



U R B A N P R O P E R T Y

TENANCY APPLICATION FORM

www.urbanpropertymelbourne.com.au

Please send all applications to:

rentals@upmelbourne.com.au

IN PROCESSING YOUR TENANCY APPLICATION

We endeavour to process all tenancy applications as soon as possible. Please ensure that all questions are answered in details and include all information requested for speedy process.

Successful applications will receive a phone call confirming their approval.

SUPPORTING DOCUMENTATION REQUIRED:

- Bank statements for the past 3 months
- Three Recent Payslips (No more than 45days)
- Tenant Ledger from current/previous Real Estate Agent
- Centrelink statement (if applicable)
- If you are a home owner please supply a copy of a rates notice or sale contract
- If you are holding an international passport, please supply a copy of your valid VISA

Please Note: We are unable to process your application without this information.

Please provide us with 100 POINTS of IDENTIFICATION & COPY OF SUPPORT DOCUMENTATION

ITEM	POINTS	ITEM	POINTS
Current Driver's License	50	Copy of Mobile Phone Account	20
Passport	50	Copy of Medicare Card	20
Proof of Age Card	50	Concession/Pension Card	10
Student ID Card	50	Copy of electricity/Gas/Water Account	30 ea

100 POINT IDENTIFICATION CHECK

The listed identification has been photocopied and is attached to this application.

Photocopying: WE DO NOT PHOTOCOPY DOCUMENTS. Please provide your own copies.

INITIAL PAYMENT OF RENT AND BOND

Initial payments must be made by bank cheque or money order within 24hr of approval of application. No personal cheque will be accepted.

IF YOU FILL OUT THE FREE UTILITIES CONNECTION SERVICE (Electricity, Gas, Water, Phone, Internet, Pay TV)

Please fill out the free utility connect service (MyConnect). If possible, request connection for one day prior to moving in. Connection can be any time on the requested day. The main electrical switch must be OFF. (Sometimes in units a second switchboard is installed-this must be off as well).

Connections will not happen if power switch is left ON. Early connections are processed the next business day if lodged before 1pm the day prior.

Your personal information that has been provided to us in the application or collected from other sources is necessary for us to verify your identity and to process /evaluate the application and to manage the tenancy.

Thank you

Property Management Department

TENANCY APPLICATION FORM

PROPERTY DETAILS — Property you would like to rent if this application is accepted?

Proposed Property: _____ Post Code: _____
Rent Per Week: \$ _____ Bond Amount: \$ _____ Are you a smoker? YES / NO (circle)
Length of Tenancy: _____ Years _____ Months Tenancy to Commence: ____/____/____
How many Tenants will occupy the property?: Adults _____ Children _____ Ages _____
Other Occupant's Name: _____ Email: _____ Relationship: _____
Phone: _____ Age: _____ On the lease? YES / NO (circle)
Pets: Y / N (circle) Types: _____ Reg? Y / N Breed/s: _____ Ages: _____ Inside / Outside (circle)
Will you be applying for assistance from Ministry of Housing? YES / NO (circle) Inspected Property: YES / NO (circle)

FIRST APPLICANT

Salutation ____ (Mr, Mrs, Ms) First Name: _____
Family/Last Name: _____
Date of Birth : ____/____/____ Drivers Lic #: _____
Expiry Date: ____/____/____ License State: _____
Vehicle Registration: _____ State: _____
Passport No : _____ Passport country: _____
Pension No: (if applicable) _____ Type: _____
Phone: _____ Mob Phone: _____
Email: _____

SECOND APPLICANT AND/OR PARTNER

Salutation ____ (Mr, Mrs, Ms) First Name: _____
Family/Last Name: _____
Date of Birth : ____/____/____ Drivers Lic #: _____
Expiry Date: ____/____/____ License State: _____
Vehicle Registration: _____ State: _____
Passport No : _____ Passport country: _____
Pension No: (if applicable) _____ Type: _____
Phone: _____ Mob Phone: _____
Email: _____

Current Rental History - Applicant 1

Current Residential Address: _____

Length of stay: _____ From: _____
Monthly Rent: \$ _____ Bond fully refunded? YES / NO
If not, why? _____
Agent's Name: _____ Phone: _____
Email: _____
Reason for leaving: _____

Current Rental History - Applicant 2

Current Residential Address: _____

Length of stay: _____ From: _____
Monthly Rent: \$ _____ Bond fully refunded? YES / NO
If not, why? _____
Agent's Name: _____ Phone: _____
Email: _____
Reason for leaving: _____

Previous Rental History - Applicant 1

Previous Residential Address: _____

Length of stay: _____ From: _____ To: _____
Monthly Rent: \$ _____ Bond fully refunded? YES / NO
If not, why? _____
Agent's Name: _____ Phone: _____
Email: _____
Reason for leaving: _____

Previous Rental History - Applicant 2

Previous Residential Address: _____

Length of stay: _____ From: _____ To: _____
Monthly Rent: \$ _____ Bond fully refunded? YES / NO
If not, why? _____
Agent's Name: _____ Phone: _____
Email: _____
Reason for leaving: _____

FREE UTILITY CONNECTIONS

myconnect

myconnect is a FREE and easy to use utility connection service



Select utilities:

Water (Compulsory) Electricity Gas
 Internet Phone Pay TV

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

Tick here to opt out

1300 854 478

enquiry@myconnect.com.au

myconnect.com.au

Employment History - Applicant 1

Company Name: _____
 Manager: _____ Phone: _____
 Email: _____
 Company Address: _____
 Industry: _____ Occupation/Position: _____
 Nature of your Employment: (circle) **FULL TIME / PART TIME/ CASUAL**
 Length of Employment: _____ From: _____
 Annual Salary: _____ Gross Mthly: _____ Gross Wkly: _____

Employment History - Applicant 2

Company Name: _____
 Manager: _____ Phone: _____
 Email: _____
 Company Address: _____
 Industry: _____ Occupation/Position: _____
 Nature of your Employment: (circle) **FULL TIME / PART TIME/ CASUAL**
 Length of Employment: _____ From: _____
 Annual Salary: _____ Gross Mthly: _____ Gross Wkly: _____

Previous Employment History - Applicant 1

Previous Employer: _____
 Manager: _____ Phone: _____
 Email: _____
 Company Address: _____
 Industry: _____ Occupation/Position: _____
 Nature of your Employment: (circle) **FULL TIME / PART TIME/ CASUAL**
 Length of Employment: _____ From: _____ To: _____
 Annual Salary: _____ Gross Mthly: _____ Gross Wkly: _____

Previous Employment History - Applicant 2

Previous Employer: _____
 Manager: _____ Phone: _____
 Email: _____
 Company Address: _____
 Industry: _____ Occupation/Position: _____
 Nature of your Employment: (circle) **FULL TIME / PART TIME/ CASUAL**
 Length of Employment: _____ From: _____ To: _____
 Annual Salary: _____ Gross Mthly: _____ Gross Wkly: _____

If you are a Student - Applicant 1

Name of Institution: _____
 Department/Course: _____
 Student ID/Enrolment No: _____ Course Length: _____
 Source of Income/Support: _____
 Net Weekly Amount: _____
 Parent/Guardian Name: _____ Ph: _____
 Email: _____
 Residential Address: _____

If you are a Student - Applicant 2

Name of Institution: _____
 Department/Course: _____
 Student ID/Enrolment No: _____ Course Length: _____
 Source of Income/Support: _____
 Net Weekly Amount: _____
 Parent/Guardian Name: _____ Ph: _____
 Email: _____
 Residential Address: _____

If You Receive a Centrelink Payment - Applicant 1

Type: _____ Cust No: _____
 Amount \$: _____ Per Fortnight

If You Receive a Centrelink Payment - Applicant 2

Type: _____ Cust No: _____
 Amount \$: _____ Per Fortnight

If Self Employed - Applicant 1

Accountant Name: _____ Ph: _____
 Company Name: _____ ABN: _____

If Self Employed - Applicant 2

Accountant Name: _____ Ph: _____
 Company Name: _____ ABN: _____

Emergency Contact - Applicant 1

Name: _____
 Address: _____
 Home Phone: _____ Mob Phone: _____
 Relationship to you: _____

Emergency Contact - Applicant 2

Name: _____
 Address: _____
 Home Phone: _____ Mob Phone: _____
 Relationship to you: _____

References - Applicant 1

1) Name: _____
 Address: _____
 Home Phone: _____ Mobile: _____
 Email: _____ Relationship: _____
2) Name: _____
 Address: _____
 Home Phone: _____ Mobile: _____
 Email: _____ Relationship: _____

References - Applicant 2

1) Name: _____
 Address: _____
 Home Phone: _____ Mobile: _____
 Email: _____ Relationship: _____
2) Name: _____
 Address: _____
 Home Phone: _____ Mobile: _____
 Email: _____ Relationship: _____

Declaration & Authority

I hereby offer to rent the property from the owner under lease to be prepared by the Agent. Should this application be accepted by the Landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the property owner. I declare that all information contained in this application (all pages) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence.
- (b) My personal referees and employer/s
- (c) Any record listing or database of defaults by tenants
- (d) My Accountant or Payroll

I am aware that the Agent will use and disclose my personal information in order to:

- (a) Communicate with the owner and select a tenant.
- (b) Prepare lease/Tenancy documents.
- (c) Allow tradespeople or equivalent organisations to contact me.

(d) Lodge/claim/transfer to/from a Bond Authority.

(e) Refer to Tribunals/Courts & Statutory Authorities where applicable.

(f) Refer to collection agents/lawyers where applicable.

(g) Complete a credit check with NTD (National Tenancies Database). If you wish to view your records or the information is not accurate, you can contact NTD on 1300 563 826 or www.ntb.net.au to amend or dispute the record.

(h) Transfer water account details into my name via MyConnect.

(i) Connect utilities through MyConnect.

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to the tenancy default database, and to agents/landlords of properties I may apply for in the future. I am aware that if the information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware the I may access personal information on the contact details above.

Applicant 1 Signature**Date****Applicant 2 Signature****Date**