



CPR Real Estate Pty Ltd
ABN: 29 619 825 736
PO Box: 266
Kellyville
NSW2155
Phone: 02 8604 8367
Email:
propertymanager@cprrealestate.com.au
Web: www.cprrealestate.com.au

Tenancy Application Form

PLEASE COMPLETE IN FULL SO WE CAN PROCESS AS QUICKLY AS POSSIBLE
And email this form to: propertymanager@cprrealestate.com.au or
Post it to: PO Box 226 Kellyville NSW 2155

Please Provide Copies of the Following:

- Photo ID (Drivers Licence/Passport etc.)
- Proof of Income (Payslips)
- Rental Ledger
- ATM/Medicare Card
- Recently Paid Bills/Bank Statements
- Rates Notice (for Home Owners)

APPLICATION DETAILS:

Property Applied For _____
Length of Lease Required _____ Commencement Date / /
Asking Rent _____ Today's Date / /

PERSONAL DETAILS:

Applicant's Full Name _____
Mobile Phone No _____ Home Phone No _____
Work Phone No _____ Date of Birth _____
Email Address _____
Vehicle Registration No. _____ Driver's License No. _____
Are you a Smoker? YES NO Have you ever been known by another name? YES NO
Are you an Australian Citizen? YES NO Visa Expiry Date / /
Will you have pets? YES NO Type/Size/Age & Number of Pets _____
Number of People to Reside in the Premises _____ Number & Age of Children _____

CURRENT RESIDENCE DETAILS:



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Current Residence

Period at Premises

Reason for Leaving

Agent

Contact Person

Current Weekly Rent

Current Landlord or

Phone Number

PREVIOUS RESIDENCE DETAILS:

Previous Residence

Period at Premises

Reason for Leaving

Contact Person

Current Weekly Rent

Current Landlord or Agent

Phone Number

EMPLOYMENT DETAILS:

Occupation

Period of Current Employment

Employer and Business Address

Contact Person

Full Time/Part Time/Casual

Salary per week

Phone Number (landline)

NOTE: If you are self-employed you must supply at least 2 BAS/IAS Statements

CHARACTER REFERENCES (MUST NOT BE RELATIVES)

Reference One:

Name & Relationship

Their Address

Notes (office use)

Their Phone Number

Reference Two:

Name & Relationship

Their Address

Notes (office use)

Their Phone Number

NEXT OF KIN DETAILS

Next of Kin Person One:

Name & Relationship

Their Address

Their Phone Number



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Next of Kin Person Two:

Name & Relationship

Their Phone Number

Their Address

PLEASE READ AND SIGN THE FOLLOWING PAGES OF THIS APPLICATION

PLEASE NOTE: IF YOU MISS SIGNING THIS AREA, WE CANNOT PROCESS THE APPLICATION.

CPR Real Estate Pty Ltd is committed to ensuring the confidentiality and privacy of our customer's personal information. In relation to managing personal information, CPR Real Estate Pty Ltd abides by the National Privacy Principles contained in the privacy act. For the purpose of assisting you with renting a property for you or to you, we collect and record your personal information to register your contact and property details, maintain our customer rental database and to administer and invoice accounts. If you do not provide us with your personal details, we may not be able to provide our services to you. If you require further information, or wish to access, update or correct your personal information, please contact the Property Management Department at CPR Real Estate Pty Ltd on san@cprrealestate.com.au

Information Relevant To Your Application

- If approved for the property you will be required to pay two weeks rent as the holding deposit. This will be transferred towards your rent once the lease has been signed.
- Upon the signing of your lease, you are required to pay the bond of four weeks rent.
- In the event that a holding deposit has been paid and the tenancy does not proceed, the holding deposit will not be refunded. If the tenancy does not proceed then one week of the holding deposit is applied to the rent.

RENT PAYMENTS

Should your application for tenancy be approved by the owner, you will be required to pay by direct debit. Another option is to pay using a Bank Cheque or Money Order. This incurs a \$0.70 cheque.

UTILITY CONNECTIONS

Telephone, Gas and Electricity connections are the tenant's responsibility. It is the tenants' responsibility to ensure a phone line is available prior to commencing the tenancy.

PRIVACY ACT ACKNOWLEDGEMENT FORM FOR TENANT APPLICATION & APPROVED OCCUPANTS

This form provides information about how **CPR Real Estate Pty Ltd** handle your personal information as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to **Trading Reference Australia (TRA)**. If you do not consent to the disclosure of your personal information to TRA we cannot process your application

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. In order to assess your application we disclose your personal information to:

- The Lessor/Owners for approval or rejection of your application
- Trading Reference Australia to assess the risk to our clients and verify the details provided in your tenancy application
- Referees to validate information supplied in your application
- Other Real Estate Agents to assess the risk to our clients



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EMPLOYMENT

I give permission for **CPR Real Estate Pty Ltd** to contact my Employer and obtain private and confidential information including employment details such as payroll information.

SECONDARY PURPOSE

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

- Trades people to contact you for repairs and maintenance of the property
- Refer to Tribunals or Courts having jurisdiction seeking or remedies
- Refer to Debt Collection Agencies where Tribunal/Court orders have been awarded
- Refer to Trading Reference Australia to record details of your tenancy history
- Refer to Lessors/Owners insurer in the event of an insurance claim
- To provide future rental references to other asset managers/owners
- To Sale Agents, Valuers and inspectors to carry out appraisals, valuations, pest and building reports

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 request to rent

I accept the property "as is" and understand that no further cleaning or maintenance is necessary for the tenancy to commence YES/NO

If 'NO', I believe the following should be attended to prior to the commencement of signing the lease (subject to the Landlords approval)

Signature _____ Date _____

Print Name _____

DISCLOSURE

TRA DISCLOSURE

I understand this agent is a member of Trading Reference Australia (TRA) and may conduct a reference check with that organisation. I authorise Trading Reference Australia to collect and store my details and to provide any information currently listed to others (below). I authorise this agent to provide any information about me to TRA for the purpose of that check. I acknowledge that if I am currently listed as a defaulter with TRA, this agency/landlord has the authority to reject my application. I understand that I am under no obligation to sign this consent form, but that a failure to do so may result in my application being refused.

Furthermore I authorise the agent to contact my employers past and present to confirm my employment history including my wage, my current / previous Landlord / Agency to verify details of my tenancy and if I am Self Employed, my accountant to verify my being able to cover the rent for the property and my authenticity. I also authorise the agent to contact my personal referees to establish my identification, location and reputation and concede that those referees have given permission for me to use them. I recognize that my photo id may be scanned onto TRA for absolute identification.

I acknowledge that if I default on my tenancy obligations in future, I may be listed as a defaulter with TRA, until such time as the problem giving rise to the listing is resolved to the satisfaction of the agent/landlord, and I hereby authorise this agent to provide information about me to TRA in connection with that listing. I acknowledge that in the event of a listing on the TRA database, that information may be available to other institutions for the purpose of locating me and I hereby consent to such a use and disclosure of that information for that purpose.

I acknowledge that if I am currently listed as a tenancy defaulter with TRA, that I may contact the listing Agent/s for settlement and/or negotiation. Should such settlement and/or negotiation change the details of me as a listed defaulter, it is understood that it is the real estate agent’s responsibility to amend the TRA listing. I also recognise that my photo id and this signed Disclosure may be scanned onto TRA for absolute identification. I, acknowledge that information provided to TRA by these authorities given by me may be made available to:

a) Real Estate Agents, Landlords, Housing NSW, to assist them in evaluating applications. b) Real Estate Agents, Landlords, Banks, Utility companies, Commercial Agents, organisations or any other institutions and other persons for the purpose of locating me for any lawful purpose and c) third parties with which TRA has entered into any co-operation, partnering, licensing or similar agreement for the purpose of allowing those parties to offer their products and services to me I hereby consent to such a use and disclosure of that information for that reason. Should this real estate agent transfer its agency business to another person, I consent to the new agent (and any further person to whom that business may be transferred) taking any step which the former agent could have taken.

I also understand that the personal information provided on your tApp application will be available to and retained by the Real Estate Agent to whom you submit that information and the real estate agent will use this information for purposes related to the conduct of their own business which may include use by the Real Estate Agent and/or further disclosure by the real estate agent for marketing purposes.



Print Name

SignatureDate.....

Trading Reference Australia may be contacted at the address below during business hours 9-5 Monday to Friday regarding any records kept concerning you. However, we do not give information out over the phone regarding whether an individual is listed unless we are presented with a signed Personal Disclosure provided by TRA under the heading Tenants on our site. An Urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page.

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