

## Residential Application Form

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

### A. AGENT DETAILS

#### Melbourne Realty Group

**Address:** 215 Bell Street, Preston VIC 3142  
**Phone:** 1300 133 763  
**Fax:** (03) 8692 8625  
**Email:** marcel@mrgrp.com.au  
**Web:** www.mrgrp.com.au

### B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

Postcode

2. Lease commencement date?

	Day		Month		Year
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3. Lease term?

	Years		Months
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4. How many tenants will occupy the property?

	Adults		Children		Ages of Children
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### C. PERSONAL DETAILS

5. Please give us your details

Mr ☐ Ms ☐ Miss ☐ Mrs ☐ 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

--

Passport no.

--

Passport country

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Pension no. (if applicable)

--

Pension type (if applicable)

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6. Please provide your contact details

Home phone no.

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Mobile phone no.

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Work phone no.

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Fax no.

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Email address

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7. What is your current address?

Postcode

8. How did you find out about this property?

- ☐ Newspaper ☐ The Internet  
☐ Office ☐ Office Window  
☐ Referral ☐ Other (specify)  
☐ Local Paper  
☐ Sign Board at property

### D. UTILITY CONNECTIONS

**myconnect**

myconnect is a FREE & EASY to use utility  
connection service available for tenants

**Phone :** 1300 854 478 **enquiry@myconnect.com.au**  
**Fax :** 1300 854 479 **www.myconnect.com.au**



**Yes, Please Contact Me**



**Interpreter service  
(tick if required)**

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

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, 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*



### 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 into 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;  
Any record listing or database of defaults by tenants such as TICA, NTD or TRA for the purpose of checking your tenancy history.

I am aware that I may access my personal information by contacting:

TICA 1902 220 346  
NTD 1300 563 826  
TRA (02) 9363 9244

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 check with TICA  
(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.

Signature

Date

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**F. APPLICANT HISTORY****9. How long have you lived at your current address?** Years  Months**10. Why are you leaving this address?****11. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$

**12. What was your previous residential address?**

Postcode

**13. How long did you live at this address?** Years  Months**14. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$

Was bond refunded in full?

If not why not?

**Please answer the following questions:**

Yes No

Have you ever been evicted by any landlord or agent?

☐☐

Have you ever been refused another property?

☐☐

Are you in debit to another landlord or agent?

☐☐

Is there any reason that would affect your rent payment?

☐☐**G. EMPLOYMENT HISTORY****15. Please provide your employment details**

What is your occupation?

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

Employer's address

Postcode

Contact name

Phone no.

Length of employment

 Years  Months

Net Income

\$

**16. Please provide your previous employment details**

Occupation?

Employer's name

Length of employment

 Years  Months

Net Income

\$

**H. CONTACTS / REFERENCES****17. Please provide a contact in case of emergency**

Surname

Given name/s

Relationship to you

Phone no.

**18. Please provide 2 personal references (not related to you)**

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

**I. OTHER INFORMATION****19. Car Registration****20. Please provide details of any pets**

Breed/type

Council registration / number

1.

2.

**J. PAYMENT DETAILS****Property Rental**

\$

per week Or

\$

per month

First payment of rent in advance

\$

Rental Bond (4 weeks rent):

\$

Sub Total

\$

Less: deduct deposit (see below)

\$

**Amount payable on signing tenancy agreement  
(bank cheque or money order only)**

\$

**K. HOLDING FEE**

HOLDING FEE

Reservation Period

Days

The Landlords Agent undertakes:

a) The premises will not be let during the Reservation Period, pending the agreement of a residential tenancy agreement:

b) The whole fee will be refunded if the Landlord does not carry out (during the Reservation Period) repairs or other work on which it is a condition to enter into a residential tenancy agreement:

d) If the applicant decides not to enter into a residential tenancy agreement, the Landlord will retain the entire holding fee

e) If a residential tenancy agreement is entered into, the holding fee is to be contributed towards rent for the premises.

Signature of Landlords Agent

Date