



SINGLE RESIDENTIAL TENANCY APPLICATION

Property Address:

Applicant Full Name:

Please read all information carefully. Failure to complete correctly may result in delays.

A separate application is required from all adults wishing to occupy the premises unless partnered, in which case a partnered application will be required.

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1. In addition to completing this application form, **all applicants** need to supply the following information:
 - **Photo identification:** passport, drivers licence or student ID
 - **Current credit report:** local reports can be obtained from the Tasmanian Collection Service (29 Argyle Street, Hobart (03) 6213 5555). Interstate reports can be sourced from Baycorp on 1300 762 207 or at www.mycreditfile.com.au

If you are a student or unemployed, please also provide:

- **A copy of current bank statements or proof of income:** Centrelink summary sheets, payslips or other
2. If you are under 18 years of age, an adult will be required to submit an application on your behalf. Should the application be successful, the adult will be the nominated tenant and will therefore be responsible for the tenancy and associated conditions.
 3. In most instances, we are able to process the application in 48 hours. However, if we are unable to contact your referees this might take longer. We will contact you to confirm whether your application is successful or not.
 4. If your application is successful, you will be required to **sign a lease within 24 hours of approval**. A holding deposit of 1 weeks rent is required at this time to secure the property. This will be incorporated into the bond once the full amount is paid. We also require a direct debit form to be filled out for ongoing payments **before** keys are collected.
 5. Prior to the collection of keys, the balance of the bond (4 weeks rent) and 2 weeks rent in advance is required. This is payable by cash or cheque, although cheque is required **3 days prior** to lease start date to allow for clearance time.
 6. If your application is unsuccessful, we are under no obligation to disclose the reasons.

Rent per week: \$ **Have you inspected it?** Yes/No **Date of inspection:**/...../.....

Proposed lease length: **Proposed lease start date:**/...../.....

Number of people to occupy: (Adults) Children: _____ Age: _____ Gender: _____

Are you applying for bond assistance? Yes/No

How did you hear about the property? Brochure Sign Personal reference realestate.com
domain.com cppm.com Other website Other:

PERSONAL DETAILS

Family/surname: _____ Home Phone: _____

Given names: _____ Mobile Number: _____

Date of birth: _____ Male / Female Work Phone: _____

Current Address: _____ Email: _____

_____ Driver License number: _____

_____ Postcode: _____ Passport Number: _____

PET DETAILS

Do you have pet(s)? Yes / No Indoor or outdoor pet(s)? _____

How many pets? _____ Type of pet (s): _____

Breed(s): _____ Age(s): _____

CAR DETAILS

Number of Cars: _____ Registration Number (s): _____

Type of car: _____

EMPLOYMENT DETAILS

Occupation: _____

If employed for less than 3 months:

Business Name: _____

Previous Business Name: _____

Address: _____

Address: _____

Contact Person: _____

Contact Person: _____

Phone Number: _____

Phone Number: _____

Length of employment: _____

Length of employment: _____

Weekly Income: \$ _____

IF YOU ARE SELF-EMPLOYED (Please also provide a bank statement)

Name of Business: _____

Income per week: \$ _____

Industry: _____

Accountant Name: _____

Address: _____

Length in Operation: _____

IF YOU ARE A STUDENT (Please also provide a bank statement)

Name of Institution: _____

Course and Year: _____

Faculty/Department: _____

Weekly Income: \$ _____

IF YOU RECEIVE CENTRELINK PAYMENTS OR ARE UNEMPLOYED

(Please provide proof of income and bank statement)

Source of Income: _____

Weekly Income: \$ _____

RENTAL HISTORY

Current Landlord/Agent

Landlord/Agent Name: _____

Agent Company: _____

Contact Phone Number: _____

Current Property Address: _____

Rent Per Week: \$ _____

Period of Lease: _____

Reason for Leaving: _____

Previous Landlord/Agent

Landlord/Agent Name: _____

Company: _____

Contact Phone Number: _____

Property Address: _____

Rent per Week: \$ _____

Period of lease: _____

Reason for Leaving: _____

REFERENCES (cannot be friends or family members)

Personal Reference

Name: _____

Contact Number: _____

Relationship to you: _____

Business Reference

Name: _____

Contact Number: _____

Relationship to you: _____

Business or Personal Reference

Name: _____

Contact Number: _____

Relationship to you: _____

NEXT OF KIN

Name: _____

Relationship: _____

Contact Number: _____

ADDITIONAL INFORMATION

Number of dependent children to be living at the property: _____

Names and ages of children: _____

Is this application to be included with someone else's? Please supply names: _____

Circle the following if applicable

Do you have other applications pending? **Y/N**

Have you ever declared bankruptcy? **Y/N**

Do you have any outstanding debts? **Y/N**

Do you or any co-occupants smoke? **Y/N**

Have you ever been evicted? **Y/N**

ADDITIONAL COMMENTS: _____



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Try our website, with full colour pictures and information on all our available properties.

www.cppm.com.au

Privacy Act Acknowledgement

In accordance with section 18n (1) (b) of the Privacy Act 1998 I authorise you to give information and obtain information from all credit providers and references named in this application. I understand this can include information about my credit worthiness, credit standing, credit history or credit capacity. I understand this information may be used to assess my application.

Privacy Act 1998 Collection Notice

The personal information the prospective tenant provides in this application or that which is collected from other sources is necessary for the agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy.

The personal information collected about the Applicant in this application may be disclosed during the course of the tenancy for the purpose for which it was collected, to other parties, third parties, including the landlord, referees, financial institutions, trades people, other agents, third party operators of tenancy reference databases may also be disclosed to the Agent and//or Landlord. The agent may also disclose information to other parties on the internet.

If the applicant enters into a Residential Tenancy Agreement and if the Applicant fails to comply with their obligations under the Agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to other parties, including those referred to above.

The agent will only disclose the information in this way to other parties to achieve the purposes specified above or as otherwise allowed under the Privacy Act 1998.

If the Applicant would like to access his/her personal information held by the agent, they can do so by contacting the Agent at the address and contact numbers contained in this Application. The applicant can also correct this information if it is inaccurate, incomplete or out of date.

If the information is not provided, the agent may not be able to process the application and manage the tenancy.

I hereby state that all details contained herein are true and accurate to the best of my knowledge. I also acknowledge and give authority that credit and my past tenant information may be obtained from a credit reporting agency and supplied references.

I finally agree that my rent will be paid by Direct Debit on the dates I nominate. (There is no cost for this service, however your bank may charge a fee if funds are unavailable)

Applicant signature: _____ Date: _____