



TENANCY APPLICATION

(SIGNATURES REQUIRED ON PAGES 2, 7 & 8)



PLEASE READ PRIOR TO SUBMITTING YOUR APPLICATION

- All information must be completed and signed throughout this application before it will be processed. This includes attaching copies of supporting documents as required.
- Each applicant (adult) who will be residing at the property will need to complete a Tenancy Application plus a Privacy Notice and Consent form (this is a dual form for couples).
- If you are approved, you will be required to pay two weeks rent within 24 hours to secure the property. Please note we do not take payments at our office, you will need to pay online, by Credit Card or at a Bendigo Bank.

Our Agency welcomes your Application and any queries you may have about the Property, Tenancy or process. The following information and checklist will assist you to complete the Tenancy Application so it can be processed smoothly and promptly. Our Agency staff will contact you within 1 to 2 business days with an answer. **If you want to withdraw your application for any reason, please advise our office immediately.** (eg. You are approved for another property or have found another property more suitable). It should be noted that **it is our company policy that no smoking is permitted inside any of our rental properties due to health & safety and fire risks.**

DOCUMENTS REQUIRED – Please ensure they add up to 100 points

Applicant One	Applicant Two	<u>100 POINT IDENTIFICATION CHECK</u>	
_____	_____	[30]	Passport
_____	_____	[30]	Drivers Licence
_____	_____	[20]	Birth Certificate
_____	_____	[20]	Current Motor Vehicle Rego Papers
_____	_____	[10]	Copy of Telstra/Energex/Gas Account
_____	_____	[10]	Other Identification (Medicare, Bank Cards, Memberships with Names)
		TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS	

WE ALSO REQUIRE ONE OF EACH OF THE FOLLOWING

Applicant One	Applicant Two	<u>WE WILL ALSO NEED ONE OF EACH OF THE FOLLOWING IF NOT INCLUDED ABOVE</u>
<input type="checkbox"/>	<input type="checkbox"/>	Photo Identification (18+ card, Driver's License, University or TAFE card, Passport)
<input type="checkbox"/>	<input type="checkbox"/>	Other Identification (Medicare Card, Bank Card, Pensioner Card)
<input type="checkbox"/>	<input type="checkbox"/>	Proof of Current Address (Phone or Electricity Bill, Tenancy Agreement, Council Rate Notice)
<input type="checkbox"/>	<input type="checkbox"/>	Proof of Regular Housing Payments if Mortgage (bank statement)
<input type="checkbox"/>	<input type="checkbox"/>	If applicable, completed Pet Application along with Photo of Pet and Council Registration
<input type="checkbox"/>	<input type="checkbox"/>	Proof of Credit History (Bank or Credit Card Statement – can white out balance)
<input type="checkbox"/>	<input type="checkbox"/>	Proof of Income (Wage Slips, Centrelink Letter within the last 30 days. If self-employed, we will need your ABN, Current Business Bank Statement and a letter from your accountant within the last 30 days confirming your net income for the last financial year and an expectation for the next financial year.)

PLEASE NOTE: If you are currently receiving Centrelink payments or if you are self employed, you must provide evidence of payments e.g. Benefit Statement from Centrelink or an Accountant letter as specified above.



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Information Collection, Use and Disclosure:

During the course of your involvement with The Property League, we may collect, use or disclose personal information about you for the following reasons:

Assisting you to lease a property (either as a lessor or lessee); Assisting you to obtain a loan; Assisting you with payment or refund of a bond; Assisting you with tenancy disputes; Coordinating repairs or maintenance of a property owned or leased by you; Recording or accessing information at the Titles Registry Office or other government agency; Recording or accessing information at the Residential Tenancies Authority; Recording or accessing information on tenancy information services or databases (specifically we routinely use TICA, which is a National Tenant Database Agency – www.tica.com.au); Client and business relationship management and marketing of products and services to you.

The types of information we may collect, use or disclose about you includes but is not limited to:

Your full name; Your date of birth; Your residential address; Your postal address; Your email address; Your home telephone number; Your work telephone number; Your mobile telephone number; Your occupation and business address; Financial information including details of your employer, income, name of bank or financial institution; Details of your spouse, de facto, dependent children, and roommates and Details of properties owned by you.

In order to provide products and services to you, we may disclose your personal information to the persons/organisations described below:

In the event that you are a seller or a lessee, we may disclose your personal information to prospective buyers of the property owned or leased by you; In the event you are a buyer or a lessee, we may disclose your personal information to the sellers of the property you are purchasing or leasing; Your legal advisor(s) and the legal advisor(s) representing the other party(s) involved in your transaction; Your financial institution and/or financial advisor; Insurance providers and brokers; Utility providers and utility connection service providers; Persons or organisations involved in providing, managing or administering your product or service including independent contractors engaged by us as real estate agents; Tradespeople engaged by us to repair or maintain a property owned or leased by you; Organisations involved in maintaining, reviewing and developing our business systems, procedures and infrastructure including maintaining or upgrading our computer systems; Persons or organisations involved in purchasing part or all of our business; Our related companies; Organisations involved in the payment systems including financial institutions, merchants and payment organisations; The Titles Registry Office or other government agencies; The Residential Tenancies Authority; Police; Tenancy Information services or databases; Real Estate websites; Real Estate peak bodies and Body Corporate.

Whenever it is reasonable or practicable to do so, we will collect your personal information directly from you. Sometimes it will be necessary for us to collect information from a third party or a publicly available source, such as a credit reporting agency, your legal adviser, your past or current employers, your previous or current lessors or property managers, and tenancy information services or databases.

We need your permission to collect, use and disclose your personal information as above, and we therefore ask that you sign the consent below. You have the right to request access to your information and to request that we update or correct your personal information. Charges may apply.

CONSENT

I, _____ and _____ (Full names)
 of _____ (Address)

have read and understood the Privacy Notice above. I authorise employees and independent contractors of The Property League, including their directors, officers and employees, to obtain relevant information from, and release relevant information to, the parties described above to assist with my involvement with The Property League. I understand that I can revoke my authority at any time. I acknowledge that if I revoke my authority, or if I decline to provide information as requested by The Property League, they may be unable to provide the products or services I have requested.

Signed: _____ Signed: _____

Date: _____ Date: _____

Parent/Guardian Signature (if under 18 years of age) _____



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PROPERTY ADDRESS APPLYING FOR

No: _____ Street name: _____ Suburb _____

I/We wish to apply for a _____ month tenancy at a rental of \$ _____ per week commencing on _____ / _____ / _____.

ALL APPLICANT NAMES (THESE NAMES WILL APPEAR ON THE LEASE)

ALL APPLICANT NAMES (THESE NAMES WILL APPEAR ON THE LEASE)		
App. 1 Name	Mob:	SMOKE Y/N
App. 1 Current Address	Email:	PETS Y/N
Occupation	DOB:	AGE:
App. 2 Name	Mob:	SMOKE Y/N
App. 2 Current Address	Email:	PETS Y/N
Occupation	DOB:	AGE:
App. 3 Name	Mob:	SMOKE Y/N
App. 3 Current Address	Email:	PETS Y/N
Occupation	DOB:	AGE:
App. 4 Name	Mob:	SMOKE Y/N
App. 4 Current Address	Email:	PETS Y/N
Occupation	DOB:	AGE:
App. 5 Name	Mob:	SMOKE Y/N
App. 5 Current Address	Email:	PETS Y/N
Occupation	DOB:	AGE:
App. 6 Name	Mob:	SMOKE Y/N
App. 6 Current Address	Email:	PETS Y/N
Occupation	DOB:	AGE:

**Please note: Smoking will not be permitted inside the property due to health & safety and fire risks.*

ALL OTHER PERSONS NAMES RESIDING (If Dependents please indicate which applicant (App) they relate to)

Other / Dependent Name	Age	App	Other / Dependent Name	Age	App
1			4		
2			5		
3			6		

DETAILS OF ALL VEHICLES/BOATS/TRAILERS TO BE KEPT AT PROPERTY (NOT APPLICANT SPECIFIC)

Type (car, boat etc):	Registration No:	Make/Model:
Type (car, boat etc):	Registration No:	Make/Model:
Type (car, boat etc):	Registration No:	Make/Model:
Type (car, boat etc):	Registration No:	Make/Model:



PET AGREEMENT APPLICATION FORM

(If more than 4 pets, print and complete a separate Pet Agreement Application form)

How many? _____

By signing this application you are agreeing to the Terms and Conditions stated overleaf. If more than 4 pets, please complete another copy of this page.

Pet 1 Type		Photo provided	YES / NO	Pet 2 Type		Photo provided	YES / NO
Name		Reg/Lic #		Name		Reg/Lic #	
Breed	(not essential to be registered)			Breed	(not essential to be registered)		
Colour				Colour			
Age		Approx weight		Age		Approx weight	

Pet 3 Type		Photo provided	YES / NO	Pet 4 Type		Photo provided	YES / NO
Name		Reg/Lic #		Name		Reg/Lic #	
Breed	(not essential to be registered)			Breed	(not essential to be registered)		
Colour				Colour			
Age		Approx weight		Age		Approx weight	

This agreement is subject to and conditional upon the Tenant complying with the following terms such that a breach of these terms shall also constitute a breach of the Residential Tenancy Agreement between the Lessor and the Tenant:

TERMS AND CONDITIONS IF PETS APPROVED:

- Any pet/s other than the approved pet/s specified in the General Tenancy Agreement and the Pet Agreement must first be requested by the Tenant in writing via a separate Pet Application giving full details and then be approved in writing by the Lessor PRIOR to the pet/s being allowed onto the Premises. Pet approval may be subject to specific criteria and must be complied with. Approval is NOT guaranteed.
- The Tenant shall be liable for any damage or injury whatsoever caused by the pet/s on the Property, whether they are the Tenant's pets or their guests pets and regardless of their approval status. The Tenant shall promptly pay for all and any damage to the premises (including but not limited to any part of the residence including floor covering by reason of urine, faeces, pet odours, fleas, ticks and all other pet parasites) contributed to or caused by the pets, or the manner of keeping the pets at the premises by the Tenant;
- The Tenant accepts full responsibility and indemnifies the Lessor for any claims by or injuries to third parties or their Property caused by, or as result of actions by their pet/s or their guests pet/s, and regardless of their approval status.
- The Tenant agrees to arrange for internal and external Flea Fumigation and deoderising (all at the tenants expense with receipts provided) at the end of the Tenancy or at a time during the Tenancy as required or requested by the Lessor / Lessor's Agent to be carried out by a Company complying with Australian Standards, or in the least every twelve months should the initial tenancy be renewed.
- The pet/s are to be outside at all times, unless requested and specified otherwise in the General Tenancy Agreement. Guide dogs are an exception. Should there be a guide dog at the premises, the Tenant shall ensure that the dog is not fed on any carpeted area within the premises.
- If the pet is a dog, the Tenant agrees to restrain or remove the dog from the premises for the duration of inspections arranged by the Agent or attendance by tradespeople. Other pets can be left at the property but at the Tenant's risk – we cannot be responsible for escapes or injuries.
- The Tenant has satisfied itself that the premises are adequate and suitable for the pets (including the adequacy of the fencing to ensure the pets can be restrained inside the premises) and shall not add, alter or modify the premises without prior written consent of the Lessor.
- The Tenant shall take reasonable steps to ensure that the pets do not behave in a manner likely to or which does interfere with or impact upon in any manner whatsoever with the peaceful enjoyment of any other person at or near the premises.
- The Tenant shall ensure that all pet waste including faeces is promptly removed from the premises.
- The Tenant shall release and forever hold the Lessor and the Agent blameless from all liabilities, debts, claims and demand connected with either this Agreement or the pets at the premises (including but not limited to any personal or pet injury or property damage caused or contributed to by the pets).
- The Tenant shall indemnify the Lessor and the Agent for all and any liabilities, debts claims or demands arising connected with either this Agreement or the pets at the premises (including but not limited to any personal or pet injury or property damage caused or contributed to by the pets);
- A breach of this Agreement shall constitute a breach of the Tenancy Agreement.
- This Pet Agreement shall be terminated and end on termination of the Tenancy Agreement.



APPLICANT ONE	
Full Name:	
Drivers Licence	Expiry:
Or 18+ Card No:	Expiry:
Passport No:	Expiry:
Are you an Australian Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No, Copy of Passport & Visa required	
HOW DID YOU FIND OUT ABOUT THIS PROPERTY?	
<input type="checkbox"/> www.realestate.com.au <input type="checkbox"/> Newspaper <input type="checkbox"/> Agency contact <input type="checkbox"/> Sign <input type="checkbox"/> Referral <input type="checkbox"/> Other (please specify):	
DO YOU CURRENTLY HAVE AN APPLICATION WITH ANOTHER AGENCY FOR ANOTHER PROPERTY?	
<input type="checkbox"/> No <input type="checkbox"/> Yes, please advise	
CURRENT ADDRESS & DETAILS	
Physical address:	
Postal address:	
<input type="checkbox"/> Rented, lease ends on / /	
Will you be breaking the lease? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Owned <input type="checkbox"/> Other -	
Rent/Mortgage P/Wk \$	Length Y M
Reason for Leaving:	
Agent / Landlord:	
{Phone:	{Fax:
Do you expect the bond to be refunded in full? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If No, why not?	
PREVIOUS ADDRESS & DETAILS	
Address:	
<input type="checkbox"/> Rented <input type="checkbox"/> Owned <input type="checkbox"/> Other -	
Rent/Mortgage P/Wk \$	Length Y M
Reason for Leaving:	
Agent / Landlord:	
{Phone:	{Fax:
Did you get the bond refunded in full? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If No, why not?	

APPLICANT TWO	
Full Name:	
Drivers Licence	Expiry:
Or 18+ Card No:	Expiry:
Passport No:	Expiry:
Are you an Australian Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No, Copy of Passport & Visa required	
HOW DID YOU FIND OUT ABOUT THIS PROPERTY?	
<input type="checkbox"/> www.realestate.com.au <input type="checkbox"/> Newspaper <input type="checkbox"/> Agency contact <input type="checkbox"/> Sign <input type="checkbox"/> Referral <input type="checkbox"/> Other (please specify):	
DO YOU CURRENTLY HAVE AN APPLICATION WITH ANOTHER AGENCY FOR ANOTHER PROPERTY?	
<input type="checkbox"/> No <input type="checkbox"/> Yes, please advise	
CURRENT ADDRESS & DETAILS	
Physical address:	
Postal address:	
<input type="checkbox"/> Rented, lease ends on / /	
Will you be breaking the lease? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Owned <input type="checkbox"/> Other -	
Rent/Mortgage P/Wk \$	Length Y M
Reason for Leaving:	
Agent / Landlord:	
{Phone:	{Fax:
Do you expect the bond to be refunded in full? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If No, why not?	
PREVIOUS ADDRESS & DETAILS	
Address:	
<input type="checkbox"/> Rented <input type="checkbox"/> Owned <input type="checkbox"/> Other -	
Rent/Mortgage P/Wk \$	Length Y M
Reason for Leaving:	
Agent / Landlord:	
{Phone:	{Fax:
Did you get the bond refunded in full? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If No, why not?	



CURRENT EMPLOYMENT	
Self employed?	<input type="checkbox"/> Y -see below <input type="checkbox"/> N
If self-employed you MUST provide copies of the following: ABN, Current Business Bank Statement and a letter from your accountant within the last 30 days confirming your net income for the last financial year and an expectation for the next financial year.	
Business Name:	
Address:	
☎Phone:	☎Fax:
Occupation:	
F-time / P-time / Casual	Length of Employment:
Net Income (net = after tax)	\$ Per Week
OTHER INCOME/GOVERNMENT/CENTRELINK PAYMENTS	
Type of Income/Allowance:	
Net Income per week (i.e Government funding): \$	
PREVIOUS EMPLOYMENT	
Self employed?	<input type="checkbox"/> Y -see below <input type="checkbox"/> N
If you were self-employed you MUST provide copies of the following: ABN, Final/Current Business Bank Statement and a letter from your accountant within the last 30 days confirming your net income for the last financial year of trading.	
Business Name:	
Address:	
☎Phone:	☎Fax:
Occupation:	
F-time / P-time / Casual	Length of Employment:
Net Income (net = after tax)	\$ Per Week
NEXT OF KIN (Not living with you & must live in Australia)	
Name:	Relationship to you:
☎Home Ph:	☎Mobile:
Address:	
PERSONAL & BUSINESS REFERENCES (not relatives, diff to App 2)	
1. Name:	
☎Day-time Ph:	Relationship:
2. Name:	
☎Day-time Ph:	Relationship:
3. Name:	
☎Day-time Ph:	Relationship:

CURRENT EMPLOYMENT	
Self employed?	<input type="checkbox"/> Y -see below <input type="checkbox"/> N
If self-employed you MUST provide copies of the following: ABN, Current Business Bank Statement and a letter from your accountant within the last 30 days confirming your net income for the last financial year and an expectation for the next financial year.	
Business Name:	
Address:	
☎Phone:	☎Fax:
Occupation:	
F-time / P-time / Casual	Length of Employment:
Net Income (net = after tax)	\$ Per Week
OTHER INCOME/GOVERNMENT/CENTRELINK PAYMENTS	
Type of Income/Allowance:	
Net Income per week (i.e Government funding): \$	
PREVIOUS EMPLOYMENT	
Self employed?	<input type="checkbox"/> Y -see below <input type="checkbox"/> N
If you were self-employed you MUST provide copies of the following: ABN, Final/Current Business Bank Statement and a letter from your accountant within the last 30 days confirming your net income for the last financial year of trading.	
Business Name:	
Address:	
☎Phone:	☎Fax:
Occupation:	
F-time / P-time / Casual	Length of Employment:
Net Income (net = after tax)	\$ Per Week
NEXT OF KIN (Not living with you & must live in Australia)	
Name:	Relationship to you:
☎Home Ph:	☎Mobile:
Address:	
PERSONAL & BUSINESS REFERENCES (not relatives, diff to App 1)	
1. Name:	
☎Day-time Ph:	Relationship:
2. Name:	
☎Day-time Ph:	Relationship:
3. Name:	
☎Day-time Ph:	Relationship:



DECLARATIONS BOTH APPLICANTS TO COMPLETE AND PROVIDE DETAILS AS REQUIRED	Applicant One		Applicant Two	
Are you bankrupt or an un-discharged bankrupt?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been evicted by any Lessor or Agent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you in debt to another Lessor or Agent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there anything that would affect your ability to pay rent when due?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered yes to any of the above, please provide details here:				

I/We have read, signed and understood The Property League Privacy Notice and Consent form.
 By signing this application, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile AND for receiving advice or notification by SMS.
 I/We understand that if the application is rejected, the agent is not legally obliged to give a reason.
 I/We understand that should this application be approved, within 24 hours of acceptance, the first two weeks rent must be paid. The property will not be held until this is paid.
 I/We understand that should this application be approved, the full bond (equal to 4 weeks rent) will be required by either bank cheque, direct deposit or money order made payable to The Property League must be in our account in cleared funds prior to key collection.
 I/We understand that if the Tenancy does not proceed after the first two weeks rent is paid, this money will be forfeited and the Agent will pursue monies owed for rent until a replacement tenant is secured.
 I/We understand that I/We will not be entitled to occupation of the premises until: vacant possession is provided by the current occupant, the full bond (equal to 4 weeks rent) and a total of two weeks rent has been paid to The Property League in cleared funds and that the General Tenancy Agreement and accompanying paperwork is signed by all approved lease holders and original supporting documents sighted.
 I/We understand that it is my/our responsibility to organize utilities (e.g. electricity) to be connected and supplied at my/our expense before occupying the property.
 I/We understand that unless otherwise stated, I/We are 100% responsible for all services to the premises, including but not limited to water consumption, electricity, gas, telephone/internet/data services, pay TV if approved, garden maintenance and pool care unless otherwise agreed.
 I/We consent to photos being taken at all inspections relating to the occupancy and termination of this tenancy agreement.
 I/We confirm that the rent and bond is within our financial means.
 I/We confirm we have had the opportunity to read over the Tenancy Terms and Conditions including the General Annexure A, Pet Agreement, Body Corporate Agreement and any other relevant forms.
 I/We confirm we have had the opportunity to read the RTA Form 17a Renting a House or Unit in Queensland.
 I/We declare the information provided on this application is true and correct and has been supplied by my/our own free will.
 I/We have:

- Attached photocopies of documents to meet 100 or more points of ID, including mandatory documents
- Inspected the Property both internally and externally
- Completed the Pet Application if pets are to reside at the Property

Signed By Applicant One:

Signature: _____
 Name: _____
 Date: _____

Signed By Applicant Two:

Signature: _____
 Name: _____
 Date: _____



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APPLICANT TO COMPLETE TOP SECTION ONLY

Please name and sign this page and return it to The Property League with your application. You DO NOT need to have this page completed by the referees. We will forward it to any of the employer(s) or agent(s) mentioned in your application.

Applicant One Name: _____ **Applicant Two Name:** _____

PRIVACY CONSENT: I acknowledge that I have read the supplied Privacy Notice and Consent form and understand that you as an agent are bound by the Privacy Act and Australian Privacy Principles. I hereby authorise **The Property League** to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references;
- My creditors;
- Tenancy Databases;

Applicant One Signature: _____ **Applicant Two Signature:** _____

AGENT TO COMPLETE BELOW

Dear Referee, Please find below authority from our rental applicant for you to share with us the following information in order for them to secure a new rental property through our agency. Your responses will be completely confidential between yourself and our agency and we welcome for you to call us if you have any concerns. Thank you for your time and prompt attention.

Please **return** the completed form TODAY to Email: **amber@thepropertyleague.com.au**

(Please note, we will send this to your employer and agent to complete, please do not fill it in yourself or get it filled in by them)

EMPLOYER REFERENCE FROM:

EMAIL:

QUESTIONS	ANSWERS		
Was/Is the abovementioned person employed by your company?	YES	NO	
What was/is their occupation?			
What were/are their terms of employment and hours of work?	F-Time / P-Time / Casual (please circle)	_____ hours p/w	
What was/is their period of employment?	From:	To:	
What was/is their weekly wage after tax (net-take home)?	\$	net per week	
If they are still an employee, do you see their role continuing?	YES	NO	NO COMMENT
If you had an investment property, would you have them as a tenant?	YES	NO	NO COMMENT
Is there anything else you think we should know?			
Reference Completed By: Name	Position:	Signed:	

RENTAL REFERENCE REQUEST TO AGENT:

EMAIL:

Please kindly attach a copy of the tenant's ledger to your reference when returning to us. Thank You

QUESTIONS	ANSWERS (If the Answer is No, please provide details)		
Property Rented:			
Was the Tenant listed as a lessee?	YES	NO -	(app. occ? Y/N)
Rent Amount Paid Per Week	\$	Per week/calendar month	
Period of Time Rented	From	To	
How many others were on the lease?			
Did the tenant leave of their own accord?	YES	NO -	
Did the tenant pay their rent on time?	YES	NO, How many NTRB -	
Did the tenant look after the property and yard as per their tenancy agreement?	YES	NO -	NTRB?
If pets were present, were they kept as per their tenancy agreement?	YES or N/A	NO -	NTRB?
Did the Tenant leave the property and yard in a suitable condition - clean and tidy?	YES	NO -	N/A <input type="checkbox"/>
Was the Tenant pleasant to deal with?	YES	NO -	
Was the Bond refunded in full?	YES	NO -	N/A <input type="checkbox"/>
Would you/your Agency rent to this person again?	YES	NO -	
Is there anything else you think we should know as a potential managing agency?			
Reference Completed By: Name	Position:	Signed:	