

# Tenancy Application Form



**Ivanhoe**  
130 Upper Heidelberg Rd 3079  
Ph: (03) 9497 1990 Fax: (03) 9497 4374

**Preston**  
318 High St 3072  
Ph: (03) 9470 2799 Fax: (03) 9478 3034

**Northcote**  
203 High St 3070  
Ph: (03) 9489 8777 Fax: (03) 9481 6286

**Greensborough**  
96 Grimshaw St 3088  
Ph: (03) 9432 2772 Fax: (03) 9432 2755

Please complete all sections for prompt processing.

## 1. Rental Property

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

Postcode: \_\_\_\_\_

Lease Commencement Date:     /     /

Lease Term:                      Rental \$                      Bond \$

## 2. Personal Details

Mr    Mrs    Miss    Ms    Dr

Given Name/s: \_\_\_\_\_

Surname: \_\_\_\_\_

Date of Birth:     /     /

Drivers Licence No. & State: \_\_\_\_\_

Passport No. & Country: \_\_\_\_\_

Pension No. & Type (if applicable): \_\_\_\_\_

### Please provide contact details:

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

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

Mobile \_\_\_\_\_

Fax Number: \_\_\_\_\_

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

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

Postcode: \_\_\_\_\_

## 3. Applicant History

### How long at current address?

Years:                                      Months: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Current landlord/agent: \_\_\_\_\_

Phone no. of landlord/agent: \_\_\_\_\_

If Rented - Rent paid \$ \_\_\_\_\_ per week

### Previous Address:

Postcode: \_\_\_\_\_

### How long at previous address?

Years:                                      Months: \_\_\_\_\_

Previous landlord/agent: \_\_\_\_\_

Phone no. of landlord/agent: \_\_\_\_\_

Was bond refunded in full? Y / N

If No, why not? \_\_\_\_\_

If Rented - Rent paid \$ \_\_\_\_\_ per week

Property Manager Name \_\_\_\_\_

Application Faxed to myconnect (if required)

## 4. 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

Applicant Signature: \_\_\_\_\_

**5. Employment Details**

Please provide you current employment details

Occupation: \_\_\_\_\_

Full Time     Part Time     Casual

Employer (accountant if self-employed, institution if student)

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

Postcode: \_\_\_\_\_

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

Length of employment

Years: \_\_\_\_\_ Months: \_\_\_\_\_

Net income per week: \$ \_\_\_\_\_

**Please provide your previous employment details**

Occupation: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Length of employment

Years: \_\_\_\_\_ Months: \_\_\_\_\_

**6. Emergency Contact**

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

Relation to you: \_\_\_\_\_

Home Ph: \_\_\_\_\_ Mobile Ph: \_\_\_\_\_

**7. References**

Please provide two personal references (not related to you)

**1. Name:** \_\_\_\_\_

Relation to you: \_\_\_\_\_

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

**2. Name:** \_\_\_\_\_

Relation to you: \_\_\_\_\_

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

**9. Declaration**

**PRIVACY ACT 1988 COLLECTION NOTICE**

The personal information of the prospective tenant provided in this application or that which is collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy.

The personal information collected about the Applicant in the application may be disclosed during the course of the tenancy for the purpose for which it was collected, to other parties, including the landlord, referees, financial institutions, trades people, other agents, third party operators of tenancy reference databases and other third parties as required by law. Information already held on tenancy databases may also be disclosed to the Agent and/or landlord, The Agent may also disclose information to other parties on the Internet.

If the Applicant enters into a Residential Tenancies Agreement and if the Applicant fails to comply with their obligations under that Agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to other parties, including those referred to above.

The Agent will only disclose information in this way to other parties to achieve the purposes specified above or as allowed under the Privacy Act 1988.

If the Applicant would like to access his/her personal information held by the Agent they can do so by contacting the Agent at the address and contact numbers contained in this Application. The Applicant can also correct this information if it is inaccurate, incomplete or out of date.

If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**8. Other Information**

Number of occupants

Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Car Registration: \_\_\_\_\_

**Please provide details of any pets**

Breed: \_\_\_\_\_ Reg. No: \_\_\_\_\_

Breed: \_\_\_\_\_ Reg. No: \_\_\_\_\_

**PLEASE NOTE**

- Initial Payments must be paid by cash, bank cheque or money order within 24 hours after approval of application. No personal Cheques accepted.
- Keys will not be handed over until the lease agreement has been signed by all applicants.
- This application is accepted subject to the availability of the property on the due date and the applicant against the owner and/or the agent shall take no action should any circumstance arise whereby the property is not available for occupation on the due date.

**How did you find out about this property?**

- The Age     The Internet     Local Paper
- Board     Counter List     Relocation Company
- Referral     Haughton Stotts Website

**Please provide 100 points of Identification**

Driver's Licence	50 Points
Passport	50
Proof of Age Card	50
Student ID Card	50
Copy of Mobile Phone Account	20
Copy of Medicare Card	20
Concession/Pension Card	10
Copy of Gas/Water/Electricity Account	30 each

**OFFICE USE ONLY**

Property Rental

per week \$            per month \$            bond \$