

# REQUEST FOR RENTAL REFERENCE

To: **The Property Manager,**  
 From: **KCCC Pty Ltd ATF The PL UNIT TRUST T/As Crasto Properties**  
 Phone: **( 07 ) 5562 1211** Fax: **( 07 ) 5562 0339** Email: **info@crasto.com.au**

We have received a signed *Application for Tenancy* from:

Name: \_\_\_\_\_  
 Who resided at: \_\_\_\_\_  
 From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

It would be greatly appreciated if you could (subject to the provisions of the *Privacy Act 1988*) complete the following questionnaire and return it to us by fax or email, along with the rental ledger, at your earliest convenience.

<b>1</b>	<b>LISTED AS TENANTS</b>	Were the above applicants listed as tenants: <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>2</b>	<b>RENTAL PERIOD</b>	From: ____ / ____ / ____ To: ____ / ____ / ____
<b>3</b>	<b>TERMINATION OF THE LEASE</b>	Terminated by: <input type="checkbox"/> Tenant <input type="checkbox"/> Agent Reason for termination: <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
<b>4</b>	<b>RENT PAYMENT</b>	Rent amount: _____ per _____ Payment received on time: <input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never <input type="checkbox"/>
<b>5</b>	<b>BREACHES ISSUED</b>	Number of <i>RTA Form 11 - Notice to Remedy Breach</i> issued: _____
<b>6</b>	<b>ROUTINE INSPECTIONS</b>	Carried out: <input type="checkbox"/> Yes <input type="checkbox"/> No Tenancy issues arising from inspections: <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
<b>7</b>	<b>PETS</b>	Animals kept at the Property: <input type="checkbox"/> Yes <input type="checkbox"/> No Type/s: _____ Problems caused by the pets: <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
<b>8</b>	<b>PROPERTY</b>	1. Has the Property been well maintained during the tenancy: <input type="checkbox"/> Yes <input type="checkbox"/> No <b>OR</b> 2. If the Tenant has vacated, was the Property left clean and undamaged apart from general wear and tear on vacating: <input type="checkbox"/> Yes <input type="checkbox"/> No <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
<b>9</b>	<b>HAND OVER</b>	Was tenancy handover delayed: <input type="checkbox"/> Yes <input type="checkbox"/> No Period: _____
<b>10</b>	<b>RENTAL BOND</b>	1. Do you anticipate the full rental bond to be refunded: <input type="checkbox"/> Yes <input type="checkbox"/> No <b>OR</b> 2. Was the full rental bond refunded: <input type="checkbox"/> Yes <input type="checkbox"/> No <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
<b>11</b>	<b>FUTURE RENTING POTENTIAL</b>	Would you rent to these tenants again: <input type="checkbox"/> Yes <input type="checkbox"/> No <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
<b>12</b>	<b>SIGNATURES</b>	I authorise the Agent to forward this questionnaire to all previous Agents &/or Lessors where I have rented and request that they honestly complete the form. Applicant 1: _____ Date: ____ / ____ / ____ Applicant 2: _____ Date: ____ / ____ / ____ Applicant 3: _____ Date: ____ / ____ / ____ Applicant 4: _____ Date: ____ / ____ / ____