



Licensed Agent Robeco Holdings Pty Ltd
ABN 93 008 572 898

PROSPECTIVE TENANT INFORMATION / SELECTION CRITERIA

Capital First National Real Estate has a legal obligation to our landlords to ensure that all prospective tenants can fulfil the requirements of the Residential Tenancy Agreement while being a tenant with Capital First National Real Estate.

Please ensure before you submit your application for processing that you have provided and agreed to the following (Please tick and attach documents)

- Previous rental reference from an agency with contact numbers (**attach tenant ledger and inspection reports**), or if you have not rented from an agency, a reference from a private landlord with copies of receipts and or proof of regular payments (i.e. bank statements.)
- If you have never rented and are a current home owner, we will require a copy of a recent rates notice. Also contact details for the agent who may have sold your home or has rented it out on your behalf.
- Referees must be that of an employer and or people who are held in high regard in the community, they cannot be that of a relative or close friend.
- Proof of income, either pay slips (x2) or centre link statements
- If you are self employed, the last 2 years tax returns will be required as proof of income, along with a business license number and or company registration number from Office of Fair Trading.
- Proof of identity (100 points required), e.g. drivers license, Medicare card, passport, proof of age card, birth certificate – (further details on application form)
- Next of kin details
- I am over the age of 18 years
- I understand where the property has a garden, that it will be my responsibility to maintain the garden, including weeding, watering, and trimming of shrubs and mowing of lawns.

I am aware that should the application submitted not meet the above criteria, my application may not be approved.

All applications will be submitted to the landlord and the landlord's decision will be final.

Property Applied for: _____

Applicants Name: _____

Signature: _____ Date: _____



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APPLICATION FORM

PROPERTY DETAILS

What is the address of the property you would like to apply for? _____

Lease commencement date: _____ **Property viewed date:** _____

Length of tenancy: _____ Years _____ Month at \$ _____ per week

How many people will normally occupy the property? _____ List full names of all people to occupy the premises:

1) _____ 3) _____

2) _____ 4) _____

PERSONAL DETAILS

Mr. Ms Miss Mrs. Other

Full Name of Applicant _____

What is your current address? _____

Home phone no _____ Work phone no _____

Mobile phone no _____ Fax no _____

Email address _____

Driver's license no _____ Driver's license state _____

Date of Birth _____ Car Registration _____

Passport no _____ Passport country _____

Pension no _____ (If applicable) Pension type (if applicable) _____

APPLICANT HISTORY

How long have you lived at your current address? _____ Years _____ Months From: _____ To: _____

Why are you leaving this address? _____

Name of your landlord or agent: _____

Landlord/agent's phone no _____ Weekly rent paid _____

What was your previous residential address? _____

How long did you live at this address? _____ Years _____ Months From: _____ To: _____

Name of your landlord or agent _____

Landlord/agent's phone no _____ Weekly rent paid _____

Was bond refunded in full? **YES / NO** If not why not? _____

Home Owner (If never rented)

Name of Selling Agent _____ Phone no _____

EMPLOYMENT HISTORY

(A copy of the two most recent pay slips must be attached, if self employed, a statement from your Accountant is required)

What is your occupation? _____

What is the nature of your employment? Full Time Part Time Casual Contractor Self Employed

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

Employer's address _____

Contact name _____ Phone no _____

Length of employment: _____ Y _____ M Income \$ _____ per Week/Annum

Please provide your previous employment details

Occupation? _____
Employer's name: _____
Length of employment _____ Y _____ M Net income \$ _____

CONTACTS / REFERENCES

Please provide a contact in case of emergency

Full Name of next of kin _____
Relationship to you _____ Phone no _____

Please provide **two** personal references (not related to you)

Full Name of contact/reference _____
Relationship to you _____ Phone no _____

Full Name of contact/reference _____
Relationship to you _____ Phone no _____

OTHER INFORMATION

Please provide details of any pets: Breed / type _____ Council registration / number _____

Are you a smoker **YES / NO** If yes, will you smoke outside? **YES / NO**

Will you take care of the garden? **YES / NO**

DECLARATION

***I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.**

***I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will.**

***I declare that I have inspected the premises**

***I declare that I am not bankrupt.**

***I authorise the Agent to obtain personal information from:**

- a) The owner or the Agent of my current or previous residence;
- b) My personal referees and employer/s;
- c) Any record, listing or database of defaults by tenants;

***If I default under a rental agreement, the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.**

***I am aware that the Agent will use and disclose my personal information in order to communicate with the owner and select a tenant**

- a) Prepare lease/tenancy documents
- b) Allow organisations/trades people to contact me
- c) Lodge/claim/transfer to/from a Bond Authority
- d) Refer to Tribunals/Courts & Statutory Authorities (where applicable)
- e) Refer to collection agents/lawyers (where applicable)

***I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.**

***I accept that rental payments are calculated and payable on a calendar monthly basis.**

WHERE DID YOU HEAR ABOUT US

Newspaper Window Walk-in Referred Internet (please specify) _____

Applicants Signature _____ Date _____

Office Use Only

Property Manager Name _____ Date Received: _____

References Checked on _____ Successful _____

Unsuccessful _____



Tenancy Application Questionnaire Approval Form

Property for which you are applying for tenancy through Capital First National Real Estate:

(Only fill out the boxed sections yourself and give this form to your current landlord/agent to complete the rest)

I _____ (your name)

I authorise _____ (landlord/Agent name)

To honestly answer the following questions and return fax this sheet to Capital First National Real Estate on:
02 6249 6252

- | | | | |
|----|---|-----|----|
| 1. | Have the tenant/s always paid their rent on time and in full? | Yes | No |
| 2. | Have there been any occasions where the payment has been dishonoured? | Yes | No |
| 3. | Have the tenants always kept the property in a clean and undamaged condition? | Yes | No |
| 4. | Have all the agency/landlord inspections been satisfactory? | Yes | No |
| 5. | Have the tenant/s ever been issued a 'Notice to Remedy' during the tenancy? | Yes | No |
| 6. | Would this agency/landlord be happy to lease another of their properties to the tenant/s? | Yes | No |
| 7. | Will there be, or has there been, a claim on the bond to your knowledge | Yes | No |
| 8. | Has there been any matters before the Residential Tenancies Tribunal | Yes | No |

Further comments or explanations in regard to any of the points above, or of relevance to this tenancy application approval:

Current Property Manager/Landlord's Name _____

Signature/s _____ Date _____ Contact Numbers _____

I the undersigned tenant give approval for this information to be faxed/transmitted to Capital First National Real Estate for the sole purpose of approval for tenancy:

Signed and Dated

(by Tenant)