

Useful Forms

Compiled for your
convenience by

Australia's leading property strategist
Dymphna Boholt

www.RealEstateSuccess.com.au

Ph: +61 3 9490 8888 | Fax: +61 3 9497 5389

info@RealEstateSuccess.com.au

Disclaimer

The information in this publication is as comprehensive as possible however it may not cover everything that is particular to your situation. You should not rely upon any information or example in this publication as being relevant or applicable to your particular situation. This publication is not meant to provide legal or financial advice and should not be relied on to do so.

The opinions stated in this book are Personal Wealth Formula Pty Ltd views and are not intended to be a text on the legal and financial aspects of property investing and should not be relied on as such.

Whilst every care has been taken in the preparation of this publication the publisher will not accept any responsibility or liability for any error however caused whether by negligence or otherwise in the information contained in it. Readers are urged to seek appropriate advice from appropriately qualified professionals for their individual needs.

All figures and statistics recorded in the book are accurate at the time of publishing however may be subject to change.

All rights of this publication reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the express written permission from the publisher.

Introduction

The forms on the pages to follow have been compiled for your convenience after years of devising forms to help me in my search for suitable properties, the review of potential buys and analysing the related figures.

I hope that they will provide you with a useful guide to refer to on your property investing journey.

Happy investing!

Dymphna

Business Entity Tax Return Checklist

Complete this checklist to ensure you provide your accountant with the information required to prepare your income tax return. If you require an accountant to prepare your income tax return or clarification of any of the items listed, please contact my accountancy practice, Active Financial Answers for assistance – 07 5479 4455.

Entity Name:

Business Activity:

1.0	Cash Balances	Yes	No
1.1	Reconciled cash book details on computer disk or CD (MYOB Premier, Accounting, Business Basics, First Accounts/Quicken/Quickbooks); Package & Version: _____ Password: _____ Copy of 30 June bank reconciliation; and Copy of 30 June bank statements.	<input type="checkbox"/>	<input type="checkbox"/>
OR			
1.2	Financial statements; General ledger; Trial balance and bank reconciliation (if using a different accounting programme); and Copy of 30 June bank statements.	<input type="checkbox"/>	<input type="checkbox"/>
OR			
1.3	If not using a computer program Cheque payment details; Receipt details;	<input type="checkbox"/>	<input type="checkbox"/>
OR			
Manual cashbook;			
AND			
Bank reconciliation (if available); and			
Copy of bank statements for the period 1 July to 30 June.			
2.0	Petty Cash	Yes	No
2.1	Balance of petty cash at 30 June.	<input type="checkbox"/>	<input type="checkbox"/>
3.0	Debtors	Yes	No
3.1	List of trade debtors at 30 June.	<input type="checkbox"/>	<input type="checkbox"/>
3.2	List of bad debts (to be) written off at 30 June.	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Details of any provision required for doubtful debts.	<input type="checkbox"/>	<input type="checkbox"/>
3.4	Details of any sundry debtors at 30 June.	<input type="checkbox"/>	<input type="checkbox"/>

4.0	Investments	Yes	No
4.1	Schedule of investments held at 30 June, including cash management & term deposit accounts.	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Investments acquired during the year, date and cost of acquisition.	<input type="checkbox"/>	<input type="checkbox"/>
4.3	Investments sold during the year, date of disposal and consideration received, and date purchased and consideration paid.	<input type="checkbox"/>	<input type="checkbox"/>
4.4	Details of investment income received during the year, including dividend statements, interest statements, trust taxation summaries.	<input type="checkbox"/>	<input type="checkbox"/>
5.0	Stock	Yes	No
5.1	Value of stock on hand at 30 June, including finished goods, WIP, raw materials and goods in transit and the method of valuation (Cost, Market or Replacement).	<input type="checkbox"/>	<input type="checkbox"/>
5.2	Value of stock on hand at 1 July if prior year accounts not prepared by AFA.	<input type="checkbox"/>	<input type="checkbox"/>
6.0	Creditors	Yes	No
6.1	List of trade creditors at 30 June, including June PAYG Withholding paid in July. (For each creditor provide details of the nature of the expense for which the debt is owed).	<input type="checkbox"/>	<input type="checkbox"/>
6.2	Details of any sundry creditors as at 30 June.	<input type="checkbox"/>	<input type="checkbox"/>
6.3	Compulsory superannuation unpaid as at 30 June.	<input type="checkbox"/>	<input type="checkbox"/>
6.4	Credit card statements up to and including 30 June.	<input type="checkbox"/>	<input type="checkbox"/>
7.0	GST	Yes	No
7.1	Copies of all BAS's lodged during the year, if not prepared by AFA.	<input type="checkbox"/>	<input type="checkbox"/>
8.0	Leases/Hire Purchases	Yes	No
8.1	Details of new leases/hire purchase agreements acquired during the year Please provide a copy of the lease/hire purchase agreement.	<input type="checkbox"/>	<input type="checkbox"/>
8.2	Details of any payout on leases/hire purchases during the year.	<input type="checkbox"/>	<input type="checkbox"/>
9.0	Fixed Assets	Yes	No
9.1	Details of assets acquired during the year including date and cost.	<input type="checkbox"/>	<input type="checkbox"/>
9.2	Details of assets sold during the year, including date and consideration.	<input type="checkbox"/>	<input type="checkbox"/>
9.3	Details of assets scrapped/taken for personal use/traded in during the year.	<input type="checkbox"/>	<input type="checkbox"/>
10.0	External loans	Yes	No
10.1	Details of borrowings during the year, including:-		
10.1.1	Loan statements (detailing interest, repayments and loan balance at end of year).	<input type="checkbox"/>	<input type="checkbox"/>
10.1.2	Details of security provided for the finance.	<input type="checkbox"/>	<input type="checkbox"/>
11.0	Salary/PAYG Withholding	Yes	No
11.1	Copy of PAYG Payment summaries issued at year end.	<input type="checkbox"/>	<input type="checkbox"/>

11.2	Copy of PAYG Summary Statement.	<input type="checkbox"/>	<input type="checkbox"/>
12.0	Transactions Not Through the Business	Yes	No
12.1	Were all sales and purchases banked through the business trading account during the year?	<input type="checkbox"/>	<input type="checkbox"/>
12.2	If not, please provide details as to how these funds were applied (including cash transactions).	<input type="checkbox"/>	<input type="checkbox"/>
13.0	Prepayments	Yes	No
13.1	Are there any expenses paid in advance that span two financial years? Such as:	<input type="checkbox"/>	<input type="checkbox"/>
13.1.2	Subscriptions	<input type="checkbox"/>	<input type="checkbox"/>
13.1.3	Maintenance agreements	<input type="checkbox"/>	<input type="checkbox"/>
13.1.4	Insurance	<input type="checkbox"/>	<input type="checkbox"/>
13.1.5	Advertising	<input type="checkbox"/>	<input type="checkbox"/>
13.1.6	Internet Access	<input type="checkbox"/>	<input type="checkbox"/>
13.2	Please provide a copy of the invoice/renewal notice or otherwise indicate the period for which the expense is paid.	<input type="checkbox"/>	<input type="checkbox"/>
16.0	Legal documents	Yes	No
16.1	Please attach solicitor's statements and/or correspondence relating to any legal transactions during the year.	<input type="checkbox"/>	<input type="checkbox"/>
17.0	Private use	Yes	No
17.1	Details and dollar amount of goods taken for private use.	<input type="checkbox"/>	<input type="checkbox"/>
	Please advise whether or not this includes GST.		
18.0	Motor Vehicle	Yes	No
18.1	Expenditure on fuel, oil, registration, repairs, insurance, etc.	<input type="checkbox"/>	<input type="checkbox"/>
18.2	Log books, including odometer readings for the first and last date of the financial year and total business kilometres travelled for the year	<input type="checkbox"/>	<input type="checkbox"/>
18.3	Engine size in litres, cost, date of purchase and finance documents if applicable	<input type="checkbox"/>	<input type="checkbox"/>
19.0	Travelling Expenses	Yes	No
19.1	Travel diary and other documentation.	<input type="checkbox"/>	<input type="checkbox"/>
20.0	Superannuation Contributions	Yes	No
20.1	Name of fund, policy number and contributions paid on behalf of each owner of the business	<input type="checkbox"/>	<input type="checkbox"/>
21.0	Other	Yes	No
21.1	Last year's accounts and tax return if not prepared by AFA.	<input type="checkbox"/>	<input type="checkbox"/>

Investing Entity Tax Return Checklist

Complete this checklist to ensure you provide your accountant with the information required to prepare your investing entity tax return. If you require an accountant to prepare your income tax return or clarification of any of the items listed, please contact my accountancy practice, Active Financial Answers for assistance – 07 5479 4455.

Entity Name:

Investment Activity:

Income

Banks, building societies, investments and term deposit accounts

- Bank statements indicating the nature of each deposit and expense

Rental properties

- Statements of rental income received (either annual agent summary or other records)

Share trading statements

- Statements of shares purchased, sold or held (with price, share number, dates purchased or sold, brokerage and stamp duty)
- Dividend statements

Capital Gains

- Details of any capital assets acquired on or after 20/09/85 that were sold in the tax year
- Details of additions/improvements to assets

Other income

- Bank statements, receipts, invoices, cash book records of any other income

Expenses

Loans

- Statements for all loans owing by the entity, with an end of financial year balance and interest paid for the financial year

Rental property

- Copy of purchase contract and settlement statement, including incidental costs on purchase (legals, stamp duty, etc) for any new properties purchased during the year
- Details of all expenditure incurred including supporting information (management fees, advertising, rates, gardening, insurance, etc)
- Details of any repairs, improvements or maintenance to rental assets during the tax year
- Tax depreciation schedule or quantity surveyors report per property
- Total interest paid on each loan per property
- The cost of attending any seminars related to management of rental properties including fees, travel, accommodation, meals, etc

Share trading

- The costs of attending seminars or courses, including fees, travel, accommodation, meals, etc
- Details of expenditure on software, home office, brokerage, etc

Motor vehicles

- Expenditure on fuel, oil, registration, repairs, insurance, etc
- Log books, including odometer readings for the first and last date of the financial year and total business km for financial year
- Engine size in litres, cost, purchase date
- Finance documents if under finance

Travel expenses

- Travel diary and other documentation

Superannuation contributions

- Name of fund, policy number and contributions paid on behalf of each taxpayer

Other useful information

- Last year's tax return, if not prepared by AFA
- Previous year's accountant fees
- Copies of BAS statements and calculation sheets, if not prepared by AFA

Bank account details if direct credit of refund required

- Account Name
- BSB Number
- Account Number

ACQUISITION CALCULATOR

PROPERTY ADDRESS:

PURCHASE PRICE:		\$	
PLUS	STAMP DUTY:	\$	
	CONVEYANCING FEES:	\$	
	SEARCH FEES:	\$	\$
			subtotal \$
PLUS	VALUATION FEES	\$	
	BORROWING APPLIC. FEES	\$	
	SOLICITORS FEES	\$	
	SEARCHES & SUNDRIES	\$	
	LEGAL SETTLEMENT FEES	\$	\$
			subtotal \$
PLUS	COMPANY INCORPORATION	\$	
	TRUST DEED COSTS	\$	\$
			subtotal \$
			Total \$
	LESS AMOUNT BORROWED		\$
	YOUR CONTRIBUTION REQUIRED		\$

AGENT INTERVIEW SHEET

AGENT'S NAME:

AGENCY:

SUBURB:

PHONE NO:

FAX NO:

EMAIL:

PROPERTY ADDRESS:

LISTED PRICE:

AGE OF BUILDING:

AGENT'S COMMENTS:

RENT/WK: \$

CURRENT MKT RENT: \$

LEASE REVIEW DATE:

AGENT'S COMMENTS:

BDRMS:

BTHRMS:

ENSUITE: yes / no

Room for ens: yes / no

KITCHEN:

CAR ACCOM:

FLOOR COVERINGS:

FENCED?:

BLOCK SIZE:

m2

COMMENTS:

ROOF MATERIALS:

COMMENTS:

EXTERIOR MATERIALS:

COMMENTS:

OTHER PROPERTY FEATURES:

OTHERS INTERESTED IN PROPERTY?:

PROPERTY POTENTIAL:

INFORMATION ABOUT THE AREA:

OTHER USEFUL INFORMATION:

FOLLOW-UP DATE:

AUCTION DATE:

AUCTION / TENDER CALCULATION WORKSHEET

PROPERTY DETAILS:

AUCTION / TENDER DATE: _____

AGENT / MARKETER: _____ PHONE NO. _____ FAX NO. _____

PROPOSED BUYERS: _____

JOINT VENTURE PROPOSAL: yes / no DETAILS: _____

REPORTS:

PEST BY: _____ COMMENTS: _____

BUILDING BY: _____ COMMENTS: _____

COUNCIL ENQUIRIES: _____ COMMENTS: _____

FOLLOW-UP: _____

CALCULATION OF BIDDING \$\$

Cost of Renovation or other works \$ _____ Projected Sale Price \$ _____

Acquisition Costs:- Stamp Duty \$ _____ Total Costs \$ _____

 Legal fees (Purchase) \$ _____

 Borrowing Costs \$ _____

On-Sell Costs:- Sales Commission \$ _____

 Advert/Marketing \$ _____

 Legal fees (Sale) \$ _____

 Total Costs \$ _____

AUCTION: Deposit required: \$ _____
 Buyer's Entity on Contract:-

SETTLEMENT REQUIREMENTS:

 Balance of Funds \$ _____

 Funds by: _____

MARKET SALES ANALYSIS FORM

ADDRESS	LAND	BDRMS	BATH	GARAGE	STYLE	M ²	CONST'N	AMENITIES	LIST PRICE	DAYS ON MRKT	COST / M ²	REMARKS

PROPERTIES SOLD

ADDRESS	LAND	BDRMS	BATH	GARAGE	STYLE	M ²	CONST'N	AMENITIES	LIST PRICE	DAYS ON MRKT	SALE DATE	SALE PRICE	COST M ²

PROPERTIES EXPIRED / CANCELLED

ADDRESS	LAND	BDRMS	BATH	GARAGE	STYLE	M ²	CONST'N	AMENITIES	LIST PRICE	DAYS ON MKT	COST M ²	REMARKS

Recommended Price Range \$ _____

Average of Sold Properties \$ _____

Average of Properties on Market \$ _____

Comments: _____

Average of Properties Expired / Cancelled \$ _____

BUYER'S PROPERTY INSPECTION REBATE AT SETTLEMENT FORM

Property
Address _____

Noted below are my/our findings of the physical condition of the above mentioned property as of _____ (Day/mo/yr). Items not marked as *unsatisfactory* are considered to be in satisfactory condition.

	<i>Unsatisfactory</i>	<i>Estimated cost of repair, replacement</i>
General Building		
Exterior		
Grounds		
Landscaping	_____	_____
Pool	_____	_____
Sewers or Septic Tank	_____	_____
Sprinklers	_____	_____
Other	_____	_____
Building		
Roof	_____	_____
Chimney	_____	_____
Foundation	_____	_____
Wood exteriors	_____	_____
Other	_____	_____
General Building Interior		
Heating and Air Conditioning Systems		
Furnace	_____	_____
Air Conditioning	_____	_____
Water Heater	_____	_____
Other	_____	_____
Built-In Appliances and Equipment		
Ovens	_____	_____
Burners	_____	_____
Microwave	_____	_____
Dishwasher	_____	_____
Disposal	_____	_____
Smoke Detectors	_____	_____
Intercom	_____	_____
Electric Garage Door Opener	_____	_____
Other	_____	_____
Electrical Systems		
Interior Lighting	_____	_____
Exterior Lighting	_____	_____
Other	_____	_____

Plumbing

Bathrooms	_____	_____
Kitchen	_____	_____
Laundry	_____	_____
Other	_____	_____

Glass

Windows	_____	_____
Screens	_____	_____
Window Panes	_____	_____
Glass Doors	_____	_____
Shower Glass	_____	_____
Tub Enclosures	_____	_____
Mirrors	_____	_____
Other	_____	_____

Personal Property

Carpets	_____	_____
Draperies	_____	_____
Other	_____	_____

Comments

Date: _____

Purchaser: _____

CASH FLOW ANALYSIS

Income:

Estimated Annual Gross Rental Income _____

Other Income _____

Total Gross Income

Less Vacancy Allowance

Effective Gross Income

Expenses:

Body Corp _____

Rates _____

Insurance _____

Water/Sewer _____

Garbage _____

Electricity _____

Licenses _____

Advertising/Letting Fees + A46 _____

Supplies _____

Maintenance _____

Lawn _____

Snow Removal _____

Pest Control _____

Management (Off Site) _____

Management (On Site) _____

Accounting/Legal _____

Miscellaneous _____

Gas _____

Telephone _____

Pool _____

Elevator _____

Budget For Replacements _____

Total Expenses _____

Net Operating Income _____

Debt Service:

1st Mortgage _____

2nd Mortgage _____

Total Debt Service _____

Cash Flow: _____

PROPERTY ANALYSIS FORM

I. Ownership & Property Location: Date: _____

Owner's Name _____ Phone: _____

Owner's Address _____

 _____ Post Code _____

Property Address _____

 _____ Post Code _____

Source/Lead/Agent _____ Phone _____

II. Physical Description:

Type of dwelling _____ Body Corp \$ _____ Sinking Fund \$ _____

Bedrooms _____ Office _____ Baths: Full _____ Ensuite _____

Den/Family Room _____ Basement _____ Attic _____ Porch _____

Pool _____ Outdoor entertainment area _____ Shed _____

Size (sq. m) _____ Garaging _____ Lot Size _____ Zoning _____

Appliances:

Refrigerator _____ Stove _____ Oven _____

Washer/Dryer _____ Dishwasher _____ Water Softener _____

Microwave _____ Garbage Disposal _____ Other _____

Fireplace _____ Window Coverings _____

Carpet _____ Construction _____ Age _____

Central A/C _____ Heat _____ Largest Utility Bill _____

City Water/Septic _____ Rates _____

Public Transportation _____ School District _____

Necessary Renovations _____

Comments _____

III. Seller's Information / Situation:

Why selling? _____ Agents Commission _____

How long owned _____ How long on Market _____

Asking Price _____ Original asking price _____ Date of price change _____

Needs cash? _____ How much \$ _____ Can it be spread over time? _____

What owner will be doing with cash received? _____

Will owner assist in financing? _____ How much? _____ Interest rate _____

Will owner accept Option / Lease? _____

Cash Price for Quick Settlement Deal _____ What the owner likes most about property _____

What owner likes least about property _____

Comments _____

IV. Rental Analysis:

Property rented now? _____ To whom _____ Children _____ Pets _____

How long? _____ Lease or month to month? _____

Monthly rent _____ Last increase _____ Last month's rent _____

Bond Deposit _____ Concessions _____

Potential Rental Income _____ Vacancy Rate _____

Improvements needed before renting _____

Rental demand in neighbourhood _____ Medium Rent \$ _____

Comments _____

V. Financing:

Name of Broker involved: _____

Phone: _____

Background _____

Could manage? _____

Any other good investment properties? _____

First mortgage Lender _____ Balance \$ _____

Interest Rate _____ Assumable _____ Payment _____ P.I.T.I.* _____ Constant _____

Second mortgage Lender _____ Balance \$ _____

Interest Rate _____ Assumable _____ Payment _____ P.I.T.I.* _____ Constant _____

Other liens _____

- Principal, Interest, Taxes and Insurance

PROPERTY RENOVATION ANALYSIS

Date

Owner's Name

Telephone (Home)

Telephone (Work)

Telephone (Mobile)

Property Address

Post Code

Age of property

Listing Broker

Existing Loans & Status *(USA only)*

Insured By

For \$

RENOVATION NEEDED AND ESTIMATED COSTS

1. Rehabilitation Period Costs

\$

Architect

Legal Fees

Accounting Fees

Advertising

Insurance

Loan Fees

Loan Interest

Permits & Fees

Real Estate Taxes

Other

Contingency

\$

Subtotal: *Renovation Period Costs*

2. Interior

\$

Kitchen Appliances

a) Stove

b) Refrigerator

- c) Dishwasher
- d) Washer/Dryer
- e) Cabinets
- f) Microwave
- g) Other

Total Appliances

Master Bedroom

Bedroom One

Bedroom Two

Bedroom Three

Bedroom Four

Bathroom One

Bathroom Two

Den

Family Room

Halls

Floors

Elevator

Water Heater

Water Softener

Boiler

Air Conditioning/Ventilation

Heating System

Electrical

Plumbing

Fire Protection System

Furniture/Fixtures

Other

Contingency

\$

Subtotal: *Interior Costs*

3. Exterior

Roof

Windows

Doors

Walls

Trim

Garage

Chimney

Yard

Landscaping

Well

Septic Tank

Sprinkler System

Driveway

Walkways

Porch

Fence

Steps

Pool/Pool Equipment

Light/Light Fixtures

Other

Contingency

\$ 0

Subtotal: *Exterior Costs*

4. Amount Invested

1st Mortgage

2nd Mortgage

3rd Mortgage

Other Liens

Back Payments

Back Taxes

Closing Costs

Estimated Cost To Sell

Other

\$

Subtotal:

Amount Invested

TOTAL COST EXCLUDING SELLER'S EQUITY = (1 + 2 + 3 + 4)

\$

Estimated Selling Price based on comparisons

\$

Less Amount Invested (1 + 2 + 3 + 4)

\$

Less Purchase Price

\$

Estimated Gross Profit

\$

RESIDENTIAL TENANCY APPLICATION

Personal Data

Name _____ D.O.B. _____

Drivers Lic. No. _____ Expiry Date _____ Car rego & state _____

Name of Co-Tenant _____ D.O.B. _____

Drivers Lic. No. _____ Expiry Date _____ Car rego & state _____

Present Address _____

_____ Post Code _____

Telephone (Home) _____ Business _____

Mobile _____

Current Rent _____ Rent paid through _____ Current lease expires _____

How long at present address _____ Landlord or Agent _____

Phone _____

If less than 18 months then

Previous Address _____

_____ Post Code _____

Length of time at address _____ Landlord or Agent _____ His Phone _____

Other Occupants

_____ Age _____ R/ship _____ _____ Age _____ R/ship _____

_____ Age _____ R/ship _____ _____ Age _____ R/ship _____ Smoker's

_____ Pets _____ Council registered _____

Occupational Status of applicant

	Present Employment	**Prior Employment	Co-Tenant's Employment
Occupation			
Employer / or			
Self Employed			
Business Address			
Business Phone			
Type of Business			
Position Held			
Name/Title of Supervisor			
How long employed			
Net Weekly Income			

** If employed or self employed less than two years, give same information on prior occupation

References

Bank Reference: Phone:		Address:			
Credit Reference:	Account Number	Address	Highest Amount Owed	Purpose of Credit	Account Open or Date Closed
Personal Reference	Address	Telephone	Length of acquaintance	Occupation	
Nearest Relative (Not living with you)	Address	Telephone	Relationship		

Information and Privacy Act

This Office is a member of TENANCY INFORMATION CENTRE OF AUSTRALIA PTY LTD (TICA). All applicants for tenancy in this office are processed through TICA.

We require the following information to be supplied to process an application. This is a minimum requirement.

- 1) Photograph or identification (Passport or Drivers Licence)
- 2) At least two references from previous Lessors or Agents
- 3) Proof of last residential address (Telstra account, Electricity account or bank/credit card account)
- 4) Copies of previous rental receipts
- 5) Supporting proof of income for payment of rental
- 6) On approval of application – all monies must be paid in full, in cash or bank cheque (personal cheques not accepted)

To process your application you are requested to answer all questions to the best of your ability. Any false information provided could jeopardise your application. The completion of this annexure does not constitute an offer or acceptance. Any information provided in your application and this annexure may be passed onto "Tenancy Information Centre of Australia" in the event of a default occurring. Upon approval and acceptance of your application and this annexure all monies must be paid in full by cash or Australia Postal Money Order.

Have you ever been evicted by a Landlord or Agent? Yes / No
 If yes, give details _____

Have you been refused another property by any Landlord or Agent? Yes / No
 If yes, give details _____

Are you in debt to another Landlord or Agent? Yes / No
 If yes, give details _____

Is there any reason known to you that would effect your rental payment? Yes / No
 If yes, give details _____

Were any reductions made from your rental bond? Yes / No
 If yes, give details _____

I/We the applicant/s do solemnly declare that the information provided is true and correct and that I/We have willingly supplied it on my/our own free will to assist in the assessment of my/our application. I/We understand that the information has been collected by you as the letting agent, for the purpose of determining whether I/We am/are appropriate tenant/s for the above property. I/We the applicant/s hereby authorise you to conduct an inquiry to verify that the information given by myself/us by contacting and confirming the accuracy of the information listed with those persons necessary. You may undertake these enquiries and searches (including tenancy database searches) as you consider necessary with Tenancy Information Centre of Australia and any other searches applicable in order to consider me/us as tenant/s.

Rental period of _____ months starting from _____ at a rental of \$ _____ per week / fortnight
--

Applicant 1 signature: _____ **Date:** _____

Applicant 2 signature: _____ **Date:** _____

On approval of application, you are required to sign a Tenancy Agreement and pay one week's rent by 10.00 am the following day. * Prior to moving into the property you will have to pay a total of two weeks rent and the four weeks for bond **in cash**.

OFFICE USE ONLY

Tenancy Database Checked	Yes / No	Who _____
Date _____		
Current Agent/Lessor Checked	Yes / No	Who _____
Date _____		
Previous Agent/Lessor Checked	Yes / No	Who _____
Date _____		
Employment Checked	Yes / No	Who _____
Date _____		
Personal Reference Checked	Yes / No	Who _____
Date _____		
Lessor Notified – Approved	Yes / No	Who _____
Date _____		
Applicant Notified - Name _____		
Date _____		
	Paid Deposit	_____ Yes / No
Property Manager's Signature _____		
Date _____		

SELLER INFORMATION FORM

Source or Lead: _____ Date _____

Property Address: _____

_____ Post Code: _____

Contact Phone Number: _____

1. Seller's Name: _____

2. Property:

a) Size (sq. ft): _____

b) Total Rooms: _____

c) Layout: _____ Bedrooms: _____ Baths: Full _____ Half _____

d) Lot Size: _____

e) Garage: _____ Size: _____

f) Special Features: _____

g) Appliances, etc: _____

3. Price: \$ _____

4. Existing Financing

a) Assumable: _____

b) Lender: _____ Amount: _____

c) Payment Current: _____ Amount: _____

5. Will seller assist financing? _____ Cash needed? _____

6. How long on market? _____

7. How long owned? _____

8. Why selling? _____

9. Like most? _____ Like least? _____

10. Renters in neighbourhood? _____ Rent rates? _____

11. Lease / Option? _____

12. Cash Deal, Quick Close Price: \$ _____

13. Broker involved: Name: _____ Phone: _____

Background: _____

Could manage: _____

Rental Value: \$ _____ Vacancy Rate: _____

Any other good investment properties? _____

Office use only: Seller: Good Flexible Rejected Inflexible