Private rental form

Direct payment or reimbursement

Customer details

Customer name: **Date:** / /

Customer address: **NCB No.**

Rental agreement details

Rental agreement type: *(please select one)*

◯ Fixed term **Start date:** / / **End date:** / /

◯ Periodic / ongoing **Start date:** / /

Rent amount: $ per ◯ week ◯ fortnight ◯ month

Payment details

How would you like CBB to pay your rent? *(please select one)*

◯ **Reimbursement** – CBB pays the funds into your personal bank account. Your landlord's bank details aren't needed.

◯ **Direct payment** – CBB pays the funds directly into your landlord's bank account. Please complete their bank details below.

Private landlord bank details for payment of CBB funds

Landlord bank details	**Account name:**	
	BSB:	**Account number:**
	Payment reference:	

Landlord declaration *To be completed by your landlord*

I, confirm that

is currently renting my property at:

Landlord's phone number:

Landlord signature: **Date:** / /

Please see page 2 for important notes.

Private rental form

Important notes

If your arrangement changes

Please let CBB know if your rental arrangement ends or changes.

Reimbursement for a periodic tenancy with a private landlord

CBB will reimburse you for 12 months of rent. Once this amount has been reimbursed, your landlord will need to complete a new Private rental form to show the periodic tenancy is continuing.

Reimbursement for a fixed-term tenancy with a private landlord

CBB will reimburse you for the total rent during the tenancy period. Once this amount has been reimbursed, your landlord will need to complete a new Private rental form to show the new tenancy period.

After completing this form, please send it to our friendly customer care team at **customercare@cbb.com.au**

For more information, call us on **1300 763 505** or visit our website at **cbb.com.au**

cbb The Salary Packaging People