

REQUEST FOR RENTAL REFERENCE

To: _____
 From: _____
 Phone: _____ Fax: _____ Email: _____

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 & Residential Tenancies Act 2010*) complete the following questionnaire and return it to us by fax or email, along with the rental ledger, at your earliest convenience.

1	LISTED AS TENANTS	Were the above applicants listed as tenants: <input type="checkbox"/> Yes <input type="checkbox"/> No
2	RENTAL PERIOD	From: _____ To: _____
3	TERMINATION OF THE LEASE	Terminated by: <input type="checkbox"/> Tenant <input type="checkbox"/> Agent Reason for termination: _____
4	RENT PAYMENT	Rent amount: _____ per _____ Payment received on time: _____ / _____ / _____ Additional comments: _____
5	BREACHES ISSUED	Issued: <input type="checkbox"/> Yes <input type="checkbox"/> No Number issued: _____ Additional comments: _____
6	ROUTINE INSPECTIONS	Carried out: <input type="checkbox"/> Yes <input type="checkbox"/> No Frequency: _____ Tenancy issues arising from inspections: _____
7	PETS	Approved or kept at the property: <input type="checkbox"/> Yes <input type="checkbox"/> No Type/s: _____ Circumstances under which pets were kept: _____ Problems caused by the pets: _____
8	PROPERTY	Was the property left clean and undamaged apart from general wear and tear on vacating? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, give details: _____
9	PROPERTY POSSESSION HAND OVER	Date possession of the property was: <ul style="list-style-type: none"> handed over by the tenant/s: _____ scheduled for hand over by the tenant/s: _____

10 RENTAL BOND	Rental bond refunded in full: <input type="checkbox"/> Yes <input type="checkbox"/> No If No, give details: <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
11 FUTURE RENTING POTENTIAL	Would you rent to these tenants again: <input type="checkbox"/> Yes <input type="checkbox"/> No Additional comments: <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
12 TENANCY APPLICANT'S AUTHORISATION & CONSENT	<p>I/we authorise the Agent to forward this questionnaire to all previous Managing Agents and/or Landlords where I have rented, and request the previous Agents and/or Landlords to honestly complete the survey as quickly as possible so that I will not be delayed in finding accommodation.</p> <p>Applicant 1: Date:</p> <p>Applicant 2: Date:</p> <p>Applicant 3: Date:</p> <p>Applicant 4: Date:</p>

Training Sample