

CIA REAL ESTATE TENANCY APPLICATION FORM

Thank you for choosing CIA Real estate property. Please complete this application thoroughly so we can process it as quickly as possible. Please note the following important points:

1. This application must be accompanied by a copy of your driver's Licence or passport for identification purposes.
2. If there is more than one applicant, a separate application form is required for each applicant.
3. When form has been completed, please fax or hand into CIA property Manager

Rental Property:	Property address		
Tenancy requirement:	Length of tenancy	Rent \$ _____ p/w	Commencement date
Occupancy details:	No. Of Occupants	No. and ages of children	No. and type of Pets
Applicant's Details:	Name		Email
	Address		
Contact Details:	Home	Work	Mobile
Personal Details:	Date of Birth	Drivers Licence	Driver Licence state of issue
	Passport number	Country of Issue	Number of vehicles (Includes caravans)



Your Free no obligation utility connection service

T: 1300 664 715 F: 1300 664 185 W: www.directconnect.com.au

Please tick services required at your new property

(We will call you to confirm your details and connection timings within 24 hours of this information)

Electricity Gas Phone Internet Pay TV Insurance

DECLARATION AND EXECUTION: By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out above; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services;

acknowledge that, to the extent permitted by law, Direct Connect 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 the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services.

By Signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledge authorisations and other undertakings set out in this form on behalf of all applicants in this application form

Signed	Date / /	Office property lease through CIA Real Estate Auburn
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Current Rental Details

Address		
Current rent \$	p/w	Duration months
Agent/landlord		Agent phone
Reason for Leaving		

Previous Rental Details

Address		
Current rent \$	p/w	Duration months
Agent/landlord		Agent phone
Reason for Leaving		

Current Employment

Current employer (company)		Employer Address
Contact name (manager)	Contact's work phone	Your position
Length of employment	Net income \$	p/w
		Full time or part time?

Previous Employment (If current employment less than 6 months)

Current employer (company)		Employer Address
Contact name (manager)	Contact's work phone	Your position
Length of employment	Net income \$	p/w
		Full time or part time?

Emergency contact details:

Name	Relationship	Contact phone
Address		

Personal reference: (not relatives)

Name 1	Occupation 1	phone 1
Address 1		
Name 2	Occupation 2	phone 2
Address 2		

How did you find out about the property?

Internet (Please specify)
 ciarealestate.com.au
 domain.com.au
 realestate.com.au
 Rental List
 Newspaper
 Sign board
 Other

Privacy Policy

The personal information the prospective tenant/s provides in the application or collected from the sources is necessary for the Real Estate Agent to verify the Applicant identity, to process and evaluate the application to manage the tenancy. Personal information collected about the applicant/s in the application and during the course of the tenancy. If the application is successful it may be disclosed for the purpose for which it was collected to other parties, including the landlord, referees, other agents, lending institution already held on the tenancy database may also be disclosed to the agent and/ or landlord. If the tenant/s fail to comply with their obligation under that agreement, the fact and other relevant personal information the agent holds, they can do so by contacting the agent at the address and contact number contained in the application. The application can also correct this information if the it is inaccurate, incomplete or out of date.

Applicants Name 1	Signature 1	Date
Applicants Name 2	Signature 2	Date

IMPORTANT INFORMATION – PLEASE READ BEFORE COMPLETING THE APPLICATION

1. Our agency reserves the right to accept multiple applications for each property
2. If an application is completed in full, or if insufficient information & references are given, an application will not be processed until information is given.
3. Perspective tenants wishing to apply for a property must first inspect the premises internally before an application will be processed.
4. A reservation fee will not be accepted until landlord approves the application
5. Once application is approved, a reservation fee is equivalent to one weeks rent must be paid within 24 hours of approval being given. If a deposit is not received, the property will remain on the market & we will continue to accept & process & put to the landlord applications forms from other interested parties.
6. The office does not accept bond transfer. However, a transfer may be accepted if a form signed in full by the previous managing agent or owner is presented on or before collection of keys.
7. Keys will not be handed over until initial monies have been paid in full and each applicant has signed the Residential Tenancy Agreement.
8. We will endeavour to notify you whether or not your application has been approved within (2) working days.

Application:

1. I apply for the approval to rent the premises referred to in this form, I acknowledge that my application will be referred to the Landlord of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared.
2. I declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct.
3. I undertake to pay the monies detailed below by a cash or bank cheque made to CIA Real Estate upon signing the Residency Tenancy Agreement.

Statement of costs

I/We confirm to lease the premises for months at a rental of \$ per week / fortnight from / /

Rental Bond:	\$ <input type="text"/>	Rent in advance:	\$ <input type="text"/>
Total:	\$ <input type="text"/>	Deposit Paid:	\$ <input type="text"/>
		Balance Owing:	\$ <input type="text"/>

If a reservation fee is being paid on the property, the following conditions will apply:

1. The Reservation Fee of \$, is equivalent to one week’s rent to reserve the premises in favour of you for the period of seven days.
2. That during this period, the premises will not be reserved for any other applicant, nor will a reservation fee be received from any other applicant.
3. That should the landlord decline the application, the reservation fee will be refunded to the applicant in full.
4. That should the landlord accept this application, the reservation fee will be paid towards the initial rent for the premises.
5. That should the applicant decide not to proceed, the landlord may retain so much of the reservation fee as is equal to the amount of rent that would have been paid during the period the premises were reserved but shall refund the remainder(if any) of the reservation fee to the applicant on a pro-rat basis.
6. That the reservation fee will be banked into a Trust Account and any refund given will be by way cheque.

CIA Real estate Property Management, acting for the landlord of the premises, acknowledges receipt of the above application and the accompanying reservation fee and agree:

1. To reserve the premises for the period in accordance with the conditions above stated.
2. To notify the applicant within the reservation period whether or not the applicant has been approved.
3. If the applicant has been approved, to prepare a Residential Tenancy Agreement for the premises.

Applicant’s Signature	Date	/	/
Agent’s Signature	Date	/	/

Notice

If you dispute part or all of the amount specified above by the agent in this itemised account, and if you have been unable to resolve the dispute, you may apply to the Consumer, Trade and Tenancy Tribunal for determination of the matter. By law legal action to recover the amount specified in the itemised account cannot commence until 28 days after it has been served to you.

Confirmation

I confirm the following:

1. During my inspection of this property i found it to be in a reasonably clean condition
2. If "No", I believe the following items should be attended to prior to commencement of my tenancy. I acknowledge that these items are subject to the landlord's approval.

3. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval
4. I confirm having received a copy of this application for my retention.

Applicant's Signature

Date / /

THE FOLLOWING INFORMATION AND DOCUMENTATION IS REQUIRED BY EACH APPLICANT

The landlord's decision to approve or reject your application will be based on the number of & quality of reference provided & a demonstrated ability to pay rent and maintain the property to an acceptable standard. Therefore, please complete the application to your best ability, providing as much information & supporting document or reference as possible.

IDENTIFICATION – REQUIRED. Your application not be processed if you do not submit the following documentation

- | | | |
|---|--------------------------------------|--|
| <input type="checkbox"/> Licence | OR/BOTH | <input type="checkbox"/> Passport |
| <input type="checkbox"/> Real estate History Ledger | | <input type="checkbox"/> Landlord Reference Letter (OPTIONAL) |
| <input type="checkbox"/> 2 Most recent Payslips | OR/BOTH | <input type="checkbox"/> Letter of income |
| <input type="checkbox"/> Bank Statement | | |
| <input type="checkbox"/> Utility Bill (Please specify → | <input type="checkbox"/> Electricity | <input type="checkbox"/> Telephone <input type="checkbox"/> Gas) <i>less than 6 months old</i> |

(Please note by submitting further documentation this increases the chances of receiving approval from Landlord)

OTHER DOCUMENTATION

- | | |
|--|---|
| <input type="checkbox"/> Medicare | <input type="checkbox"/> Motor Vehicle Registration |
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Bank Card |
| <input type="checkbox"/> Proof of Age card | <input type="checkbox"/> Credit Card |
| <input type="checkbox"/> Council Rate | <input type="checkbox"/> If self employed - tax returns and business registration |

PROOF OF RENTAL HISTORY

- | | |
|---|--|
| <input type="checkbox"/> Last 4 Rental receipts | <input type="checkbox"/> Written reference from previous agent |
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FURTHER REFERENCE

- | | |
|--|--|
| <input type="checkbox"/> Written reference from a friend | <input type="checkbox"/> Written reference from employer |
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Should you not meet the required documentation, please contact the property management team.