

Tenancy Application Form

Please submit this form at our office, or email to: rentals@cjintl.com.au

A. DECLARATION

I, the Applicant, acknowledge that this application is subject to the approval of the owner/landlord. 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 2010. I, the Applicant, declare that i) all information contained in this application is true and correct and given of my own free will, ii) I am not bankrupt or insolvent iii) the premises have been inspected and any rental bond and initial payment of rent will be made. I authorise the Agent to obtain personal information about me from:

1. My previous letting agents and/or landlords;
2. My personal referees and current employers;
3. Any Tenancy Default Database which may contain personal information about me. I also authorise C J Real Estate to disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future;

If I default under a rental agreement, I authorise C J Real Estate to disclose the personal information it collects about me to the owner of the property and to any third parties – valuers, contractors, sales people, insurance companies, body corporates, other agents and tenancy default database.

B. RESERVATION OF PREMISES

I, the Applicant, acknowledge that a holding fee which does not exceed 1 week's rent of the residential premises can be accepted by the Agent only if the application for tenancy of the residential premises has been approved by the landlord. Should a residential tenancy agreement be entered into, a holding fee will be credited towards the rent. However, a holding fee may be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement.

Application Subject to Consent

Processing of this application will not commence unless all sections have been completed and relevant documentation provided at the time of submission of the application to the agency

For email applicant, Only Scanned Form (not photo taken) will be processed

Name of Applicant

Signature

Date

C. PAYMENT OPTIONS

OPTION 1

Direct Deposit: can be made via your bank, building society or credit union transaction account. Please register your details prior to using payment option. Registration is quick and easy and can be done online at www.deft.com.au

OPTION 2

BPay: can be made via your financial institution. BPay payments are made through your financial institution's phone or internet banking service.

OPTION 3

By credit/debit card: To pay ongoing rent from your Bank Account or by Credit Card, simply please visit www.deft.com.au and pay with your reference number provided. Conditions apply, visit www.deft.com.au for further information.

D. 100 POINTS IDENTIFICATION CHECK

(The following photocopied identification **-one must be with photo ID-** should be attached to this application)

Item	Points	✓	Item	Points	✓
Driver Licence	40		Previous 2 Rent Receipt	20	
Passport	40		Employment Reference	20	
Birth Certificate	30		Motor Vehicle Registration	10	
Other Photo ID	30		Bank Statement	10	
Current Wage Advice	20		Telstra Account	10	
Previous Landlord Reference	20		Electricity Account	10	
Medicare Card	20		Credit Card	10	

Total Points _____

For students: Please note that you are required to provide a copy of: -

1. Course Admission Form, 2. Bank Statement, 3. Passport 4. Student Visa Admission

E. PROPERTY APPLYING FOR

Property Address	
Lease start date:	Lease term: Yrs Months
Rent per week: \$	No. of people in property: adults child
Age of children (if any):	

F. PERSONAL DETAILS

Last Name:	First Name:
Date of Birth:	Mobile Number:
Home Number:	Work Number:
Email:	Fax:
Drivers Licence No:	Driver's Licence State:
Passport No:	Passport Country:

G. CURRENT RENTAL DETAILS

Current Address:	I am the OWNER / RENTER / OTHER:
Length of stay at current address:	Rent paid per week: \$
Name of Landlord/Agent (if any):	Phone:
Reason for leaving:	

H. PREVIOUS RENTAL DETAILS

Previous Address:	I was the OWNER / RENTER / OTHER:
Length of stay at previous address:	Rent paid per week: \$
Name of Landlord/Agent (if any)	Phone:
Reason for leaving:	

I. EMERGENCY CONTACTS (Please provide an emergency contact not residing with you)

Last Name:	First Name:
Relationship with applicant:	Phone:
Mobile:	Email:

J. PERSONAL/BUSINESS REFEREES (Not relatives)

Name:	Relationship:
Phone:	Mobile:
Name:	Relationship:
Phone:	Mobile:

K. EMPLOYMENT HISTORY

Occupation:	Full time / Part time (please circle)
Employer's name:	
Employer's address	
Contact Name (manager):	Contact Number:
Length at current employment: Yrs Months	Net Income per Month: \$

Previous Occupation:	Full time / Part time (please circle)
Previous Employer's name:	
Previous Employer's address	
Contact Name (manager):	Contact Number:
Length at current employment: Yrs Months	Net Income per Month: \$

L. SELF EMPLOYED

Company Name:	
Company Address:	
Business Type:	Position Held:
A.B.N:	Accountant Name:
Accountant Contact:	Accountant Address:

M. STUDENT APPLICANTS INFORMATION

Place of Study:	Name of course:
Length of course: Yrs Months	Enrolment/Student Number:
Campus Contact name:	Contact's Number:
Course Co-ordinator:	Co-ordinator's Number:

N. HOW DID YOU FIND OUT ABOUT THIS PROPERTY?

- Internet (please specify) Domain.com.au / Realestate.com.au / Rent.com.au Other: _____
 Rent List
 C J Real Estate Office
 Friend

Free Utility Connection



Tel 1300 664 715
Fax 1300 664 185
www.directconnect.com.au

MAKES MOVING EASY

- **No wait time on the phone, we call you!**
- **No bond charged for Gas and Electricity when connection to our preferred suppliers**
- **We have interpreters available!**
- **No contract when connecting to our preferred suppliers**

This is a free service that connects all of your utilities. Once Direct Connect receives this application they will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm the information on this application and explain the details of the services offered.

Please tick which utilities you require (we will call you to confirm your details and connection timings)

Electricity Gas Phone Internet Pay TV Insurance

For all terms and conditions visit: www.directconnect.com.au/terms.php

Would you like the utility connections to be arranged for you by Direct Connect?
Yes

Do you agree to all of the terms and conditions and confirm that you authorize CJ Real Estate to provide your personal details to Direct Connect?
Yes, I agree

Please note for any queries or questions regarding this service please contact Direct Connect directly on 1300 664 715 do NOT contact your real estate agent.

Tenancy Application Check (For office use only)

Applicant Checklist	Comments
Application completed in full	
ID Check documents photocopied	
Reference check	
Application Taken By	
Filing Checklist	Comments
Tenancy application form	
Lease Agreement	
Residential tenancy checklist	
Key agreement	
Entry condition report (Landlord Copy)	
Rental bond lodgement form (Copied)	
Filing Done By	