

APPLICATION FOR RESIDENTIAL TENANCY

Return **COMPLETED** application & required ID's via hand delivery to our office, email or fax

This is a non-binding agreement by both parties. The property will not be held for you until the application has been approved by the property owner, and the bond plus first two weeks' of rents have been paid to our trust account in clear funds.

You must have photo identification to apply for a rental property. All required fields including phone, email or fax numbers for your landlord, previous & current agents, and your employer or accountant if self-employed must be completed. If this information is not included your application cannot be processed.

IDENTIFICATION-100 Point Checklist

The identification checklist is a minimum document requirement; We suggest you provide as much documentation as possible. Overall, we need to sustain your identification, income & rental history. If you have been a home owner, please provide a copy of your Rates Notice.

Each applicant must have at least one document from each category below:

PHOTO IDENTIFICATION

18+card Driver's Licence University or TAFE card Passport

PROOF OF CURRENT ADDRESS

Phone or Electricity account Car Registration Certificate Council Rates Notice

PROOF OF INCOME SOURCE

Most recent payslip Bank Statement Centrelink Statement ATO Notice

APPLICATION TIME

Please allow 2 business days to have an outcome for your application. We will endeavour to obtain references from your agent/s, employers & other referees in a timely manner. Prior to presenting your application to the owner, we will contact you first to confirm to move forwarding with your application.

APPROVED APPLICATION

Should your application be approved, within 24 hours' of acceptance, you must complete the following:

1. Transfer payment of Bond (equivalent of 4 weeks' rent) + Two (2) weeks' rent
2. Once the fund is clear, sign & return the General Tenancy Agreement & Bond Lodgement
3. Sign up Direct Debit as preferred reoccurring rent payment option *85c fee applied

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ACKNOWLEDGEMENT

I, the applicant _____, Signature _____

1. Acknowledge that I am over 18;
2. Acknowledge that I have inspected the property both internally and externally;
3. Acknowledge that The General Tenancy Agreement (Form 18a), and the standard and special terms are available from the agent should I require prior to making this application;
4. Acknowledge that should this application be unsuccessful, the agent is not legally obliged to give a reason, all documents provided will be destroyed immediately.

YOUR FREE UTILITY CONNECTION SERVICE



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.

If this section is complete, 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; 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.

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

Tick here to opt out

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Property You Are Applying For

Property Address

Rent Per week \$ _____ Bond \$ _____ Do you require Bond Loan? _____
 Initial Tenancy Term 6 Months Fixed Term Starting on ____/____/____

Applicant Details

Full Name: _____ D.O.B ____/____/____
 Work Phone _____ Mobile _____ Home Phone _____
 Email _____
 Driver's License/Passport Number _____ State _____
 Number of Vehicle/s _____ Registration Number/s _____

Dependent/s

Do you have any dependent/s who will be living with you? Yes No

Dependent's Full Name/s	Relationship to Applicant	Age
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Smoking

Are you or any dependent/s living with you a smoker? Yes No

Pets

Do you intent to keep a pet at the property? Yes No

Number of Pet/s	Type of Pet/s

Are the pet/s registered with the city council? Yes No

If Yes, please supply your pet/s registration certificate with your application.

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ADDRESS HISTORY

Current Residential Address

Period of Occupancy _____ Rent Own Board/Share
 Current Agent/Landlord Name _____
 Current Agent/Landlord Phone _____ Fax _____
 Current Agent/Landlord Email (if known) _____
 Rent per week \$ _____ Reason for leaving _____

Previous Residential Address

Period of Occupancy _____ Rent Own Board/Share
 Previous Agent/Landlord Name _____
 Previous Agent/Landlord Phone _____ Fax _____
 Previous Agent/Landlord Email (if known) _____
 Rent per week \$ _____ Reason for leaving _____

EMPLOYMENT DETAILS

Are you currently employed? Yes No (if No, please provide your previous details of previous employer, if any)
 Employment Status Full Time Part Time Casual Contract Self-employed
 Employer/Business Name _____ HR/Manager _____
 Employer's address _____ Phone _____
 Employer's email (if known) _____
 Date Commenced ____/____/____ (approx..) Date Terminated ____/____/____ (if any)
 Occupation _____ Net Income \$ _____ Week Fortnight

SELF EMPLOYMENT DETAILS

Company Name _____ Industry _____ Yearly Income \$ _____
 Accountant's Name _____ Phone _____ Email _____

CENTRELINK DETAIL

Type of Payment _____ Total Payment/Fortnight \$ _____

STUDENT DETAIL

Name of Institute _____ Degree Studying _____

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AUTHORITY & PRIVACY DISCLAIMER

I, the applicant, do solemnly and sincerely declare that the information provided is true and correct and has been supplied at my own free will. I, the applicant understand that you as the agent for the lessor have collected this information for the specific purpose of checking identification, character, credit worthiness and determining if the applicant will be a suitable tenant for the property.

It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness. I understand that you as the agent is bound by the Privacy Act and the Australian Privacy Principals (APP'S) and **authority** is hereby given to the agent to check credit references, employment details, previous rental references, database agencies, personal references and any other searches with may verify the information provided by me.

I also **authorise** the agent to give information to the lessor of the property, credit providers, insurance providers, other agents, database agencies, references named in this application or any other third part who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, credit worthiness, credit standing, credit history or credit capacity.

DECLARATION

Please declare the following by selecting either TRUE or FALSE

I, the applicant, _____

1. Have never been evicted by an agent/lessor True False
2. Have no known reasons that would affect my ability to pay rent True False
3. Was refunded the rental bond for my last address in full (if applicable) True False
If FALSE, please provide what deductions were made from your bond?

4. Have no outstanding debt to another agent/lessor
If FALSE, why are you in debt to your past agent/lessor?