

“TWENTY”
Tenancy Application Process
Applicable to managed or self-managed properties

1. As soon as you or your agency receives a Notice to Vacate from your current tenant, we ask that you forward this immediately to CTM. It is in your interests to do this as soon as possible, as this will allow CTM to begin the interview approval process.
2. CTM will then issue an invoice for \$300 covering costs, which the shareholder should pay promptly.
3. the Shareholder (or their agent) to forward to CTM the signed Application for Shareholder to Rent. This form can be downloaded from the Twenty website.
4. When a prospective tenant is found, the agent or owner should forward the following information to CTM in readiness for the interview. We have dispensed with the requirement for personal and professional references:
 - Photo identification – passport or drivers licence
 - Agent’s application to lease form completed by tenant, covering, at a minimum, employment and rental history (self-managing owners should provide equivalent)
 - Agents rental’s reference
 - Signed Twenty House Rules (also available on website)
5. CTM will then arrange an interview, which can take up to three or four days to schedule.

Please note that where a Shareholder chooses to self-manage their tenancy, any repairs etc. need to be directed by the tenant to the Shareholder to address.