

# APPLICATION FORM

For your application to be processed, you must answer all questions  
(including the reverse side)

Cooper Newman Real Estate  
255 Burwood Hwy, Burwood, Vic 3125  
Phone: 03) 9831 9831  
Fax: 03) 9831 9832  
Email: pm@cnre.com.au

## PROPERTY DETAILS - address of property you would like to rent

Post Code:

Weekly Rental \$ \_\_\_\_\_ Bond \$ \_\_\_\_\_ per calendar month

Have you inspected the Property? YES / NO

Is the Property in acceptable Condition? YES / NO

## LEASE DETAILS

Commencement Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Term:

Years

Months

How Many tenants will occupy the property?

Adults

Children

Age/s of Children: \_\_\_\_\_

## PERSONAL DETAILS – Photo I.D. is required for photocopying

Mr  Mrs  Miss  Ms  Other  Date of Birth: / /

Surname:

Given Names:

Driver's Licence No:

Driver's Licence expiry date: / /

Driver's Licence State:

Country if not Australia:

Passport No:

Passport Country:

Pension No (if applicable):

Pension Type (if applicable):

## CURRENT CONTACT DETAILS

Home Phone No:

Mobile Phone No:

Work Phone No:

Fax No:

Email Address:

## CURRENT ADDRESS:

Post Code:



**EMERGENCY CONTACT PERSON**

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

Relationship to you: \_\_\_\_\_ Contact No: \_\_\_\_\_

**2 PERSONAL REFERENCES ( cannot be a family member )**

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

Relationship to you: \_\_\_\_\_ Contact No: \_\_\_\_\_

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

Relationship to you: \_\_\_\_\_ Contact No: \_\_\_\_\_

**OTHER INFORMATION**

Car Registration No: \_\_\_\_\_ Make & Model: \_\_\_\_\_

Do you have an animal: \_\_\_\_\_ Type / Breed: \_\_\_\_\_

Council Registration No: \_\_\_\_\_

Names of all people applying with you for this property: \_\_\_\_\_

**PLEASE NOTE: You will need to come into our office to sign leases and pay your bond within 24/48 hours upon acceptance of your application, we will not under any circumstances 'hold properties' for prospective tenants. If you cannot make payment within 24/48 hours please do not submit your application as this is our company policy.**

Bond payments are to be made within 24-48 Hours upon acceptance of your application. Payments to be made in cleared funds only: Bank Cheque or Australia Post Money Order made out to the R.T.B.A. or cash. Personal cheques cannot be accepted.

First rent payment must also be made by Bank Cheque or Money Order payable to Cooper Newman P/L or cash upon collection of your keys on the day your lease commences. Personal cheques cannot be accepted.

Keys will not be handed over until the lease agreement has been signed by all applicants, PayWay form recieved and all monies paid.

Rental payments are deducted monthly from your nominated bank account by means of Payway. We take this one day before the due date to ensure it is cleared in time. You will need to supply your bank details on the prescribed form when making your application.

# INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

In order to provide you with a QUICK answer to your Tenancy Application please complete the application thoroughly and follow the important points:

## APPLICATIONS WILL ONLY BE PROCESSED IF THE DOCUMENTS HAVE BEEN SUPPLIED AND ALL INFORMATION IS PROVIDED AS PER APPLICATION.

1. Applicant/s must make an appointment and inspect the property they wish to apply for.
2. All adults over the age of 18 who will be living at the property must provide an application form.
3. Each applicant is required to submit a separate Application Form.
4. 100 Points of identification must be supplied for each applicant and must be accompanied by a copy of your current Driver's Licence/Passport for identification purposes.

What makes up 100 points	Points
Existing Cooper Newman tenant	100
Current Passport	50
Drivers Licence	50
Birth Certificate/Citizenship Certificate	30
Proof of Age Card/Student ID	30
Pension Card	20
Medicare Card or Membership Card	10

5. Three Pay Slips from your current employer/ Centrelink statements if you receive benefits
6. Bank Statement
7. A copy of a bill with your name on it (e.g. electricity / gas / telephone)

## 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 by my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

1. The owner or the Agent of my current or previous residence;
2. My personal referees and employer(s);
3. Any record listing or database of defaults by tenants;

If I default under a rental agreement, I agree that 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:

1. Communication with the owner and select a tenant
2. Prepare lease/tenancy documents
3. Allow tradespeople or equivalent organisations to contact me
4. Lodge/claim/transfer to/from a Bond Authority
5. Refer to Tribunals/Courts & Statutory Authorities (where applicable)
6. Refer to collection agents/lawyers (where applicable)
7. Complete a credit check with NTD (National Tenancies Database)
8. Transfer water account details into my name.

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.

Name:	Date of Birth:
Signature:	Date: