



Level 6, 28 Foveaux Street,  
Surry Hills NSW 2010  
Ph: 02 9211 9993 F: 02 9211 9994  
www.cpmrealty.com.au

## **APPLICATION CRITERIA FOR TENANCY**

When applying for a rental property through CPM Realty, we need some information about you so the owner can make a decision who rents his/her property.

Below is a list of the minimum criteria that is needed. You can produce photocopies of these and attach it to the application form.

**1. PHOTOGRAPHIC IDENTIFICATION**

- Drivers license
- Passport
- Proof of age card

**2. PROOF OF CURRENT ADDRESS**

- Electricity/Telephone bill

**3. PROOF OF INCOME**

- Pay Slip
- Bank Statement

**4. COPIES OF RENTAL REFERENCES**

- Rent receipts
- Rent ledger

Finally, you need to read and sign the privacy disclosure form "TRA Disclosure"

If you do not provide the minimum criteria listed above, the application may not be processed.

When the application becomes approved, all monies must be made payable to CPM Realty by bank cheque, money order or direct deposit. Cash will not be accepted.



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## APPLICATION FOR TENANCY

Applicant Information		
Property Applied For:		
Available to move:	No. Adults:	No. Children:
Full Name:		
Home Ph:	Work Ph:	Mobile Ph:
Email Address:		
Date Of Birth:	Licence No.:	Licence State:
Passport No.:	Passport Country:	18+ Card No.:
Vehicle Rego:	Pets – Type/Number:	Smoker: YES / NO
Residential History		
Current Address:		
Status: OWN / RENT (Please circle)	Rent Paid:	Period at Address:
Landlord/Agent Name:		Contact Ph:
Reason For Leaving:		
Previous Address:		
Status: OWN / RENT (Please circle)	Rent Paid:	Period at Address:
Landlord/Agent Name:		Contact Ph:
Reason For Leaving:		
Employment Information		
Current Occupation/Title:		
Company Name:		
Employer Address:		Period Employed:
Contact Person:	Work Ph:	Mobile Ph:
Email Address:		
Net Wage:	Status: FULL TIME / PART TIME / CASUAL / OTHER:	
Emergency Contact (Please select a person who will NOT be residing with you)		
Name:		Relationship:
Address:		
Home Ph:	Work Ph:	Mobile Ph:
Email Address:		
References		
Name:	Relationship:	Contact Ph:
Name:	Relationship:	Contact Ph:
I, as the applicant listed above, declare that I have physically inspected the above property that I am applying for and agree that the property is to be leased in its current state. I agree that there will be no changed, renovations or additions made to the property.		
Signature of applicant:		Date:

Comments: (Please use this section if you have any additional comments to add to your application)

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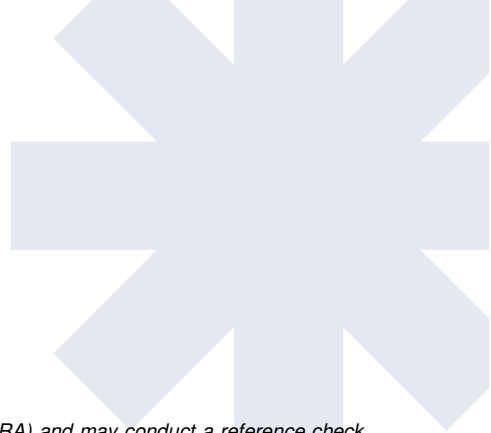
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**TRA DISCLOSURE**

I understand this agent is a member of Trading Reference Australia Pty. Ltd. (TRA) and may conduct a reference check with that organisation on myself and the company whose name appears on the lease. I authorise this Agent to provide any information about me or the company to TRA / Landlord for the purpose of the check and I acknowledge that such information may be kept and recorded by TRA. I realise that if a search is performed on the TRA database and my identification and the company whose name appears on the lease with the label "Refer to Agent" beside my name and the company name, the agency who conducted the search as a matter of procedure will call the listing agency to exchange information and establish why my name and the company's details have been entered on the register and in turn provide my contact details to the listing agency for the purpose of resolution and the removal of my name and the company details from the database. The agency that searched will then inform me of the listing / listings, the listing agency name and contact details giving me right of reply. I accept that if I and the company whose name appears on the lease are currently listed as a defaulter with TRA, this Agency / Landlord has the authority to reject my application. I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused. I acknowledge that if I default on my tenancy / rental obligations in future, which means in breach of my contract / lease agreement for residential or commercial property and / or in accordance to the Property Stock and Business Agents Amendment (Tenant Databases) Regulation 2004. I and the company whose name appears on the lease may be listed with TRA, until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent / Landlord or in accord with the new regulations. The same applies to me if I am a Commercial Tenant and or Holiday Tenant and in breach of my contract whatever the stipulations are within that contract with the said agency. I hereby authorise this agent to provide information about me to TRA and my default to TRA in connection with that listing. I also understand that my agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard. I will not hold TRA accountable for the inaccurate keying in of information by TRA members therefore delivering an incorrect search as I understand faults can be made within this process due to human error. It is also understood that technical failure can cause errors and I do not hold TRA or the Agent responsible for same. I understand that if the said eventuates I may question the source and understand this will be thoroughly investigated and corrected immediately. Furthermore I authorise the agent to contact my employers past and present to confirm my employment history and my previous Landlord /Agency to verify details of my tenancy. I also authorise the agent to contact two personal referees to establish my identification / location and concede that those referees have given permission for me to use them. I recognize that my photo id may be scanned onto TRA for absolute identification. I, the tenant, I, the referee, do acknowledge that information provided to TRA and/or the agent by these authorities given by me may be available to: a) Real Estate Agents and Landlords to assist them in evaluating applications for leases and b) Real Estate Agents, Landlords, Dentists, Video stores, Banks, Utility companies, Commercial Agents, organisations or any other members for the reason of locating me for any lawful purpose. Should this Agent transfer its agency business to another person, I consent to the new agent (and any further person to whom that business may be transferred) taking any step which the former agent could have taken. (If more than one applicant, "I" means "We" in this form). **"I have read and I understand the above information"**

Print Name of Tenant .....

Signature of Tenant..... Date .....

TRA adheres strictly to requirements of the Privacy Laws and therefore does not use the information supplied by the tenant for advertising purposes. Trading Reference Australia may be contacted at the above address during business hours 9-5 Monday to Friday regarding any records kept concerning you. To validate and correct inaccurate information we require a signed Personal Disclosure form and photo id. An urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page.

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