



Tenancy Application Form

When completing and submitting an application for a rental property the following requirements **MUST** be met prior to the application being processed:

Please read carefully and ensure you understand what is required

- **Every person** over the age of 18 **MUST** complete an application form (even if they are not on the tenancy agreement)
- The application form must be completed in full
- **Provide a photo ID, Medicare card, Bank card and Passport (if applicable) along with your most recent payslip or Centrelink statement.**
- Please attach any referee that you believe may add merit to your application or a referee's contact details if you do not have a written reference.
- The Privacy Act statement **MUST** be signed to enable your application to be processed
- You are required to view the property, or have someone view the property on your behalf, prior to being approved
- Mildura Property Advisers uses the TICA national database to check tenancy applications. TICA contact details: www.tica.com.au, Ph.190 222 0346.
- You are required to provide full details of your rental and employment history, including the name of your current property manager/manager and the telephone number (landline and mobile) of the agency/business.
- If you are a homeowner and have recently sold your property, please provide details of your selling agent as they can be used as your referee.
- If you are currently self-employed, we require a copy of your last four weeks of bank statements as well as the contact details of your accountant.
- Please ensure you **DO NOT** list friends or family members as referees as they cannot be used, also please ensure all your nominated referees are contactable in order for your application to be processed.

Processing Applications

We aim to process applications within three business days. Keep in mind that the processing of applications involves checking numerous references. It is in your best interest to provide business hours contact details for all references. When we have completed checking references, the application is then presented to the Landlord. The Landlord may then take time to deliberate on the decision. We will contact you to advise whether your application has been successful or not.

If your application has been unsuccessful you will be notified by either phone or email. Your application is regarded as a confidential document. If your application is deemed unsuccessful it will be kept on file for 4 weeks and then destroyed. Please advise our office if you wish to be considered for another property and we will add it to your current application.

Address: 67 Deakin Avenue, Mildura 3500

Phone: 5021 4555 or email: rent@mildurapropertyadvisers.com.au

Website: milduraproperty.com

RESIDENTIAL TENANCY APPLICATION

Rental Property Address

Preference 1

Preference 2

Please complete one application form per person

Preferred Commencement Date	Term	Rental Amount
DD / MM / YYYY		\$ /WK

Applicant Details

First Name Last Name

Title Mr Mrs Miss Dr Other _____

Mobile Ph Email

Home Phone Work Phone

Other Applicants names and their relationship to you (All adults to reside at the property MUST be listed)

1. <input type="text"/>	2. <input type="text"/>
3. <input type="text"/>	4. <input type="text"/>

Number of people to occupy the property

Adults Children Ages of Children

Pets No. Pets Pet type / breed

Pet Age Are your pets kept inside or outside?

Identification (Please attach photocopies of ID)

Date of birth

Drivers licence number. State of issue Expiry Car Registration

Passport no. State of issue Expiry Country

Emergency Contact (Not residing with you)

Name Relationship Phone

Address Email

Current Address

Postcode

Current Agent/ Landlord Details

Property Manager/ Landlord

Work Phone Home Phone
If Landlord

Mobile Current rental amount \$ Per

Email

Length of tenancy Do you expect your bond to be refunded? Yes No

Reason for moving

If you have previously rented, please provide a receipt history. If you have rented from a private landlord, please provide a copy of the lease agreement or formal written reference. If you do not expect your bond to be refunded, please attach details why.

Details if homeowner

Contact person/agent

Work Phone Sale amount \$ Date

Mobile Phone If leasing - amount \$ Per

Email

How long have you owned this home? Reason for leaving

Previous Address

Postcode

(If you are not renting, please leave blank)

Property Manager/ Landlord

Work Phone Home Phone
If Landlord

Mobile Current rental amount \$ Per

Email

Length of tenancy Do you expect your bond to be refunded? Yes No

Reason for moving

If you have previously rented, please provide a receipt history. If you have rented from a private landlord, please provide a copy of the lease agreement or formal written reference. If you do not expect your bond to be refunded, please attach details why.

Current Employer

Employer Name

Your Position

Employment Address

Postcode

Work Phone Years of Employment

Full-time Part-time Casual Annual net income amount \$

Self Employed

Business Type ABN / ACN

Accountant

Contact Name Phone no.

Do you intend to operate any part of your business from home? Yes No

If you have any additional sources of income, please attach details to application

Previous Employer

Employer Name

Your Position

Work Phone Years of Employment

Full-time Part-time Casual Annual net income amount \$

Student

Course name Campus

Contact name Phone no.

Full-time Part-time Student Number

References

Name Relationship Phone

Name Relationship Phone

Name Relationship Phone

DECLARATION

I hereby off 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 Agreement. I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all the information contained in this application (including the reverse side) is true & correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorised the Agent to obtain personal information from:

- The owner or the Agent of my current or previous residence.
- My personal referees and employer/s.
- And record listing or database of defaults by tenants such as TICA for the purpose of checking your tenancy history.

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

- TICA 1902 220 346

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default 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 in order to:

- Communicate with the owner and select a tenant
- Prepare lease/tenancy documents
- Allow tradespeople or equivalent organisations to contact me
- Lodge/claim/transfer to/from a Bond Authority
- Refer to Tribunals/Courts & Statutory Authorities (where applicable)
- Refer to collection agents/lawyers (where applicable)
- Transfer water account details into my name

Electronic Communications

- The tenant(s) acknowledges that in accordance with the Electronic Transactions (Victoria) Act 2000; the Agent may send some Notices and documents via electronic means; and agrees that this is a valid form of notice in writing in accordance with the Act.
- The tenant(s) acknowledges that the contact details provided to the Agent will be used by the Agent for the purposes outlined above and that this is the Tenant's responsibility to notify the Agent, in writing; of any changes in their contact details and that any failure to do so shall not render notice invalid.
- By signing this Agreement, the Tenant agrees to and consents to the use of electronic communication in accordance with the Electronic Transactions (Victoria) Act 2000.
- The tenant further acknowledges that he/she is entering into a building agreement if the lease is signed by electronic signature.

I am aware that 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.

SIGNATURE: _____ DATE: _____