

CORPORATE RESIDENTIAL TENANCY APPLICATION

For companies, government agencies and organisations applying to lease residential accommodation for employees, contractors or representatives.

Please complete all applicable sections. Type directly into the fields or print and complete by hand. Supporting documents may be requested to assist with assessment of the application.

1. Property Details

Property Address	
Proposed Lease Commencement Date	
Lease Term Requested	
Property Requirement	☐ Furnished ☐ Unfurnished ☐ Either
Number of Occupants	

2. Applicant / Company Details

Legal Company / Organisation Name	
Trading Name	
ABN	
ACN (if applicable)	
Registered Address	
Postal Address	
Nature of Business / Industry	
Company Website (optional)	

3. Authorised Representative / Lease Signatory

Full Name	
Position / Title	
Mobile	
Email	
Authority to Sign	☐ Director ☐ Manager ☐ Authorised Delegate ☐ Other

4. Accounts Payable & Rental Payments

Accounts Payable Contact	
Position	
Phone / Mobile	
Accounts Email	
Do you have an RBO account?	☐ Yes ☐ No
Preferred Method of Payment	

Rent Invoice Required?	☐ Yes ☐ No
Invoice Requirement	☐ Whole lease period ☐ Monthly ☐ Other
Purchase Order Number Required on Invoice?	☐ Yes ☐ No
Purchase Order / Cost Centre (if known)	

5. Occupant Details

List all employees, contractors or representatives who are expected to occupy the property.

Occupant Name	Position / Role	Mobile	Email	Expected Occupancy

Important: The lease holder is responsible for advising Bob Berry Real Estate of any change to occupants within 7 days of the change occurring.

6. Accommodation History & References

Current Accommodation Provider & Contact Details	
Previous Accommodation Provider & Contact Details	
Business Reference & Contact Details	
Company Accountant & Contact Details	

7. Emergency & After-Hours Contacts

Primary Company Contact	
Primary Contact Mobile	
After-Hours Contact	
After-Hours Mobile	

8. Supporting Documents

☐ ABN / company registration evidence ☐ Authorised signatory evidence (if requested) ☐ Purchase order / billing instructions ☐ Other supporting information

9. Declaration & Authority

The applicant confirms that it is authorised to submit this application and, if approved, to enter into the relevant Residential Tenancy Agreement. The applicant confirms that the information supplied in this application is true and correct and acknowledges responsibility for rent, damage and compliance with the tenancy agreement and applicable property rules.

Authorised Representative Name	
Position	
Signature	
Date	

10. Privacy Collection Notice and Consent

The personal and business information provided in this application is collected for the purpose of assessing the application, verifying information supplied, obtaining references and administering any tenancy. Information may be disclosed to the property owner, referees, tenancy databases where permitted, government agencies and service providers involved in the assessment or management of the tenancy. If the requested information is not supplied, the application may not be capable of assessment.

The applicant authorises Bob Berry Real Estate to verify information provided and contact referees and relevant parties for assessment purposes.

Office Use Only

Application Received	
References Completed	
Owner Decision	☐ Approved ☐ Declined ☐ Further Information Required
Approved / Reviewed By	
Notes	

CORPORATE RENTAL REFERENCE CHECK

To be completed by the previous/current managing agent or accommodation provider. Please return to admin@bobberry.com.au.

Applicant / Tenancy Details

Company / Organisation Name	
Employee / Occupant Name(s)	
Address of Property Rented	
Lease Start Date	
Lease End Date / Current Tenancy	
Name(s) on Lease / Agreement	
Rent Paid	\$ per ☐ week ☐ fortnight ☐ month

Rental Payment History

Payment History	☐ In advance ☐ Regular ☐ Sometimes late ☐ Late / Irregular
Payment Method	☐ Direct debit ☐ EFT ☐ Centrepay ☐ Other
Any rent arrears or notices issued?	☐ No ☐ Yes - details below
Arrears / Notice Details	
Any termination notices issued?	☐ No ☐ Yes - details below
Has the tenant / company breached the agreement?	☐ No ☐ Yes - details below
Breach / Termination Details	

Property Care & Conduct

Routine inspections carried out?	☐ Yes ☐ No
Overall condition at inspections	☐ Excellent ☐ Good ☐ Satisfactory ☐ Unsatisfactory
Cleanliness / Tidiness	☐ Excellent ☐ Good ☐ Satisfactory ☐ Unsatisfactory
Lawns & Gardens (if applicable)	☐ Excellent ☐ Good ☐ Satisfactory ☐ Unsatisfactory ☐ N/A
Were pets kept at the premises?	☐ No ☐ Yes
Any complaints / nuisance issues?	☐ No ☐ Yes - details below
Comments / Details	

End of Tenancy (if vacated)

Required notice given?	☐ Yes ☐ No ☐ N/A
Condition property was left in	☐ Excellent ☐ Good ☐ Satisfactory ☐ Unsatisfactory ☐ N/A
Cleaning or repairs required?	☐ No ☐ Yes ☐ N/A
Bond refunded in full?	☐ Yes ☐ No ☐ Pending ☐ N/A
If bond not refunded in full, reason	
Would you rent to this company / occupant again?	☐ Yes ☐ No ☐ Subject to conditions

General Comments

Please attach a copy of the rental ledger where available.

Reference Provided By

Agency / Accommodation Provider	
Name	
Position	
Phone	
Email	
Date	
Signature (if printed)	

The information supplied will be used for the purpose of assessing a corporate residential tenancy application.

CORPORATE RENTAL APPLICATION PRIVACY STATEMENT

Bob Berry Real Estate

Company / Applicant Name: _____

This Privacy Statement applies to information supplied by or on behalf of a company, organisation or other applicant in connection with a residential tenancy application submitted to Bob Berry Real Estate.

1. The Applicant confirms and consents that:

- (a) personal and business information included in the rental application may be provided to and used by Bob Berry Real Estate for the purpose of assessing the rental application, verifying information supplied and, if the application is approved, administering the tenancy;
- (b) where the Applicant has provided Bob Berry Real Estate with personal information about another person, including an occupant, employee, authorised representative or referee, the Applicant confirms that it has obtained that person's consent to provide the information for the purposes described in this statement;
- (c) Bob Berry Real Estate may use and disclose information supplied in the application for the purpose of assessing the application and relevant rental or accommodation history. This may include, but is not limited to:
 - (i) contacting current or previous real estate agents, property managers, landlords, accommodation providers, business referees, accountants or other nominated referees to verify information supplied and obtain information reasonably required to assess the application;
 - (ii) conducting checks of relevant rental or tenancy history, including checks with residential tenancy databases where permitted by law; and
 - (iii) providing relevant information to the property owner or landlord for the purpose of considering and deciding the rental application;
- (d) referees and other relevant parties may disclose information to Bob Berry Real Estate to the extent reasonably required to respond to a reference or verification request relating to this application; and
- (e) information may also be disclosed where required or authorised by law, or to service providers involved in the assessment or management of the tenancy.

2. Definitions

Applicant means the company, organisation or other entity submitting the corporate residential tenancy application.

Bob Berry Real Estate means the real estate agency and its authorised employees, property managers and representatives responsible for assessing or managing the tenancy.

Referee means a person or organisation nominated by the Applicant, including a current or previous real estate agent, property manager, landlord, accommodation provider, business referee or accountant, who may be contacted to verify information or rental history.

Rental Application means the corporate residential tenancy application submitted to Bob Berry Real Estate together with any supporting documents or information.

By signing below, the Applicant confirms that the information provided is true and correct and consents to Bob Berry Real Estate collecting, using, verifying and disclosing information in accordance with this Privacy Statement.

Authorised Representative Name: _____

Position / Title: _____

Signature: _____ Date: _____