



Thank you for your application. Please note that applications are processed in order of receipt. We endeavour to assess applications as fast as possible. You can assist by completing all questions on this form and advising your referees so they know we will contact them. Once all areas of the form have been completed and the requested forms below supplied, we can commence checking your application. Incomplete applications will not be processed.

Names of all applicants: 1. _____ 2. _____
3. _____ 4. _____

Attached to your application you will need to provide copies of the following:

Evidence of income – One (1) Proof of your current income such as:

- Your most recent pay slip
- If you are self-employed, a copy of your most recent tax assessment
- If you are starting new employment, a signed letter of appointment from your employer
- A Centrelink statement

Appropriate identification – Two (2) Proofs of identification such as:

- Driver's license
- Medicare card
- Passport

Other supporting documents:

- Last four (4) rental receipts or a current rental ledger
- Inspection Reports from other rentals
- Written rental reference/s
- Pet references (if applicable)

If your application is successful:

- You will be asked to sign a tenancy agreement within 48 hours of your application being approved.
- Please allow up to an hour for this signing appointment.
- During your appointment you will need to pay the security bond which is equal to four (4 weeks rent)

Please note:

- If your tenancy agreement commences on the same day that you are signing contracts and paying the bond, the payment of one month's rent (calculated calendar monthly) will also be due and payable. Otherwise the first rental payment will be due on the day your tenancy agreement commences and no keys to the property will be provided until your rental payment is made.
- The payment of the bond and the first month's rent (calculated calendar monthly) must be paid by bank cheque or money order made out to CTC Property Group, or a receipt for payments made by direct deposit.

If your application is not successful:

You will be notified by phone or email and your application form will be destroyed to protect your privacy.



Before completing this form, please read the following Privacy Statement:

Under the guidelines of the National Privacy Principles in the Privacy Act 1988, CTC Property Group has prepared this statement to explain the types of personal information we keep on record and how we may use that information.

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. This will involve the disclosure to the lessor the information contained in this application in order for the lessor to assess your suitability to tenant this property and, if successful, will form part of your tenancy agreement.
- Other Real Estate Agents and referees to assess the risk to our clients and validate information supplied in your application. By signing this statement, you are agreeing to allow CTC Property Group's staff to ask the questions that they require to assess your suitability to be considered for this tenancy.

During and after the tenancy we may disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property.
- Tribunals or Courts having jurisdiction seeking orders or remedies.
- Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you.
- Lessors / Owners insurer in the event of an insurance claim.
- Future rental references to other asset managers / owners.

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently we cannot provide you with the property you requested to rent.

We will not use the information provided by you for any other purpose. If your application is unsuccessful, CTC Property Group will destroy your application form to protect your right to privacy. You may request access to any personal information we hold about you, either by writing to or calling us. We will provide this information within 7 days. If you believe that the personal information we hold about you is incorrect, incomplete or inaccurate, then you may request amendments via email to emma@ctcproperty.com.au.

I agree to all the above

Signed: _____ Date: _____

**Property Details:**

Address of property applying for _____

Lease commencement date _____ Length of tenancy: _____ (months)

How many people will occupy the property? _____ Adults _____ Children _____ Ages _____

Weekly rent \$ _____

Applicant details:Title: Mr Mrs Ms Miss Dr Prof

Surname: _____ Given Name/s: _____

Current address: _____

Phone number/s: _____ (mobile) _____ (home) _____ (work)

Email: _____ D.O.B. _____

Current lessor/managing agent: _____ Contact Person: _____

Phone number/s: _____

Rent paid per week \$ _____ Length of tenancy: From (date) _____ to _____

Was your bond fully refunded? Yes No If not, why not? _____**History**

Please outline details of your rental history for the past five (5) years. Start with the most recent first. If you do not provide phone numbers, we will be unable to process your application.

Address	From/to	Weekly rent paid	Lessor name and number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Identification

Please provide copies of each ID you intend to use. Please note: at least one form of ID MUST be photo ID.

Drivers Licence Passport Birth Certificate Medicare card Pension card Vehicle registration papers



Current employment details

Company name: _____ Company contact number/s: _____

Supervisor/manager name: _____ Position held: _____

Period of employment: _____ Employment status: Full-time Part-time Casual (circle one)

Self employment

Name of business: _____ ABN: _____

How long has the business operated? _____ Industry: _____

Accountant name: _____ Contact number: _____

Other income

Income description: _____ Payment frequency: _____ Payment amount: _____

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If you do not derive an income from employment or are a student, unemployed or receive an alternative type of income, please provide evidence of these payments attach them. If you are under 18 years of age or are a student, you may require a rental guarantor.

Personal Referees

Fill in details for referees. Referees supplied must be contactable during business hours. Referees should not be family members.

1. _____ Phone: _____

2. _____ Phone: _____

Emergency contact

Please provide details of persons (not living with you) who can be contacted in case of an emergency.

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Pets

Do you own pets? Yes No

If yes, please provide details:

Type: _____ Age: _____ Inside Outside Both

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Type: _____ Age: _____ Inside Outside Both

No pets can be kept on the premises without the consent of the lessor, and the insertion of a pet clause to the tenancy agreement.

Calendar Monthly rent

Weekly rent, divided by 7 (to calculate the daily amount), multiplied by 365 (to calculate the yearly amount), divided by 12.

Payment of rent

Rent is to be paid via direct deposit on the first day of each month. Calculated monthly rent \$ _____

**Conditions:**

- You agree and understand that if your application is approved by the lessor you must be available to sign the tenancy agreement within 48 hours of being approved or at another mutually agreeable time.
 - You agree and understand and will bring to the signing appointment the security bond payment equal to four weeks' rent.
 - You agree and understand that if your tenancy commences on the same day that you are signing contracts you will pay in addition to the security bond, the payment of one month's rent (calculated calendar monthly).
 - You agree and understand that if your tenancy commences after the signing of the tenancy agreement appointment you will pay the payment of one month's rent (calculated calendar monthly) on the day the tenancy commences.
 - You agree and understand that if the above two payments are not made no keys to the property will be made available.
 - You agree and understand that a condition of this tenancy is that all subsequent regular rental payments are to be made by direct deposit to the CTC Property Group Property Management Trust Account. Full bank details will be supplied upon approval, offer and acceptance of the tenancy agreement.
 - You agree and understand that all rental payments for the term of your tenancy will be due and payable on the 1st day of each month and this will be stated in your tenancy agreement contract.
 - You agree and understand that you may be held responsible for the payment of all water consumption charges. Payment of water consumption charges will be required within 14 days of the invoice being generated and supplied to you.
 - You agree and understand that you are taking the property that you have applied for, in the condition as it was when you inspected it on: / /
 - During the inspection of the property, I found it to be reasonably clean and in a good state of repair Yes No
- If no, please provide details of items you believe should be attended to prior to the commencement of tenancy. I acknowledge that these items are subject to the lessor's approval.

- You agree and understand that the information provided here will form part of the tenancy agreement and that your application will be approved on this basis.
- You agree and understand that if the property is currently tenanted or under construction/re-construction/renovation, this application will be processed subject to the availability of the property on the due date and no action shall be taken by you against the lessor or the agent should any circumstances arise whereby the property is not available for occupation on the due date.

Signed: _____ Date: _____

Declaration

- I, the applicant, declare that I am not an undischarged bankrupt; that I have never been refused insurance nor had a policy of insurance cancelled, and affirm that all of the above information is true and correct and given of my own free will; that the rental to be paid is within my means and that I have inspected the above mentioned premises and wish to take a tenancy of the premises as inspected.
- I acknowledge that this application is subject to the Lessor's approval.
- I authorise the agent to obtain personal information about me from the owner/s or agent/s of my current or previous residences; my personal referees for this application; my current and past employers; and any person or organisation who maintains any record, listing or database of defaults by tenants.
- I authorise and consent to each of those persons providing requested personal information about me to the agent.
- If I default, I agree the agent may disclose these details to any relevant parties.
- I am aware that the agent will use and disclose my personal information in order to communicate with the owner and tenant; prepare lease tenancy documents; allow tradespeople or equivalent organisations to contact me; refer me to the Residential Tenancies Bond Authority tribunals or courts, statutory authorities and collection agents/lawyers as applicable.
- I am aware that if information is not provided or I do not consent to the uses to which this information is put the agent cannot lease me these premises, tribunals or courts, statutory authorities and collection agents/lawyers as applicable.

Applicant name: _____ Signature _____ Date: _____

Witness name: _____ Signature _____ Date: _____