

# Melbourne Real Estate

## Residential Tenancy Application Form

### PROPERTY APPLYING FOR

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

Lease Term \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Date Property to be occupied \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Rent Payable for Property \$ \_\_\_\_\_ PW Pefs yes / no \_\_\_\_\_

Name(s) of other Applicants to Occupy Property: \_\_\_\_\_

\_\_\_\_\_ Age \_\_\_\_\_

\_\_\_\_\_ Age \_\_\_\_\_

### IF SELF EMPLOYED, PLEASE COMPLETE THE FOLLOWING

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

Position Held \_\_\_\_\_

A.B.N. \_\_\_\_\_

Accountant Name \_\_\_\_\_

Accountant Phone \_\_\_\_\_

Solicitor Name \_\_\_\_\_

Solicitor Phone \_\_\_\_\_

### UTILITY CONNECTION SERVICE

This is a free service that connects all your utilities

#### Direct Connect

Once we have received this application we will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this Application to confirm the information on this Application and explain the details of the services offered. Direct Connect is a utility one stop connection service.

Please tick utilities requested

Electricity  Gas  Phone  Internet  PayTV  Insurance  Water

**DECLARATION AND EXECUTION:** By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Connection Details" above even if we/I have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/until (28) days after we/I disconnect the last of the services in respect of which this application is made]; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect 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 the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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Agent Name: Melbourne Real Estate Pty Ltd  
 ABN: 1400 5638 675  
 Address: Level 1, 12 Yarra St  
 South Yarra VIC 3141  
 Phone: 03 9429 0455  
 Fax: 03 9429 0466  
 Email: rentals@melbournerealestate.com.au

### PERSONAL DETAILS

Title \_\_\_\_\_ First Name \_\_\_\_\_ Initial \_\_\_\_\_

Last Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Current Address \_\_\_\_\_

Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

Drivers Licence Number \_\_\_\_\_ Exp \_\_\_\_\_ State of Issue \_\_\_\_\_

Car Registration Number \_\_\_\_\_

Alternant ID (e.g. passport) \_\_\_\_\_ Exp \_\_\_\_\_ County \_\_\_\_\_

Smoker \_\_\_\_\_ YES \_\_\_\_\_ / \_\_\_\_\_ No \_\_\_\_\_

Home Phone Number \_\_\_\_\_

Mobile Phone Number \_\_\_\_\_

Email \_\_\_\_\_

### NEXT OF KIN

Emergency Contact \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Mobile \_\_\_\_\_ Other \_\_\_\_\_



# Melbourne Real Estate

This form is to be accompanied by an Application for Tenancy. Your Application for Tenancy cannot be accepted unless this has been completed in full and signed.

Due to recent changes in the Privacy laws, from 21<sup>st</sup> December 2001, all real estate agencies must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully, and once completed return it to this office with your tenancy application.

As professional property managers, Melbourne Real Estate, collects personal information about you. To ascertain what personal information we have about you, you can contact us by the following ways:

**Telephone:** 03 9429 0455  
**Facsimile:** 03 9429 0455  
**Email:** rentals@melbournerealestate.com.au  
**In Person:** Level 1, 12 Yarra St, South Yarra

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested and if the risk is considered acceptable, to provide you with a lease/tenancy of the premises.

To carry out this role and during the term of your tenancy, we usually disclose your personal information to the following:

The landlord, the landlord's lawyers, the landlord's mortgagee – for mortgage purposes, referees you have nominated, organisations/trades people required to carry out maintenance to the premises, rental bond authorities, Residential Tenancies Tribunals/Courts, collection agencies, National Tenancies Database Pty Ltd, Remington White, other real estate agents and landlords, utilities companies such as gas, electricity, water connection, telephone connection, banks – for rental payment facilities and financial records, employers – for reference purposes.

#### PLEASE NOTE:

1. This application is subject to the owner's approval and may take 2-3 days to process.
2. All applicants must complete an application form.
3. Initial bond payment must be paid in the form of a bank cheque or money order made payable to the **Residential Tenancies Bond Authority** (personal cheques or cash will not be accepted)
4. Initial rental payments must be paid in the form of a bank cheque or money order made payable to the **Melbourne Real Estate Rental Trust Account** (personal cheques or cash will not be accepted).
5. The applicant hereby agrees to a credit check being carried out by the National Tenancy Database.

The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.

#### TENANCY ACCEPTANCE

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fill out ALL the required details on the application and ensure your completed application is returned to our offices as quickly as possible.

#### SUCCESSFUL APPLICATIONS

Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require the FULL BOND to be paid and the Bond Lodgement form to be signed within 24 hours of the confirmation to secure your tenancy. Prior to your commencement date all tenants must sign the tenancy agreement and pay the first months rental (please allow ½ hour for this appointment). The property manager will supply you with these amounts at the confirmation of your tenancy. Keys will only be handed out when all parties have signed the tenancy agreement, Bond Lodgement Form, all monies have been paid and the tenancy has commenced. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.

Signing of tenancy agreements and the payment of the first months rent can be undertaken at the office indicated by your property manager. It is a policy of Melbourne Real Estate that all rental payments are made via EFT, Direct Debit or Bank Cheque.

Don't Forget! Landlord's insurance **does not** cover your personal possessions.

Signed by the:

Applicant

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Print Name

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Date

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Witness

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# 100 point id requirements

You will need to provide personal identification up to the value of 100 points to be approved for a rental property with Melbourne Real Estate. To reach this 100 point total, you can choose the type of identification that suits you from the following lists.

## Group A Each document is worth 70 points

- A birth certificate
- A current passport
- An Australian citizenship certificate.

## Group B Each document is worth 40 points

*(preferably containing a photograph of the applicant)*

- A current licence or permit issued under Australian law, eg. Driver's licence
- Identification issued by Government authorities eg. one of the following:
  - Public Service employee identification
  - Evidence of your entitlement to financial benefits or other entitlements from the Commonwealth or a State or Territory Government
- A student identification card issued by an Australian educational institution
- A statement from your employer or an acceptable referee verifying your identity and certifying that they have known you by your name for at least twelve months. (Preferably with a photograph of you signed by the employer or referee).

## Group C Each document is worth 25 points

- Official correspondence addressed to you such as a public utility account (eg. gas, water, electricity), council rates, bank statement or similar
- Bankcard, Visa or other credit card
- Any other document which in the opinion of the person to whom it is produced, provides similar verification of the applicant's identity.