



PROPERTY DETAILS Preference 1

Address of Property:
Lease Commencement date: Lease Term:
Rent per week: \$ Bond amount \$
No. Adults occupying the property: No. Children occupying the property:
Have you inspected the property? YES NO
Did you find the house reasonably clean? YES NO
Will you be applying for DOH bond YES NO
Rent payment frequency:

PROPERTY DETAILS Preference 2

Address of Property:
Lease Commencement date: Lease Term:
Rent per week: \$ Bond amount \$
No. Adults occupying the property: No. Children occupying the property:
Have you inspected the property? YES NO
Did you find the house reasonably clean? YES NO
Will you be applying for DOH bond YES NO
Rent payment frequency:
Any special requirements or requests?

UTILITY CONNECTIONS

connectnow. Would you like us to arrange for connect now to contact you to have the utilities connected? A free service Connecting Your Utilities Has Never Been Easier

connectnow is a simple and convenient time saving service assisting you to connect your Electricity, Gas, Phone, Internet and Pay-TV to a choice of Australia's leading providers. connectnow can also assist with discounted quotes for removalists, van/truck hire, cleaning services and security monitoring. No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you – with the one phone call. This is a value-added service independent of your tenancy application—you are not obligated to use connectnow. A connectnow representative will make all reasonable efforts to contact you within One working day of receiving an application. If connectnow was unable to contact you within this period please contact connectnow on 1300 554 323 to ensure connection is completed. While the connectnow service is FREE, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the connectnow service. Declaration:

If you agree, you will be consenting to connectnow Pty. Ltd. A.B.N. 79 097 398 662 arranging for the connection and disconnection of the nominated home services and to providing information contained in this application to the service providers for this purpose. I agree that neither connectnow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames, terms and conditions once agreeing to use the chosen service provider. I authorise the obtaining of a National Metering Identifier on my residential address to obtain supply details. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that connectnow will be paid a fee by the service provider and will pay a fee to the Agent in respect of the provision of the service provided to me by connectnow. Connection of your utilities will only be initiated once a representative has discussed your details with you and obtained your consent to the terms and conditions of supply of the relevant utility service provider(s). Privacy Policy: The privacy of our customers is of vital importance to connectnow. You have the right to access our records of your information under the Privacy Act. We will not release your personal information to any third party other than for the purposes of connecting the nominated utility service, unless required to do so under law or government order.

Call me to connect my utilities? YES [ ] NO [ ]

Signed: \_\_\_\_\_



**PERSONAL DETAILS**

Personal Details:

Given Name: Surname

Date of Birth:

Current Address:

Home phone: Mobile: Work:

Email:

Driver's licence No: Driver's licence state:

Passport No: Passport Country:

Pet Type: Age:

**NEXT OF KIN**

Given Name:

Relationship

Phone: Mobile:

Email:

**EMPLOYMENT DETAILS**

Occupation: Current Employer:

Work place Address:

Contact Name: Contact Number:

Length of Employment: Net Income:

Employment Status:

**SELF EMPLOYMENT DETAILS**

Company Name: Business Type:

Position Held:

ABN:

Accountant Name: Phone:

Net Income:

**CENTRELINK DETAILS**

Type of Benefit: Amount per fortnight \$

CRN: Date of Grant

**STUDY DETAILS**

Place of Study: Course name

Course Length: Campus Contact:

**DECLARATION:**

I declare that the above information is true and correct to the best of my knowledge and agree that the Agent may conduct independent evaluation checks and use the information supplied in assessing this application. This application is accepted subject to the availability of the premises on the due date and the owners approval.

Have you read this above statement? YES NO

Do you agree to the above statement? YES NO

Signature:



**CURRENT TENANCY DETAILS**

Address of Property:

Lease Commencement date:

Lease Term:

Vacate date:

Rent per week: \$

Bond amount \$

Reason for leaving:

Name of Landlord/Agent:

Phone:

**PREVIOUS RENTAL HISTORY**

Address of Property:

Lease Commencement date:

Lease Term:

Vacate date:

Rent per week: \$

Bond amount \$

Reason for leaving:

Name of Landlord/Agent:

Phone:

**PLEASE ANSWER THE FOLLOWING**

Have any of your previous tenancies been terminated? YES NO

Are you in debt to any agency? YES NO

Have you ever rented through CPG? YES NO

Is there an existing reason that may affect your rental payments?

**REFEREE ONE**

Referee's Name:

Relationship

Phone:

Mobile:

**REFEREE TWO**

Referee's Name:

Relationship

Phone:

Mobile:

**DECLARATION**

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay the following amounts:

First payment of rent in advance ( 4 x weeks rent) \$

Rental Bond (calendar months rent) \$

I agree to sign lease agreements within 24 hours of being approved for the property? YES NO

I have supplied copies of my ID? YES NO

I have supplied copies of my payslips YES NO

I Acknowledge that this application is subject to the approval of the landlord. I declare that all information contained in this application form is true and correct and given of my own free will. I declare that i have inspected the premises and am satisfied with the current condition and cleanliness of the property.

Tenant Name:

Tenant Signature:



**PRIVACY STATEMENT**

We are a privately owned and operated business. 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 landlords or letting agents, your current employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors, water suppliers and the landlord’s insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our property management department. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

Tenant Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**PRIVACY CONSENT**

I the applicant acknowledge that I have read the privacy Statement. I authorise Castlemaine Property Group to collect information about me from:

- My previous letting agent or landlord
- My personal referees

Any tenancy default database which may contain personal information about me. I also authorize Castlemaine Property Group to disclose details about any defaults by me under the tenancy to which this application relates to.

I authorize Castlemaine Property Group to disclose personal information it collect about me to the owner of the property even if the owner is a resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, body corporate, other agents and tenancy default databases.

Tenant Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**OFFICE USE ONLY**

Our agency has received an application for tenancy. The applicant has provided your details as a current or previous owner or agent, and has authorised us to collect information about the tenancy from you/the agency. A copy of the applicant signed privacy consent above. Please complete the details below and fax back to our agency as soon as possible. If you wish to supply further information our property manager can be contacted on (03) 54724 700

**PLEASE RETURN FAX: (03) 54706 377**

**AGENCY:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

Applicants Name: \_\_\_\_\_

Property Rented: \_\_\_\_\_

Weekly rent: \_\_\_\_\_

Was the tenant listed on the lease? \_\_\_\_\_

Did you agency terminate the tenancy? \_\_\_\_\_

During the tenancy, was the tenant in arrears? \_\_\_\_\_

Did the tenant receive any Breach notices? \_\_\_\_\_

Were periodic inspections conducted? \_\_\_\_\_

Were the inspections satisfactory? \_\_\_\_\_

Was any damage noted during inspections? \_\_\_\_\_

Has the tenant vacated? \_\_\_\_\_

Was the property left in good order? \_\_\_\_\_

Was the bond refunded in full? \_\_\_\_\_

Would your agency rent to the above tenants again? \_\_\_\_\_

Any additional information that you believe our agency should be aware? \_\_\_\_\_