au](http://www.tica.com.au)

I authorise **CBS Property Group** to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, Body Corporate, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

## ELECTRONIC TRANSMISSION

It is agreed by ticking this box, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

## ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

**Applicant Name**

**Applicant Signature**

**Date**

For Office Use / APPLICANT NOT TO COMPLETE

## RENTAL REFERENCE REQUEST

\*\*\* URGENT \*\*\*

### SENT TO:

Agency/Lessor Name :

Attention :

Our Agency has received an Application for Tenancy of a rental Property. The Applicant has provided your details as the current or previous Lessor or Lessor/s Agent, and has authorized us to collect information about the Tenancy from you/the Agency.

A copy of the Applicant's signed Privacy Consent is attached

Tenant Name		
Property Rented		
Period of Time Rented Through Agent	From	To
Rent Amount Paid Per Week	\$	per week/calendar month
Was the Tenant listed as a lessee?	YES	NO
Did you / your Agency terminate the tenancy?	YES	NO
During the tenancy, was the Tenant ever in arrears?	YES	NO
Did the Tenant receive a Notice to Remedy Breach?	YES	NO
If Yes	Number of NRB's	
	Reason/s	
Were periodic inspections conducted during the tenancy?	YES	NO
Any concerns/damage noted during the inspections?	YES	NO
Were the tenants easy to deal with? YES - NO	Reasons:	
Were pets kept on the premises during the tenancy?	YES	NO
If so, How many & What Type?		
Has the tenant vacated?	YES	NO
If so, Did the Tenant leave the property clean and tidy?	YES	NO
Was the Bond refunded in full?	YES	NO
If No – Reason/s Bond was not refunded in full		
Would you/your Agency rent to this person again?	YES	NO
Further comments		

Thank you for your assistance.

**CBS PROPERTY GROUP**, 7 Ferris Street. Gladstone Central QLD 4680 Phone: 4972 1582

**Please return urgently with a copy of the relevant tenant ledger within 24 hours to:  
cbs.gladstone@email.propertyme.com**