



Phone: 0447 744 721 Fax: 02 4777 4466

Email: rental.cpm@gmail.com

**Hand Deliver in (ENVELOPE) to Llandilo Post Office
 255 Seventh Ave Llandilo - Have them place in my PO BOX 3108
 Opening Hours: Monday to Friday (8.30am to 5pm)**

Applicant (Full name):	
Property Applying for:	
Sex: M / F	Date of Birth ____ / ____ / ____ Identification: Passport No.
Drivers Licence No:	Expiry Date:
Car Rego:	Type:
Contact No. Home:	Mobile:
Work:	Other:
Email:	
Viewed Internally on:	Weekly Rent: \$
Proposed length of lease? <input type="checkbox"/> 6 months <input type="checkbox"/> 12 months	Proposed Commencement Date:
How long do you intend to stay at the property:	
If this application is to be considered with other applicants, Names:	
No. of Adults:	
No. of Children	Ages of children:
Smoker:	
What Pets do you have: (List)	
Kept Internally & Externally / Internally / Externally	
Vehicles that are kept at property: (Note registered vehicles are only permitted at property)	

ELECTRICITY, GAS, WATER, TELEPHONE, BROADBAND, FOXTEL



Terms & Conditions - By not ticking the box below, you are consenting to On The Move contacting you to arrange your services. On The Move may need to disclose personal information to utility companies to arrange your services. On The Move & your Agent do not accept responsibility for any delay or failure to connect your services. Standard connection fees & bonds may apply

Let **On The Move** reduce your stress and save you time by arranging your utility connections at the property... at no extra cost! We will contact you within 24 hours to confirm

Ph: 1300 850 360 Fax: 1300 661 160

Please DO NOT call me. I will connect the required utilities myself.

Office Use Only

Signing lease on: _____ and will commence _____

Owner of Property comments _____

Rent p/w _____ Term _____

Deposit Paid _____ Ingoing Inspection Booked _____

Insert on calendar *sign in _____ *Ingoing inspection _____

Applicant notified if approved or declined _____

Current Rental Reference:		
Current Address:		
Period Occupancy:	Rent Paid / Mortgage Repayment: \$_____ per week	
Reason for leaving:		
Lessor/Agents Name:		
Phone:	Mobile:	Fax:
Email:		
Are you currently selling or have sold your home: Yes / No		
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 keep animals in the home at any time:		
Other information to provide of your situation:		
If you current property is up for sale or being sold:		
Selling Agent:	Phone:	
Fax:	Email:	
Are you the <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Other-please specify		
Previous Rental Reference:		
Address:		
Period Occupancy:	Rent Paid / Mortgage Repayment: \$_____ per week	
Reason for leaving:		
Lessor/Agents Name:		
Phone:	Mobile:	Fax:
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:		
Current Employment Reference:		
Employer (Company Name):	Phone:	
Fax:	Email:	
Address:		
Contact Name of Payroll/Manager:		
Your Position in the company:		
Basis of Employment: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/> Self-employed		
Weekly income::	Length of employment:	Is employment ongoing:
Comments:		

If unemployed: Your fortnightly payment from Centrelink or other: \$
Or if you have savings – please provide proof of this.

Previous Employment Reference:

Employer (Company Name):	Phone:	
Fax:	Email:	
Address:		
Contact Name of Payroll/Manager:	Direct Number:	
Your Position in the company:		
Basis of Employment: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/> Self-employed		
Weekly income::	Length of employment:	Date you left this employment:
Comments:		

Personal Reference

Reference Name:
What is the nature of your relationship:
Phone:
Occupation:

Personal Reference 2:

Reference Name:
What is the nature of your relationship:
Phone:
Occupation:

Next of Kin/Emergency Contact (Family Other Than The Person You Will Be Residing With You)
MUST BE COMPLETED IN FULL:

Reference Name:		
What is the nature of your relationship:		
Phone: M	H.	Email:
Address:		

Reference Name:		
What is the nature of your relationship:		
Phone: M	H.	Email:
Address:		

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: _____ /____/____

I Acknowledges that they have Read, Understood and Agree with the following Terms and Conditions

I also acknowledge that the agent in question cannot confirm that any phone lines to the property are operable or able to be reconnected. I understand that it is his/her responsibility to check with the telephone provider before proceeding with the tenancy to confirm the situation with the telephone line. Ensuring the main switch is in the off position for power connection remains the responsibility of the tenant.

Tenancy Privacy Statement / Collection Notice & Tenant Declaration

1. Tenancy Privacy Statement / Collection Notice

Due to the changes in the Privacy Laws, all property managers must ensure that you (the applicant) fully understand the National Privacy Principles and the manner in which they must use your personal information in order to carry out their role as professional property managers.

The information, personal or otherwise, provided by the prospective tenant in this application or that which is collected from other sources is necessary for the agent to assess the risk in providing you with the tenancy, to identify the applicants identity and to process, evaluate and manage the tenancy.

The personal information collected about you (the applicant) in this application may be disclosed, by use of the internet or otherwise, to other parties, including:

The Landlord Trades People Financial Institutions Government and Statutory bodies
Referees Solicitors Property Evaluators Existing or potential clients of the agent
Rental Bond Authorities Tenant Databases Other Real Estate Agents Other Third Parties as required by law
Collection Agents Verification Services Other Landlords Body Corporates

Information already held on tenancy databases may also be disclosed to the Agent and/or landlord. Unless you advise the Agent to the contrary, the Agent may also disclose such information to The Real Estate Institute of your State and to the NTD or TICA for the purpose of documenting all leasing data in the area for the benefit of its members as part of membership services and for others in the property related industries, and so as to assist them in continuing to provide the best possible service to their clients. In providing this information, you (the applicant) agree to its use, unless you advise the Agent differently.

The privacy policy of your State's Real Estate Institute can be viewed by logging on to www.reia.com.au and selecting your State.

The privacy policy of NTD can be viewed by logging on to www.ntd.net.au.

The privacy policy of TRA can be viewed by logging on to www.tenantreference.com.au.

The privacy policy of TICA can be viewed by logging on to www.tica.com.au.

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

If you (the applicant) would like to access this information you can do so by contacting the Agent at the address and contact numbers for the property you are interested in renting. You (the applicant) can also correct this information if it is inaccurate, incomplete or out of date.

If your personal information is not provided to the Agent and you (the applicant) do not consent to the use of this information as specified above, the Agent cannot carry out their duties and may not be able to provide you with the lease/tenancy of the premises.

If the applicant pays a holding fee, the landlords agent makes the following undertakings:

1. A Holding Fee will only be accepted once an application has been approved by the landlord.
2. The premises will not be let during the Holding Period, pending the preparation of a Residential Tenancy Agreement.
3. That during this period, the premises will not be reserved for any other applicant, nor will a Holding Fee be received from any other applicant.
4. If the Applicant decides not to enter into a Residential Tenancy Agreement, and the premises are not let or otherwise occupied during the Holding Period, the landlord will retain the entire fee representing the rent that would have been paid during the Holding Period (based upon the proposed rent).
5. If a Residential Tenancy Agreement is entered into, the fee is to be allocated towards rent for the premises.
6. That the holding fee will be banked into a trust account and any refund given will be by way of a trust account cheque.
7. If the property is currently occupied at the time of taking this holding fee, no tenancy agreement will be entered into until such time as the property is vacant and the applicant has formally been approved by the landlord or the landlord's agent. The agent in question acting for the landlord of the premises, acknowledges receipt of the application and the accompanying holding fee and agrees:
 - 7.1. To reserve the premises for the period and in accordance with the conditions stated above
 - 7.2. If the applicant has been approved, to prepare a Residential Tenancy Agreement for the premises.

2. Tenant Declaration

- I acknowledge that this is an application to lease the property for which I am applying and that my application is subject to the owner's approval and the availability of the premises on the due date. No action will be taken against the landlord or agent should the premises not be ready for occupation on the due date or if my application is unsuccessful.
- I acknowledge that the processing period for my application could be up to 2 working days and in some circumstances longer. Unless contacted earlier by staff from the real estate agent in question, I will expect this time frame.
- I acknowledge that the landlord and landlords agent will rely on the truth of my answers in assessing the application for tenancy
- I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act.
- I acknowledge that I will be required to pay rent and a rental bond subject to the conditions of the Agent
- I acknowledge that an inquiry, independent or otherwise, may be made on all applicants applying for this property, to verify the validity of the personal details that have been supplied and to check my credit worthiness. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.
- I/we have been given the opportunity to view a copy of the standard terms and conditions that would be included in a lease, should my application be successful
- I declare that all information contained in this application is true and correct and given of my own free will and can be based as fact.

I acknowledge that I have chosen of my own free will to send my application to the agent/landlord/property manager listed in this application and their associated principals, agents and employees. I also acknowledge that I have reviewed, checked and approved the email address of the intended recipient being the agent/landlord/property manager and their associated principals, agents and employees and authorise Carmen's Property Management to send all of the details contained in this application, including any documents that I attach, to this email address for the purposes of making an application for tenancy. I acknowledge that once the information contained in this application has been sent to this email address, that Carmen's Property Management in no circumstance shall be liable for any damages arising out of or in any way connected with the manner in which this information is used. I also acknowledge that in no circumstance shall Carmen's Property management be liable for any damages arising out of or in any way connected with my use of Carmen's Property management and its associated websites.

NOTICE TO ALL TENANCY APPLICANTS

100 POINT IDENTIFICATION

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.

DRIVERS LICENCE	30 POINTS *
PASSPORT	30 POINTS *
PROOF OF AGE CARD	30 POINTS *
TENANCY HISTORY LEDGER	20 POINTS
PREVIOUS TENANCY AGREEMENT	20 POINTS
PREVIOUS FOUR RENT RECEIPTS	20 POINTS
RENTAL BOND RECEIPT	20 POINTS
PAY ADVICE	15 POINTS
MOTOR VEHICLE REGISTRATION	15 POINTS
TELEPHONE ACCOUNT	15 POINTS
ELECTRICITY ACCOUNT	15 POINTS
GAS ACCOUNT	15 POINTS
BANK or CREDIT CARD STATEMENTS	15 POINTS each
PENSION CARD	15 POINTS
COUNCIL or WATER RATES	15 POINTS
HEALTH CARE CARD	15 POINTS
MEDICARE CARD	10 POINTS
BIRTH CERTIFICATE	10 POINTS

NOTE : Must have at least one of the items listed with “*” next to the points