
NAMES OF ALL APPLICANTS;

1. _____
2. _____
3. _____
4. _____

PLEASE ATTACHED COPIES OF THE FOLLOWING TO YOUR APPLICATION;

1. EVIDENCE OF YOUR INCOME
 - One (1) proof of your current income such as:
 - Your most recent payslip
 - If self-employed a copy of your most recent tax return
 - If starting a new employment, a signed letter of offer/appointment from your employer
 - A Centrelink statement

2. APPROPRIATE IDENTIFICATION
 - Two (2) proofs of identification such as:
 - Drivers Licence
 - Passport
 - Medicare Card
 - Pension Card

3. OTHER SUPPORTING DOCUMENTS
 - Last four (4) rental receipts, or a tenant ledger
 - Inspection reports from previous/current rentals
 - Pet references (if applicable)

SUCCESSFUL APPLICATIONS

- You will be asked to sign your tenancy agreement within 48 hours of your application being approved.
- During your appointment with CPS Solutions you will be required to pay bond which is equal to 4 weeks rent.

UNSUCCESSFUL APPLICATIONS:

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

PROPERTY DETAILS

Address of Property Applied for: _____

Lease Commencement Date: ____/____/____ Length of tenancy: _____

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

Weekly Rent: \$_____ Do you require a posting clause? Yes/No (please circle)

APPLICANT DETAILS

Title: _____ Surname: _____ Given Names: _____

Current Address: _____

Mobile: _____ Work: _____ Home: _____

Email: _____

Date of Birth: ____/____/____ Car Rego: _____ State of Rego: _____

Current/Previous Lessor or Agent: _____ Phone: _____

Amount of rent paid: \$ _____/per week

Length of Tenancy From: (Start) _____ to (End/Current) _____

Was your bond FULLY refunded? Yes/No (please circle)

If no, why not? _____

RENTAL HISTORY

Please detail below the history to where you have lived for the past Five (5) years. Starting with your most current address. PLEASE NOTE: If you do not provide phone numbers for each contact we will be unable to process your application.

Address:	From	To	Rent Paid	Lessor/Agent Name	Contact Number

IDENTIFICATION

Attach copies of each applicable identification (One photo ID is essential)

Divers Licence Number: _____ State of Issue: _____ Expiry: _____

Passport Number: _____ Country of Issue: _____ Country of Birth: _____

Medicare Card Number: _____ Pension Card Number: _____

EMPLOYMENT

Employers or Company Name: _____ Position Held: _____

Employers Address: _____ Period of Employment: _____

Superiors Name: _____ Superiors Contact Number: _____

SELF - EMPLOYMENT

Company/Business Name: _____ ABN: _____

Type of Industry: _____ Length of Self Employment: _____

Accountant Name: _____ Phone: _____ Mobile: _____

NOTE: If you do not derive an income from employment or are a student, unemployed or receive an alternative type of income please provide details on a separate letter/document and attach it to your application. If you are under the age of 18 years of age or are a full-time student we may require a rental guarantor.

REFEREES

Please provide details for referees. All referees supplied must be contactable during business hours directly by phone. Referees must not be related to you.

Name of Referee	Relationship	Contact Number

PETS

Do you own any Pets: Yes/No (Please Circle): Inside/Outside/both (Please Circle)

I acknowledge no pets can be kept unless discussed with the lessor/agent and they agree to add a pet clause to the lease agreement.

CONDITIONS

1. _____ - You agree and understand that if your application is approved by the lessor/agent you must be available to sign your tenancy agreement within 48 hours of being approved or at another mutually agreeable time.
2. _____ - You agree and understand that you will bring to the signing appointment the security bond payment – equal to four (4) weeks rent
3. _____ - You agree and understand that if your tenancy commences on the same day you are signing your tenancy agreement, you will pay in addition to the security bond, the payment of a fortnights rent.
4. _____ - You agree and understand that if the above Two (2) payments are not made no keys to the property will be made available
5. _____ - You agree and understand that a condition of this tenancy is that all subsequent regular rental payments are to be made via direct deposit into the account provided to you at the time of signing your tenancy agreement.
6. _____ - You agree and understand that you may be held liable for the payment of water consumption, you will be notified If you are liable and you will have 14 days in which to arrange payment.
7. _____ - You agree and understand you are accepting the property you have applied for, in the condition as it was when you inspected it originally on ____/____/____
8. _____ - You agree and understand that the information provided here on this form will form part if your tenancy agreement and your application will be approved on this basis.
9. _____ - 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 agent should any circumstances arise whereby the property is no available for occupation on the due date.

FINAL DECLARATION

Applicant Signature: _____ Date: _____

Printed Name: _____

PLEASE NOTE

It is your responsibility as the tenant to organise connection of utilities such as electricity, gas and phone and internet services.

If there is anything further you feel the lessor/agent should be aware of in regards to your application for this property, please contact:

Jessica Kercher on 0475 299 055 or via email

Jessicakercher@oneagency.com.au

