



# TENANCY APPLICATION FORM

Acceptance of this tenancy application will not be acknowledged until all pages are completed and signed. **Please note - we will not contact you if there are any missing documents.**

MDRE Property Advantage  
Po Box 531, Mayfield NSW 2304  
Ph: 02- 4967 2004  
E: [natalie.horn@mdre.com.au](mailto:natalie.horn@mdre.com.au)

## NOTICE TO ALL TENANCY APPLICANTS

**WARNING!! WE DO NOT ACCEPT EMAILED PHOTOS OF ID OR THE APPLICATION FORM – IT WILL NOT BE PROCESSED!!**  
**SCAN – FAX – OR HAND IN YOUR APPLICATION – DO NOT SEND PHOTOS!!**

Prior to any Tenancy application being considered, each applicant is required to produce sufficient identification which **totals 100 points**.

*Unfortunately we are unable to help with photocopying documents. Please have copies of your identification prepared.*

**We do not open zip files or imbedded links/ files.**

Should you have difficulties in providing this identification please advise us prior to completing.

Drivers License	30 Points*	Passport	30 Points*
Proof of Age Card	30 Points*	Tenancy History Ledger	20 Points
Previous Tenancy Agreement	20 Points	Previous <u>4 Rent Receipts</u>	20 Points
Rental Bond Receipt	20 Points	Pay Advice	15 Points
Motor Vehicle Registration	15 Points	Telephone Account	15 Points
Electricity Account	15 Points	Gas Account	15 Points
Bank or Credit Card <b><u>STATEMENT</u></b>	15 Points	Pension Card	15 Points
Council or Water Rates	15 Points	Health Care Card	15 Points
Medicare Card	10 Points	Birth Certificate	10 Points

**Note: Must have at least one of the items listed with "\*" next to the points**



**Position:**                      **Full Time**                      **Part Time**                      **Casual**

## PREVIOUS EMPLOYMENT:

Occupation: \_\_\_\_\_ Employers Name: \_\_\_\_\_

Length of Employment: Years \_\_\_\_\_ Months \_\_\_\_\_ Net Income Per Week: \_\_\_\_\_

ADDITIONAL INCOME OR BENEFITS: Yes/No? Amount: \_\_\_\_\_ Per Week/Per Fortnight?

Type: \_\_\_\_\_

## CURRENT RENTAL / LIVING SITUATION:

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

Do you: Own/Rent? Duration: Years \_\_\_\_\_ Months: \_\_\_\_\_

Rent Paid: \_\_\_\_\_ Per Week/Month? Reason for Leaving: \_\_\_\_\_

Name of Landlord/Agent: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Was Bond Refunded in Full? Yes/No? If no, please specify: \_\_\_\_\_

## PREVIOUS RENTAL HISTORY:

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

Do you: Own/Rent? Duration: Years \_\_\_\_\_ Months: \_\_\_\_\_

Rent Paid: \_\_\_\_\_ Per Week/Month? Reason for Leaving: \_\_\_\_\_

Name of Landlord/Agent: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Was Bond Refunded in Full? Yes/No? If no, please specify: \_\_\_\_\_

## UNIVERSITY STUDIES:

Course being studied: \_\_\_\_\_

Course length: \_\_\_\_\_ Remaining years of study: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

## OTHER INFORMATION:

Do you have pets? Yes/ No Desexed? Yes/No Number of Pet/s: \_\_\_\_\_ Age of Pet/s: \_\_\_\_\_

Type of Pet/s \_\_\_\_\_ Breed of Pet/s: \_\_\_\_\_

## PERSONAL REFERENCE

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## PROFESSIONAL/WORK REFERENCE

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Tenancy Privacy Statement

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, MDRE PROPERTY ADVANTAGE collects personal information about you. To ascertain what personal information we have about you, you can contact us by the following ways:

**151a Maitland Road, Mayfield NSW 2304 - Ph: 02 49672 004 - Fax: 02 49 672 931**

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, References you have nominated, organisations/tradespeople required to carry out maintenance to the premises, rental bond authorities, Residential Tenancies Tribunals/Courts, collection agencies, National Tenancies Database Pty Ltd, other real estate agents and landlords, utilities companies such as gas, electricity, water connection, telephone connection, banks – for rental payment facilities and financial records and employers – for reference purposes.

### PLEASE NOTE:

1. This application is subject to the owner's approval and may take 4-5 days to process.
2. **All applicants over 18 years of age must complete an application form.**
3. Initial bond payment must be paid direct to the **Residential Tenancies Bond Authority.**
4. Initial rental payments must be paid by bank cheque or Deposit to **MDRE PROPERTY ADVANTAGE.**
5. The applicant hereby agrees to a credit check being carried out by the National Tenancy Database.
6. The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.
7. 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 required details on the application and ensure your completed application is returned to our office as quickly as possible.

### TENANCY ACCEPTANCE

### UNSUCCESSFUL APPLICATIONS

8. Should your application be unsuccessful you will be advised.

### SUCCESSFUL APPLICATIONS

9. Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require the leases to be signed and the bond to be paid in full to secure the tenancy. 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 bond can be undertaken at the office indicated by your Property Manager. It is a policy of MDRE PROPERTY ADVANTAGE that all rental payments are made via direct deposit into the Commonwealth Bank as payment of weekly rent.**

**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 authorise the Agent to obtain details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, any record, listing or database of defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.**

**Signed by The Application/s:** \_\_\_\_\_

**Print Name/s:** \_\_\_\_\_

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