

# Application Form



**Phone:** 0478 370 058

**Email:** admin@cpmteam.com.au

**Hand Deliver:** in (ENVELOPE) to Llandilo Post Office (fee may apply \$1)

255 Seventh Ave Llandilo - Have them place in my PO Box 3108

Opening Hours: Monday to Friday (9am to 5pm)

Advise Type of Vehicles that will be kept at the property:

Vehicle 1 Type:

Rego:

Vehicle 2 Type:

Rego:

Vehicle 3 Type:

Rego:

Vehicle 4 Type:

Rego:

## OCCUPANT(S) DETAILS

Number of persons who will occupy Premises:

Adults:

Children

Ages of Children

Pet(s)

**\*\*Ensure you attach a photo of your pets with your application (as this will be attached with your lease)**

State type of Pets and Number of Pets

Will pets be inside the home or only kept externally?

If pets are inside have they been toilet trained?

Smoker(s): Yes / No

Do you smoke inside the home?

## CURRENT EMPLOYMENT:

Occupation of Applicant:

Date commenced / /

Net Weekly Wage:

Basis of Employment:

☐ Full-time ☐ Part-time ☐ Casual ☐ Self-employed

Employer's Name/Company:

Employers Address:

Manager Name or Pay Roll:

Phone of Employer/ Payroll / HR:

Email of Employer/ Pay Roll / HR:

Property Applying for:

Names of other applicants who are applying with you which we will be expecting to attached to your application:

- 1.
- 2.
- 3.
- 4.

Which application (if you are applying with other applicants) do you want to be the primary contact with the Bond Board?

Title: Given Name:

Last Name:

Date of Birth: / / Age:

Passport number:

Expiry Date: Country Of Issue:

Drivers Licence No:

Expiry Date:

Medicare Card Number:

Reference Number:

Present Address:

Contact No. Home:

Mobile:

Work:

Email:

*Note: By including your email address, you consent to service of any documents, including this application and any documents required to be served under or because of this application, by way of email, including but not limited to any tenancy agreement arise under this application.*

Do you need to bring any vehicles home for work purposes?
<b>PREVIOUS EMPLOYMENT:</b>
Previous Employer's Name:
Previous Employer's Address:
Phone:
Email:
Period Of Employment       /       /       to       /       /
<b>IF UNEMPLOYED/OR RETIRED:</b>
Your fortnightly payment from Centrelink or other: (Please explain) \$
*Must provide proof of income or savings to confirm you can afford the property.
<b>CURRENT TENANCY HISTORY</b>
Name of Current Landlord/Agent:
Phone:
Moblie:
Email:
Reason for leaving:
Length of time at present address:
Current rent paid per week \$
Your lease expiry date:
How long have you resided at the property?
Have you been served a termination notice: if so, explain?
Best describe yourself as a tenant:
Do you consider yourself of how you look after a property: IMMACULATE / CLEAN & TIDY / CAREFREE & MESSY?

Do you keep animals in the home at any time?
Other information to provide of your situation we should know about you.
Are you a home owner:       Yes/ No
Mortgage Repayment: \$       per week/month - If you are paying a mortgage please provide Bank Statement - Council Rates must be attached to prove ownership
Are you currently selling or have sold your home: Yes / No
Are you the <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Other-please specify
If your current property is up for sale or being sold:
Selling Agent:
Phone:
Email:
<b>PREVIOUS RENTAL REFERENCE</b>
Address:
Period Occupancy:
Rent Paid / Mortgage Repayment: \$       per week
Reason for leaving:
Lessor/Agents Name:
Phone:
Mobile:
Email:
Did you sell your home: Yes / No
Name of Agency & Contact Number:
Was your bond returned in full: (if not explain)
Other information to provide of your situation:
<b>DECLARATIONS AND UNDERTAKINGS</b>
Have you made an application for accommodation in any social housing premises, as defined in the Residential Tenancies Act 2010 (NSW) or aged care facility YES / NO If yes, date application made

<b>Personal Reference</b>	
Reference Name:	
What is the nature of your relationship?	
Phone:	
Address:	
Occupation:	
Next of Kin/Emergency Contact (Family Other Than The Person You Will Be Residing With You)	
<b>MUST BE COMPLETED IN FULL:</b>	
Name:	
What is the nature of your relationship?	
Phone: M	H.
Email:	
Address:	
Name:	
What is the nature of your relationship?	
Phone: M	H.
Email:	
Address:	

### **HOLDING DEPOSIT**

I understand that should my application be successful; I am required to pay a Holding Deposit equivalent to 1 weeks rent within one (1) hour of my application being approved. Should I elect not to pay a Holding Deposit, I understand that the landlord will withdraw the offer to rent the property, and that it will continue to be marketed and offered to other prospective tenants.

**HOLDING DEPOSIT** One (1) weeks' rent

(a) Once the Holding Deposit has been paid, the Landlord undertakes not enter into a residential tenancy agreement for the premises with any other person within 7 days of payment of the fee, unless the tenant notifies the landlord that the tenant no longer wishes to enter into the residential tenancy agreement.

(b) The holding fee will be retained by the landlord if the tenant enters into the residential tenancy agreement, in which case it will be paid towards the first weeks rent.

(c) The holding fee will also be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement. In this instance the entire

holding fee will be retained by the landlord irrespective of when the tenant provides notice that they will not be entering the agreement.

(d) Despite sections (b) and (c) the holding must not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord's agent.

(e) The Holding Deposit will be banked into NOTICE TO ALL TENANCY APPLICANTS Carmen's Property Management Trust account which will be provided upon acceptance.

### **100 POINT IDENTIFICATION**

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 or Birth Certificate + Photo ID

**B) Proof of Income (30 Points)** ☐

You must provide at least one of the following:

Last 3 Pay Advice or Current Centrelink Statement or Current Bank Statement (showing income) / (if you are relying on savings to pay rent) (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) 20 Points or Last 4 Rent Receipts 20 Points plus a copy of lease (Private rental)  
- Recent Council or Water Rates (If you own a property) Notice 30 Points

-Current 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

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.

### Privacy Statement and Declaration

**Applicants name:** \_\_\_\_\_

*I acknowledge that I have Read, Understood and Agree with the Tenancy Privacy Statement / Collection Notice & Tenant Declaration*

**Signature Of Applicant:** \_\_\_\_\_

### **DECLARATION**

I confirm the following:

1. I have inspected the property that I am applying for Yes No
2. During my inspection of this property I found it to be in a reasonably clean condition Yes No

3. If "No", I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the Landlord's approval.

### **TERMS & CONDITIONS**

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the amounts as specified in Section G. I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application 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;

If I default under a rental agreement, the Agent may disclose details of any such default to tenancy default databases, and to agents/landlords of properties I may apply for in the future. I understand that this agent is a member of TICA and NTD tenancy default databases and that the Agent may conduct a reference check with these organisations. I authorise this agent to provide any information about me to these databases for the purpose of conducting the checks and acknowledge that such information may be kept and recorded by these organizations.

I will not hold any of the Tenancy Default Database providers or the Agent accountable for the inaccurate keying in of information and therefore delivering an incorrect search as I understand faults can be made within this process due to human error. I understand that technical failure can cause errors and I do not hold the Agent or Tenancy Default Database providers responsible for same.

I acknowledge that if I default on my tenancy or rental obligations, I may be listed with the above tenancy default databases until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent. I also understand that the Agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard.

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 organisations/tradespeople to contact me
- (d) facilitate the sale of the property should it be placed on the market
- (e) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (f) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (g) refer to collection agents/lawyers (where applicable)

I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused. 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 may not provide me with the lease/tenancy of the premises. I am aware that I may access my personal information on the contact details above.

### **PRIVACY STATEMENT**

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents and third-party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the Landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that Agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information, we hold about you, you may contact your Property Manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.





Carmen's Property Management  
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Email: [admin@cpmteam.com.au](mailto:admin@cpmteam.com.au)  
PH: 0478 370 058

#### COMPLIMENTARY UTILITIES CONNECTIONS

We've partnered with On The Move to provide you with simple and convenient utility connections. On The Move is Australia's leading connections specialist. Their service is free and done over the phone in one simple call.

By signing this form you authorise On The Move to contact you to discuss connecting your utilities. You have no obligation to proceed with these connections. On The Move may need to disclose personal information to utility companies to arrange your services. On the Move and your agent may receive a benefit for arranging your services. Please see On The Move's Privacy Policy at: [onthemove.com.au/legal-and-privacy](http://onthemove.com.au/legal-and-privacy). Standard connection fees may apply.

#### WHAT WILL HAPPEN NEXT

- 1) **On The Move will give you a call** to confirm your details and move in date.
- 2) We will arrange for **On The Move** to contact you with the option to connect Electricity, Gas and Telecommunications services.
- 3) Electricity and Gas connections arranged via On The Move are covered by the **On The Move Promise**, which guarantees connection by your nominated date or you will be reimbursed for reasonable out of pocket expenses.

By signing below, you are consenting to On The Move contacting you to arrange the connection of all your utility services.

Full Name:

Phone:

Address:

Signature:

## Moving? Leave it to us

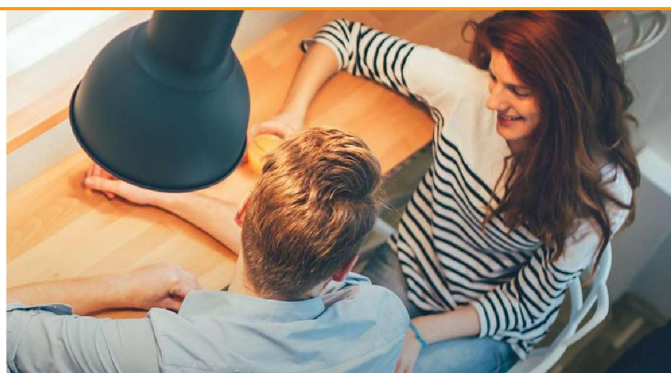
We'll connect your utilities conveniently and for free

Electricity • Gas • Home Phone • Internet • Pay TV • Insurance

We guarantee that your electricity and gas will be connected on your agreed move-in date\*

\*T&Cs apply. Full details at [onthemove.com.au](http://onthemove.com.au)

**on the  
move  
promise**



**on the  
move**

Move home with confidence and peace of mind

1300 850 360 | [onthemove.com.au](http://onthemove.com.au)