

# Residential Application Form

For your application to be processed you must answer all questions (including the reverse side)



masonwhitemcdougall

## A. AGENT DETAILS

www.mwmrealestate.com.au

### PROPERTY MANAGER: Melanie Verso

784 Main Rd, Hurstbridge, VIC 3099  
Ph: (03) 9718 2222 Fax: (03) 9718 2255  
Mobile: 0408 332 375  
Email: melanie@mwmrealestate.com.au

### PROPERTY MANAGER: Claire Bittles

Shop 1 Glenburn Rd, Kinglake, VIC 3763  
Ph: (03) 5786 1199 Fax: (03) 5786 1149  
Email: claire@mwmrealestate.com.au

## B. PROPERTY DETAILS

### Address of the property you would like to rent

		Postcode

### Commencement date

	Day		Month		Year
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### Lease term

	Year/s		Months
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### How many people will normally occupy the property?

	Adults		Children		Ages
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## C. PERSONAL DETAILS

Mr  Mrs  Ms  Miss  Other

Surname

Given Name/s

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Date of birth

Driver's Licence number

--	--

Driver's licence expiry date

Driver's Licence state

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Passport number

Passport country

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Pension number (if Applicable)

Pension type (if applicable)

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### Please provide your contact details

Home phone number

Work phone number

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Mobile phone number

Fax number

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Email address

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Current address

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Postcode

## D. UTILITY CONNECTION

# myconnect

A FREE utility connection service.

Please tick here, and myconnect will call you to help connect your Electricity, Gas, Water, Telephone and Internet services.

I would like to use myconnect to assist with the connection of utilities at my new property.

Phone : 1300 854 478

Fax : 1300 854 479

enquiry@myconnect.com.au

www.myconnect.com.au

If this section is complete, I:

consent to the disclosure of information on this form to myconnect ABN 34121 892 331 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; acknowledge 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.

Signature

Date

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## E. DISCLAIMER/AUTHORITY

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

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt. I, the tenant, accept the property in the condition it was in when inspected.

I authorise the Agent to obtain personal information about me from:

- (a) The owner or the Agent of my current or previous residences;
  - (b) My personal referees and employer/s;
  - (c) Any record listing or database of defaults by tenants;
- If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy database, and to agents/landlords of properties I may apply for in the future.

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

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow trades-people 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)
- (h) transfer water account details into my name

I am aware that if 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 that I may access personal information on the contact details above.

**PLEASE SIGN OTHERWISE WE WILL BE UNABLE TO PROCESS YOUR APPLICATION**

Signature

Date

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**F. APPLICANT HISTORY**

How long have you lived at your current address? Weekly rent paid

Years Months \$

Why are you leaving this address?

Landlord/Agent details of this property (if applicable)

Name of landlord or agent Landlord/agent's phone number

What was your previous address?

Postcode

How long have you lived at your previous address? Weekly rent paid

Years Months \$

Reason for leaving this address?

Landlord/Agent details of this property (if applicable)

Name of landlord or agent Landlord/agent's phone number

Was bond refunded in full? Yes / No

If No why not?

**G. EMPLOYMENT HISTORY**

Please provide your current employment details

Occupation

What is the nature of your employment? (FULL TIME/PART TIME/CASUAL)

Employer's name (accountant if self employed or institution if a student)

Employer's Address

Postcode

Contact person

Phone number

Length of employment

Net income (weekly)

Years Months \$

If less than 12 months, please provide previous employment details

Employer's name

Occupation

Phone number

Contact Person

Length of employment

Years Months

**H. INCOME SOURCES**

Please disclose any other source of income (inc. Centrelink payment)

Type / Source

Net income (weekly)

\$

**I. CONTACTS/REFERENCES**

Please provide a contact IN CASE OF EMERGENCY

Surname

Given name/s

Address

Relationship to you

Phone number

Please provide 3 references (NOT FRIENDS OR FAMILY)

Surname

Given name/s

Relationship to you

Phone Number

Surname

Given name/s

Relationship to you

Phone Number

Surname

Given name/s

Relationship to you

Phone Number

**J. OTHER INFORMATION**

Car registration

Make/Type

Details of any pets

Breed/Type

Council registration/number

**HOW DID YOU FIND OUT ABOUT THIS PROPERTY?**

- Board  The Internet  Local Paper  Referral  Counter List  Other: \_\_\_\_\_

PLEASE NOTE

Initial payments must be made to the Agent in cash, via direct deposit, bank cheque or money order within 24 hours after approval of your application. No personal cheques will be accepted. Keys will not be handed over until the Lease Agreement has been signed by all plus the first months Rent and Bond has been paid in full.

This property is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the Landlord or Agent should any circumstances arise whereby the property is not available for occupation on the due date.

PLEASE PROVIDE US WITH 100 POINTS OF ID FOR YOUR APPLICATION TO BE PROCESSED

Drivers License	50 points
Passport	50 points
Proof of Age Card	50 points
Student ID Card	50 points
Copy of Gas Account	30 points
Copy of Water Account	30 points
Copy of Electricity Account	30 points
Copy of Mobile Phone Account	20 points
Copy of Medicare Card	20 points
Concession / Pension Card	10 points

OFFICE USE ONLY

Property Address

\_\_\_\_\_

Post Code : \_\_\_\_\_

Rent PW: \$ \_\_\_\_\_

Rent PCM: \$ \_\_\_\_\_

Bond: \$ \_\_\_\_\_

References Checked

Current Landlord / Agent \_\_\_\_\_

Current Employment \_\_\_\_\_

Reference 1: \_\_\_\_\_

Reference 2: \_\_\_\_\_

National Tenancy Database Checked

Date: \_\_\_\_\_

Defaults: Yes / No \_\_\_\_\_

Comments: \_\_\_\_\_

Bankruptcies: Yes / No \_\_\_\_\_

Comments: \_\_\_\_\_

Court Judgments: Yes / No \_\_\_\_\_

Comments: \_\_\_\_\_

Enquiries: Yes / No \_\_\_\_\_

Comments: \_\_\_\_\_

Tenancy

100 Points of ID provided: Yes / No \_\_\_\_\_

Application Approved: Yes / No \_\_\_\_\_

Advised By: \_\_\_\_\_

Tenancy Start Date: \_\_\_\_\_

Deposit Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Name/s on Lease \_\_\_\_\_

First Months Rent Paid: \_\_\_\_\_

Rental Adjustment Amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Name/s on Bond: \_\_\_\_\_

Date Bond Paid: \_\_\_\_\_

Rental Increase Due: \_\_\_\_\_

Rental Increase Amount: \_\_\_\_\_