

F. APPLICANT HISTORY

9. How long have you lived at your current address?

| Years | Months

10. Why are you leaving this address?

11. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$

12. What was your previous residential address?

Postcode

13. How long did you live at this address?

| Years | Months

14. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$

Was bond refunded in full?

If not why not?

G. EMPLOYMENT HISTORY

15. Please provide your employment details

What is your occupation?

What is the nature of your employment?
(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

| Years | Months

Net Income

\$

16. Please provide your previous employment details

Occupation?

Employer's name

Contact name

Phone no.

Length of employment

| Years | Months

Net Income

\$

H. CONTACTS / REFERENCES

17. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

18. Please provide 2 personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

I. OTHER INFORMATION

19. Car Registration

20. Please provide details of any pets

Breed/type

Council registration / number

1.
2.

J. PAYMENT DETAILS

Property Rental

\$ per week

First payment of rent in advance

\$

Rental Bond (4 weeks rent):

\$

Sub Total

\$

Less: Holding deposit (see below)

\$

Amount payable on signing tenancy agreement (bank cheque or money order only)

\$

K. HOLDING FEE

The holding fee can only be accepted after the application for tenancy is approved.

The holding fee (not exceeding 1 week's rent) of keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

- (i) The application for tenancy has been approved by the landlord; and
- (ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement;

- and
- (iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee;

- and
- (iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.

(v) The whole of the fee will be refunded to the prospective tenant if:

- (a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period
- (b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

Signature of Landlords agent

Date

Signature of Applicant

Date

CMS Real Estate

Address: Lvl 2/15 - 21 Glebe Point Rd Glebe NSW 2037
Phone: (02) 9552 4333
Fax: (02) 9552 4613
Email: glebe@cmsrw.com.au
Web: www.cmsrw.com.au



OFFICE USE ONLY

100 POINT IDENTIFICATION CHECK - The following identification has been photocopied and is attached to this application

Item	<input type="checkbox"/>	Points	Initial		<input type="checkbox"/>	Points	Initial
Drivers Licence	<input type="checkbox"/>	40		Credit Cards	<input type="checkbox"/>	25	
Passport	<input type="checkbox"/>	40		Telephone Account	<input type="checkbox"/>	20	
Current Wage Advice	<input type="checkbox"/>	30		Electricity Account	<input type="checkbox"/>	20	
Vehicle Registration Certificate	<input type="checkbox"/>	30		Gas Account	<input type="checkbox"/>	20	
Health Cards	<input type="checkbox"/>	25		Previous Tenancy Reference	<input type="checkbox"/>	20	
Bank Statement	<input type="checkbox"/>	25		Previous 2 Rent Receipts	<input type="checkbox"/>	20	

Item	<input type="checkbox"/>	Initial		<input type="checkbox"/>	Initial
Personal Reference Checked	<input type="checkbox"/>		Previous Agent Lessor Checked	<input type="checkbox"/>	
Tenancy Database Checked	<input type="checkbox"/>		Lessor Notified - Approved	<input type="checkbox"/>	
Employment Checked	<input type="checkbox"/>		Applicant Notified	<input type="checkbox"/>	

Property Manager Name

Signature

Date