

APPLICATION FOR TENANCY of (Address) _____

Number of occupants: Adults _____ Children _____ Ages: _____ Total Number _____
 Full names of other persons over 18yrs who will occupy the residence _____
 Do you have any pets? Yes No What type: _____ Age: _____
 Dept. of Housing Assistance Required? Yes No Length of Lease Requested: _____ Lease to Commence: _____

FIRST APPLICANTS INFORMATION

Surname: _____ **SMOKER? Y / N**
 Given Names: _____
 Date of Birth: _____
 Phone: Home _____ Work _____
 Mobile: _____
 Email: _____
 Drivers Licence Number: _____ Expires: _____
 Car Rego Number: _____ Passport No: _____
 Pension/Health Card: _____ 18+ Card: _____

PLEASE NOTE: A PHOTOCOPY OF YOUR CURRENT DRIVERS LICENCE MUST BE ATTACHED TO THIS APPLICATION.

Present Address: _____
 From: ___/___/___ to ___/___/___ Rent Paid: \$ _____
 Rented Through: _____
 Property Manager: _____ Phone: _____
 Reason For Leaving _____

Previous Address: _____
 From: ___/___/___ to ___/___/___ Rent Paid: \$ _____
 Rented Through: _____
 Property Manager: _____ Phone: _____
 Reason For Leaving _____

Employment:
 Occupation: _____
 Job Title: _____
 Full Time Part Time Casual Perm Casual
 Employer: _____
 From: ___/___/___ to ___/___/___
 Wage: \$ _____ per week
 Contact: _____
 Phone: _____

STUDENT INFORMATION:

Institution You Are Enrolled at: _____
 Courses Enrolled in: _____
 Duration Of Course: _____ You Started: ___/___/___
 Supervisors Name: _____ Phone: _____
 Student ID Number: _____ Union Number: _____

PLEASE NOTE: A PHOTOCOPY OF YOUR CURRENT STUDENT ID MUST BE ATTACHED TO THIS APPLICATION

Next Of Kin:

Name: _____
 Address: _____
 Phone: _____ Home: _____
 Mobile: _____
 Email: _____
 Relationship To You: _____

Personal References :

Name: _____
 Position: _____
 Phone: _____ Mobile _____
 Relationship: _____
 Name: _____
 Position: _____
 Phone: _____ Mobile _____
 Relationship: _____



YOU CAN HELP US PROCESS YOUR APPLICATION FASTER

1. Contact your current Agent/Landlord and ask for "A copy of your ledger" or "payment history" and give it to us asap!
2. Call your current Agent and advise them to expect a "Reference Request" from our office and ask them to respond asap!

SECOND APPLICANTS INFORMATION

Surname: _____ SMOKER? Y / N
 Given Names: _____
 Date of Birth: _____
 Phone: Home _____ Work _____
 Mobile: _____
 Email: _____
 Drivers Licence Number: _____ Expires: _____
 Car Rego Number: _____ Passport No: _____
 Pension/Health Card: _____ 18+ Card: _____

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 Reason For Leaving _____

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 From: ___/___/___ to ___/___/___ Rent Paid: \$ _____
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Name: _____
 Address: _____
 Phone: _____ Home: _____
 Mobile: _____
 Email: _____
 Relationship To You: _____

Personal References :

Name: _____
 Position: _____
 Phone: _____ Mobile _____
 Relationship: _____

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Our Application Procedure and Other Important Information

TO PROCESS YOUR APPLICATION WE REQUIRE THE FOLLOWING

1. Photographic identification – Drivers Licence or Passport
2. References from previous Agents or Landlords with supporting contact information
3. On approval of application all monies due MUST be paid in full
4. Only fully completed and signed tenancy application forms will be processed
5. If you are renting through an Agent, please ask them for a copy of your “Ledger”

CHECKLIST - to ensure your application is ready to hand back to us

- Firstly please ensure your application is complete, check that you have supplied us with;
- ⇒ At least two recent payslips
 - ⇒ 100 points of ID. (Driver’s License / Passport / Photo ID / Medicare Card)
 - ⇒ Contact details for employer and current and previous Landlord
 - ⇒ Please ensure that you have read, understood and signed the Privacy Disclaimer and all applicants have signed the application.

Once the application has been checked, the Property owner will evaluate each application on its merits. The Property owner will then approve the most suitable applicant via our Property Department. We will inform the successful applicant. If you are successful, you will be required to pay a reservation fee (maximum of 1wks rent) asap to secure the property while the lease and other documents are being prepared

FAQ & GENERAL INFORMATION The amount of time it takes to approve applications varies. Usually we will process an application in 2-3 working days. Currently the required Notice of departure from a tenant is 3wks. When a tenant gives notice we begin advertising the property, and take applications, however we may not begin processing those applications until closer to the availability date. Also it will take longer if the Property Owner is unable to be contacted. The processing time will be MUCH FASTER if you are able to provide us with a copy of your Ledger from your current agent or Landlord.

COSTS The applicants will then sign the Residential Lease and the following payment is required before the keys will be handed over.

Rental Bond (Equivalent of 4wks Rent) + Two Weeks Rent - Less any reservation fee already paid to CSBM Real Estate

Full payment to be made at the time of signing the lease

TELEPHONE, GAS AND ELECTRICITY CONNECTIONS ARE YOUR RESPONSIBILITY

Neither CSBM Real Estate or the Landlord have any responsibility for the status of the telephone, gas or electricity connections. EXCEPT IN SPECIAL CIRCUMSTANCES - Tenants are asked to please contact the suppliers of these services direct. Telstra 13 22 00 AGL Gas 131 606 Energy Australia 131 535

THE RENTED PREMISES IS ACCEPTED BY YOU “AS IS”

We insist that you view the property inside and out before signing the lease because if you apply for the property and your application is accepted by the Landlord, it is understood that you have accepted the property “As Is” and no further cleaning or maintenance is deemed necessary for the tenancy to commence. The Landlord may be approached about maintenance matters via our office but he/she is not required to carry out anything other than essential maintenance. Of course, most Landlords are very interested in maintaining their investment and therefore need to be told of any problems or security requirements. It is a practice of this agency to carry out maintenance inspections, but we ask to be kept up to date with the condition of the property during your tenancy.

If you have any questions regarding your application or our Company policies please contact our office on 49641862

I/We hereby confirm that I/We have inspected the property and accept it in the current condition to which it is offered. Please read the following Privacy Act acknowledgement disclaimer/authority.

Signatures are a compulsory requirement.



PRIVACY STATEMENT

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business. We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from previous landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and owner's insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our office. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

CONSENT

I the Applicant acknowledge that I have read the Privacy Disclosure Statement. I authorise the Agent to collect information about me from:

1. My Previous letting agents and/or landlords
2. My personal referees
3. Any Tenancy Default Database which may contain personal information about me. I also authorise the Agent to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA) National Tenancy Database (NTD) and/or Trading Reference Australia (TRA)

I authorise the Agent to disclose the personal information collected about me to the owner of the property even if the owner is a resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases.

Signature

Signature

Applicant Name (Applicant 1)

Applicant Name (Applicant 2)

Date

Date

TENANCY REFERENCE REQUEST

We kindly request you complete the following questionnaire and return accompanied with a copy of the tenancy ledger.

Please return in person to our office or by email at
admin@csbmrealestate.com.au



ATTENTION:

AGENCY:

Tenant /Applicant Name:

Rental Property Address:

Name and Position of person completing this form	
For what period has/had the tenant resided at the property	From: _____ To: _____
Current rent paid per week? Date paid to?	\$.....per week, currently paid to:
Has the tenant been issued with arrears letters, rent reminders or similar during the tenancy?	
Has the tenant ever been served with Terminations Notices? If yes, please provide details	
Type/condition of property at commencement of tenancy? (Please circle one or more appropriate descriptions)	Executive Modern Dated Old Poor New Excellent Very Good Good Average Fair
How many periodic inspections were carried out?	
In what condition was the home maintained? ie: cleanliness, presentation, damage etc	
In what condition was the grounds/gardens maintained? ie: lawns neat, gardens weeded.	
Did you receive any kind of neighbourhood complaints regarding the tenants?	
Did the tenants have any pets at the property? If yes, what type, how many and were they kept indoors?	
Were there any problems or damage concerning the pet/s? If yes, please provide some details	
Was the tenant co-operative throughout the tenancy?	
Tenants reason for vacating?	
Was any claim made from the bond? If yes, please specify.	
Would you rent to this tenant again? If no, why?	
Signature of Agent / Landlord	

Thank you for your assistance !

100 POINT IDENTIFICATION CHECKLIST: Prior to any Tenancy Application being considered each applicant is required to produce sufficient identification which totals 100 points. Should you have difficulties in providing this identification please advise us prior to completing. Please tick which identification you are providing with this application.

At least one item marked with an asterisk MUST be supplied for each applicant

- | | | |
|---|--|--|
| <input type="checkbox"/> Drivers Licence (30 points)* | <input type="checkbox"/> Proof of age card (30 points)* | <input type="checkbox"/> Passport (30 points) * |
| <input type="checkbox"/> Tenancy history ledger (20 points) | <input type="checkbox"/> Rental bond receipts (20 points) | <input type="checkbox"/> Previous four rent receipts (20 points) |
| <input type="checkbox"/> Previous tenancy agreement (20 points) | <input type="checkbox"/> Pay advice (15 points) | <input type="checkbox"/> Bank or credit card statement (15 points) |
| <input type="checkbox"/> Motor vehicle registration (15 points) | <input type="checkbox"/> Telephone account statement (15 points) | <input type="checkbox"/> Gas account statement (15 points) |
| <input type="checkbox"/> Council or water rates (15 points) | <input type="checkbox"/> Electricity account statement (15 points) | <input type="checkbox"/> Birth certificate (10 points) |
| <input type="checkbox"/> Health Care Card (10 Points) | <input type="checkbox"/> Medicare card (10 points) | <input type="checkbox"/> Pension card (10 points) |

TICA PRIVACY ACT ACKNOWLEDGEMENT:

I, the APPLICANT, have read and understood the Privacy Disclosure Form

OFFICE USE ONLY:

- | | |
|---|---|
| <input type="checkbox"/> EMPLOYMENT DETAILS CONFIRMED | <input type="checkbox"/> PREVIOUS AGENTS or LANDLORDS |
| <input type="checkbox"/> 100 POINT CHECKLIST PASSED | <input type="checkbox"/> TICA CHECK COMPLETED |
| <input type="checkbox"/> LANDLORD CONTACTED | <input type="checkbox"/> OTHER- |
| <input type="checkbox"/> ACCEPTED | <input type="checkbox"/> REJECTED |

TICA CHECK DETAILS:

INFORMATION FOUND

NOTES:



TICA Privacy Disclosure Form

This form provides information about how we use your personal information, as required by the Australian Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application. As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

Primary Purpose:

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property. In order to assess your application we disclose your personal information to:

The Lessor / Owners for approval or rejection of your application, TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application, any other persons to validate information supplied in your application and other Real Estate Agents to assess the risk to our clients.

Secondary Purpose:

During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors / Owners insurer in the event of an insurance claim and future rental references to other asset managers / owners.

TICA Statement

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the Australian Privacy Principles in the Privacy Act 1988.

TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the Australian Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80

TICA Primary Purpose

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows: Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Signed by the Applicant:

Name: _____ Signature: _____ Date: _____