

# TENANCY APPLICATION FORM

\*\*\*\*Please ensure you have completed this checklist in full and also filled out all sections of the application form. Applications which are not complete will be returned to you unprocessed until all of the required information is provided.

PROPERTY ADDRESS: \_\_\_\_\_

APPLICANTS FULL NAMES: \_\_\_\_\_

- WE/I, UNDERSTAND AND ACKNOWLEDGE THE CONDITION OF THE PROPERTY AND INCLUSIONS AS PER MY INSPECTION OF THE PREMISES ON THE (DATE): \_\_\_\_\_
- WE/I, WISH TO TAKE A TENANCY FOR A PERIOD OF (6 OR 12 MONTHS): \_\_\_\_\_
- IF APPROVED, WE/I CAN MOVE IN BY (DATE): \_\_\_\_\_
- WE AGREE TO PAY A RENTAL OF \$ \_\_\_\_\_ PER WEEK
- WE/I, UNDERTAKE TO PAY A RENTAL BOND OF \$ \_\_\_\_\_ PRIOR TO TAKING POSSESSION OF THE PROPERTY
- We/ I, acknowledge that a sum of two weeks rent is to be paid within 24 hours of notification of approval of this application. I understand that this money is not to form part of a deposit but will be credited as two week's rent for the tenancy. This means that it is non-refundable if the tenancy does not proceed. We/I understand that we will be required to sign the Form 18a General Tenancy Agreement within 48 Hours of acceptance. This will be emailed or given in person before any monies are paid towards the property.
- We/ I, understand that in the interests of security and staff safety C&K Property Management Group is a cashless business and that we will provide all initial rent and bond monies in the form of a bank cheque, money order or direct payment to our trust account.
- We/ I acknowledge that both the lessor and I as the tenant are bound by this application immediately we are informed of the acceptance of this by the agent for the lessor.
- We/ I, the applicant/s declares that the information provided in this application is true and correct and that I have supplied it of our own free will.
- We/ I, hereby authorise you as agent for the lessor to conduct any enquiries, and/or searches, including any tenancy information databases in order to verify the information provided.
- We/ I, acknowledge that any false information I provide in this application could jeopardise this application and any subsequent tenancy agreement I enter into on the approval by the lessor or agent.
- We/ I, the Applicant/s declare that I am not bankrupt and that the rental is within my means.
- WE/ I, ACKNOWLEDGE THAT THIS APPLICATION FOR RESIDENTIAL PREMISES IS RESTRICTED TO THOSE NAMES LISTED ON THE APPLICATION. ANY OTHER PERSON WHO WISHES TO TAKE UP RESIDENCE FOR ANY PERIOD OF LONGER THAN SIX (6) WEEKS AT ANY TIME DURING THE TENANCY IS REQUIRED TO MAKE A FURTHER APPLICATION TO YOUR ADDRESS FOR APPROVAL TO RESIDE AT THE PREMISES.
- Approval of this application will be granted subject to the discretion of the lessor or lessor's agent.
- We/ I, understand that it is my responsibility to arrange connection of electricity, telephone and gas supply (if applicable) to the property once approved
- We/ I, acknowledge that as tenants we/I are responsible for contents insurance, please note that this is highly recommended

1st Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2nd Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

In Presence of (Signature): \_\_\_\_\_

**PLEASE READ CAREFULLY PRIOR TO COMPLETING YOUR APPLICATION**

We DO NOT accept cash or Eftpos for rent payments

**We only accept the following rental payment methods**

Money Order/Bank Cheque (branch fees may apply)

Centrepay

Direct Payment to Trust Account

A Tenancy Application Form is to be completed by each person over the age of 18 who will be residing at the premises - even if they will not be a lease holder

**Applicants are to supply their own readable photocopies of documentation required totalling 100 points**

**\* APPLICATION MUST INCLUDE \***

  

**DRIVER'S LICENCE OR PASSPORT OR 18+ CARD**

**3 PAYSLEIPS/CENTRELINK INCOME STATEMENT**

**100 Points Of Identification Required In Total**

<input type="checkbox"/>	Drivers Licence	40
<input type="checkbox"/>	Passport	40
<input type="checkbox"/>	18+ Card	40
<input type="checkbox"/>	3 Current Pay Slips and/or Centrelink Income Statements	30
<input type="checkbox"/>	Other Photo ID	30
<input type="checkbox"/>	Birth Certificate	30
<input type="checkbox"/>	Previous Tenancy Reference	20
<input type="checkbox"/>	Previous two rent receipts	20
<input type="checkbox"/>	Motor vehicle registration certificate	10
<input type="checkbox"/>	Bank Statement	10
<input type="checkbox"/>	Telephone Account/ Electricity Account	10
<input type="checkbox"/>	Health Care Card	10
<input type="checkbox"/>	Medicare Card	10

TOTAL POINTS MUST BE AT LEAST 100

**This Application will not be accepted until 100% complete including copies of supporting documents attached and fully signed**



Property Management  
Group

<b>RENTAL PROPERTY</b>	ADDRESS (Preference 1):			
	Preference 2:		Preference 3:	
<b>How did you find out about this Property</b>	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Website	<input type="checkbox"/> For Rent Sign	
	<input type="checkbox"/> Walk-in	<input type="checkbox"/> Referral	<input type="checkbox"/> Other Agent	<input type="checkbox"/> Other
<b>APPLICANTS FULL NAME</b>	Name			
<b>Personal Details</b>	Date of Birth                    /                    /		Place of Birth	
	Drivers Licence No.		Expiry Date	
	Passport No.		Expiry Date	
<b>Applicant's Contact Details</b>	☎ Home		☎ Business	
	☎ Mobile	Email		
<b>Current Living Arrangements</b>	Address			
	Rent/Board per week    \$	Period of occupancy	Months	Years
	* Must include Landlord/Agent Name & Phone Number Agent/Landlord		☎ Home	
	Fax		☎ Business	
	Reason for leaving:			
<b>Previous Living Arrangements</b>	Address			
	Rent per week                \$	Period of occupancy	Months	Years
	* Must include Landlord/Agent Name & Phone Number Agent/Landlord		☎ Home	
	Fax		☎ Business	
	Reason for leaving:			
<b>Employment</b>	Current Employer		<input type="checkbox"/> Full Time	<input type="checkbox"/> Casual
			<input type="checkbox"/> Part Time	<input type="checkbox"/> Contract
	Your Position		Supervisor's Name	
	Length of Employment	Years	Fax	
		Months	☎ Business	
	NET (Take Home) Pay Each Week		\$	
<b>If a Student or Not Currently Employed</b>	<b>VERIFICATION OF INCOME SOURCE MUST BE PROVIDED</b>			
	Student ID # _____	Institution _____	Faculty _____	
	Course _____		Duration _____	
	<input type="checkbox"/> Currently not employed Please indicate documents supplied with this Application to confirm your income source: <input type="checkbox"/> Parent / Guardian Letter <input type="checkbox"/> Centerlink Documents <input type="checkbox"/> Austudy Documents <input type="checkbox"/> Bank Statements <input type="checkbox"/> Other			
<b>If Self Employed</b>	Company Name		Trading As	
	Address			
	* Must include Accountants details ABN		Industry/ Nature of Business	
	How long have you been self-employed?		Years	Months
	Total Annual Income (as declared to Australian Taxation Office) \$			
	Accountant		☎ Business	
	Creditor		☎ Business	
<b>Vehicle Information</b>	<b>TOTAL</b> number of vehicles to be kept at the premises			
	Registration No		Model	
	State		Owned / Hire Purchase	
	* Total number to be supplied, including vehicles of other applicants applying with you Registration No		Model	
State		Owned / Hire Purchase		

Occupancy Details  * Full names, current addresses and ages of ALL people (including dependants and yourself) who will reside at this Property	Name	Address	Date of Birth

**PET (if applicable) MUST BE REGISTERED WITH LOCAL COUNCIL – PROOF MUST BE PROVIDED BEFORE TENANCY**

Pets <i>(Outside Only – Inside pets are not permitted)</i>	<input type="checkbox"/> NO <input type="checkbox"/> YES	Number of Pets	Type	Breed
	Council Registration Number/s (if Cat/Dog):			

Emergency Contacts for Applicant  Two (2) Emergency Contact Details must be supplied of closest relatives/friends who will not be residing with you	Name	Name
	Relationship	Relationship
	Address	Address
	☎ Home	☎ Home
	☎ Work	☎ Work
	☎ Mobile	☎ Mobile

Three Personal/Business References <b>(Not Relatives) must be supplied</b>  * Please ensure each has agreed for you to nominate them as a referee.	Name	Occupation	☎ Business Hours Contact
	1.		
	2.		
	3.		

**Previous Rental History – Please complete the following. I confirm:**

1. Have you ever been evicted by any Lessor or Agent?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Detail</b> _____
2. Have you been refused another Property by a Lessor or Agent?	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____
3. Are you in debt to another Lessor or Agent?	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____
4. Is there any reason known to you that would affect your ability to pay rent when due?	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____
5. Was your rental bond at your last address refunded in full?	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____

**Inspection of the property – Please complete the appropriate section:**

During my inspection of the Property on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ I found it to be in a satisfactory condition .       Yes  No  
 If “No” I request the following items be attended to prior to my tenancy, subject to the Lessor’s approval.

I have inspected the premises and wish to apply for tenancy for a period of \_\_\_\_ months, at a rental of \$ \_\_\_\_\_ per week commencing on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ .

I have not inspected the property and will need to arrange an inspection time       Yes  No  
 I have not inspected the property and confirm I wish to take the property sight unseen       Yes  No

**Declaration** - I declare that the Application information provided is true and correct. I consent to this Application being verified and to the access of Tenancy Information Centre of Australia records for information about my tenancy history if applicable. I apply for approval to rent the premises referred to in this form and acknowledge that my Application will be referred to the Lessor of the Property for consideration. I declare that I am not bankrupt or an undischarged bankrupt.

- I acknowledge the Standard & Special terms & Annexure of the General Tenancy Agreement have been made available to me before submitting my application.
- Holding Deposits - If your application is successful, the prospective lease holder is required to pay a holding deposit equal to one weeks rent within 48 hours of acceptance. Once the holding deposit has been paid and receipted, If the prospective tenant fails to notify the lessor/agent in writing of their decision not to go ahead with the tenancy within 48 hours of the deposit being made, they will forfeit the holding deposit held by the lessor/agent.
- The remaining 5 weeks rent to be paid via **Bank Cheque or Money Order** upon Signing of the Lease Documents at Tenancy Sign Up

<b>Applicant’s Signature</b>	Date
<b>In the presence of RE/MAX Precision (unless unable to submit in person)</b>	Date

# PRIVACY DISCLOSURE STATEMENT OF C&K Property Management

Phone Number 0401 834 045

We are an independently owned and operated business. We are bound by the National Privacy principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use databases operated by TICA Default Tenancy Control Pty Ltd (TICA). You can find out more information about this databases on their website [www.tica.com.au](http://www.tica.com.au). Your consent to us collecting this information is set out below, in the Privacy Consent section.

## COLLECTION NOTICE

The personal information you provide in this application or our Agency collects from other sources is necessary for **C&K Property Management** to verify your identity, to process and evaluate the application and to manage the tenancy. If the application is successful, personal information collected about you in this application and during the course of your tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor/s, referees, other Agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to **C&K Property Management** and/or the Lessor. If you enter into a Residential Tenancy Agreement and if you fail to comply with your obligations under this agreement, the facts and other relevant personal information collected about you during the course of your tenancy may also be disclosed to the Lessor, third party operators of tenancy databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your application is not successful it will be stored securely for a period of one month only. If you decide not to collect your application **C&K Property Management** will destroy your documents to comply with privacy legislation.

If you do not complete this form or do not sign the consent below then your application for residential tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the application.

## PRIVACY CONSENT

I, the Applicant acknowledge that I have read the above Privacy Disclosure Statement of **C&K Property Management**.

I authorise **C&K Property Management** to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Any Tenancy Default Database (including TICA) which may contain personal information about me. I also authorise **C&K Property Management** to disclose details about any defaults by me under the tenancy to which this application relates to, any tenancy default database to which it subscribes to including TICA.

I authorise **C&K Property Management** to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, body corporate offices, insurance companies, financial services (to assist with home loan applications, if required in the future) and to authorities as required by law.

I agree to be contacted by electronic and or/SMS methods.

\_\_\_\_\_  
Applicant's Full Name (please print)

\_\_\_\_\_  
Applicant's Signature

Date        /        /        Time \_\_\_\_\_ am / pm

# Privacy Notice and Consent

C&K Property Management  
Privacy Notice and Consent

## Consent

I, \_\_\_\_\_  
(Full name)  
of \_\_\_\_\_  
(Residential Address)

I have read and understood the attached information. I authorise employees of **C&K Property Management**, and independent contractors of **C&K Property Management** including their directors, officers and employees, to obtain relevant information from, and release relevant information to, the parties described on page 2 to assist with my involvement with **C&K Property Management**. I understand that I can revoke my authority at any time. I acknowledge that if I revoke my authority, or if I decline to provide information as requested by **C&K Property Management**, **C&K Property Management** may be unable to provide the products or services I have requested.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Signature (if under 18 years of age) \_\_\_\_\_

## Privacy

C&K Property Management Group is committed to protecting your privacy in compliance with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (APPs). This document sets out C&K Property Management's condensed Privacy Notice. C&K Property Management also has a full Privacy Policy, which contains information about how you can complain about any breach by C&K Property Management of the APPs or an applicable APP Code. A full copy of our Privacy Policy can be accessed at [www.ckpropertymanagement.com](http://www.ckpropertymanagement.com)

## Information Collection, Use and Disclosure

During the course of your involvement with **C&K Property Management**, we may collect, use or disclose personal information about you for the following purposes:

- Assisting you to sell your property;
- Assisting you to purchase a property;
- Assisting you to lease a property (either as lessor or lessee);
- Assisting you to obtain a loan;
- Assisting you with payment or refund of a bond;
- Assisting you with tenancy disputes;
- Coordinating repairs or maintenance of a property owned or leased by you;
- Recording or accessing information at the Titles Registry Office or other government agency;
- Recording or accessing information at the Residential Tenancies Authority;
- Recording or accessing information on tenancy information services or databases;
- Client and business relationship management;
- Marketing of products and services to you;

The types of personal information we may collect, use or disclose about you includes but is not limited to:

- Your full name;
- Your date of birth;
- Your residential address;
- Your postal address;
- Your email address;
- Your home telephone number;
- Your work telephone number;
- Your mobile telephone number;
- Your occupation and business address;
- Financial information including details of your employer, income, name of bank or financial institution;
- Details of your spouse, de facto, dependent children, and roommates;
- Details of properties owned by you;

In order to provide products and services to you, we may disclose your personal information to the persons/organisations described below:

- In the event that you are a seller or a lessee, we may disclose your personal information to prospective buyers of the property owned or leased by you;
- In the event that you are a buyer or a lessee, we may disclose your personal information to the sellers of the property you are purchasing or leasing;
- Your legal advisor(s) and the legal advisor(s) representing the other party(s) involved in your transaction;
- Your financial institution and/or financial advisor;
- Insurance providers and brokers;
- Utility providers and utility connection service providers;
- Persons or organisations involved in providing, managing or administering your product or service including independent contractors engaged by us as real estate agents;
- Tradespeople engaged by us to repair or maintain a property owned or leased by you;
- Organisations involved in maintaining, reviewing and developing our business systems, procedures and infrastructure including maintaining or upgrading our computer systems;
- Persons or organisations involved in purchasing part or all of our business;
- Our related companies;
- Organisations involved in the payments systems including financial institutions, merchants and payment organisations;
- The Titles Registry Office or other government agencies;
- The Residential Tenancies Authority;
- Police;
- Tenancy information services or databases;
- Real estate websites;
- Real estate peak bodies;

Whenever it is reasonable or practicable to do so, we will collect your personal information directly from you. Sometimes it will be necessary for us to collect information from a third party or a publicly available source, such as a credit reporting agency, your legal adviser, your past or current employers, your previous lessors or property managers, and tenancy information services or databases.

In the course of providing services to you, it may be necessary for us to enter your personal information into forms generation software and real estate websites. Depending on the terms of use of such software and websites, a third party may acquire rights to use or disclose information entered into the relevant forms or websites.

We may disclose your personal information to recipients within Australia or to overseas recipients. Should information be required to be sent interstate or overseas, we will take steps to protect the privacy of your information.

We need your permission to collect, use and disclose your personal information, and we therefore ask that you sign the consent on the first page of this document to indicate your consent.

In the event that you do not consent to **C&K Property Management** collecting and releasing your personal information as described above, we may be unable to provide the services requested by you.

#### Access to and correction of personal information

You have the right to request access to your information and to request that **C&K Property Management** update or correct your personal information. A charge may apply for providing access to your information.

Our Privacy Policy contains further information about how you may request access to, and correction of, your personal information.

#### Contacting Us

You may contact us by mail, email or telephone as follows:



PO Box 5481, Bundaberg West QLD 4670



0401 834 045



rentals@ckpropertymanagement.com.au