

Tenancy Application

Check List

Please Note: All sections of this application must be completed and signed by the applicant before submission. If an application is incomplete, or there are documents missing, your application will not be processed. Please also be aware that if you wish to apply for a property that you have inspected, once all documents have been received, the application may take up to 48 hours to process.

All applicants over 18 years of age must complete a full application.

When applying for a property with First National Merrylands please provide the following documents.

- Drivers licence/Proof of Age Card/Photo ID
- Passport
- Birth certificate
- Medicare card
- Bank card
- Current tenancy ledger
- Current bank statements(the last 3 months)
- Current payslips (minimum 1 month / letter of employment)
- Centrelink statements

IMPORTANT: Please provide photocopies of ALL documents when handing in your application. No photocopying will be provided by our office. Fees apply.

Property address: _____

Tenants signature: _____

Date: _____

A. TENANT DECLARATION

PRIVACY CONSENT FORM

Name: _____

Current Address: _____

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all the information contained in this application are 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 personal information about me from:
- (a) The owner or the agent of my current or previous residences;
 - (b) My personal referees stated on this application;
 - (c) My current and past employers; and
 - (d) Any person who maintains any record, listing or database of defaults by tenants.


I authorise and consent to each of those persons providing personal information about me to the Agent as requested by them. If I have default for any circumstance under my current tenancy agreement, I agree that the agent is authorised to disclose and list details of any such default to any tenancy default database and also to any agents/landlords of properties I may apply for in the future without any notice required or my consent.

- I am aware that the agent will use and disclose my personal information in order to:
- (a) communicate with the owner and select a tenant;
 - (b) prepare lease/tenancy documents;
 - (c) allow tradespeople or equivalent organisations to contact me;
 - (d) lodge/claim/transfer to/from the Residential Tenancies Bond Authority;
 - (e) refer to Tribunals/Courts & Statutory Authorities (where applicable);
 - (f) refer to collection agents/lawyers (where applicable); and
 - (g) complete a credit check with any Tenancy Database.

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 agents contact details above.

Tenants signature: _____ **Date:** _____

Free Utility Connection Service



myconnect is a FREE and easy to use utility connection service












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.

Yes, Please Contact Me

Interpreter required

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

Tick here to opt out

B. PROPERTY DETAILS

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

Post Code

2. Weekly rent

\$

3. Lease commencement date?

Day Month Year

4. Lease Term?

Year Months

5. How many people will normally occupy the property?

Adults Children

List children's ages: _____

Any pets?: YES/ NO. If Yes? _____

Smoker? Yes No

Are you on the waiting list for any government housing? YES/ NO
 If yes, how long? _____

C. PERSONAL DETAILS

6. Please give us your details

Mr. Mrs. Miss Ms. Other

Surname Given Name

Date of Birth

Driver's license no. Drivers Licence state

Passport no. Passport country

Pension number (if applicable) Pension type (if applicable)

7. Please provide your contact details

Home phone no. Mobile phone no.

Work phone number Fax number

Email address

8. What is your current address?

Post Code

D. APPLICANTS HISTORY

9. How long have you lived at your current address?

Years Months

10. Why are you leaving this address?

Were you served with a termination notice/ evicted; Y/N
 If yes, Why?

11. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord or agents phone no. Weekly rent paid
 \$

12. What was your previous residential address?

Post code

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 or agents phone no. Weekly rent paid
 \$

Was bond refunded in full? If not, why?
 \$

E. EMPLOYMENT HISTORY

15. Please provide your employment details
 What is your occupation/ position? (or course if student)

Nature of your employment? (Full time, Part time, Casual)

Company Name

Employers address (accountant if self employed or institution if student)

Post code

Contact name Phone number

Length of employment Years Months Weekly income
 \$

16. Please provide your previous employment details

Occupation

Employers name

Contact name **Phone number**

Length of employment Years Months **Weekly income** \$

F. EMERGENCY CONTACTS

17. Emergency contact

Surname **Given name(s)**

Relationship to you? **Phone number**

Contacts Address

 Post code

G. REFERENCES

18. Please provide 2 personal references

1. Surname **Given Names**

Relationship to you **Phone number**

2. Surname **Given Names**

Relationship to you **Phone number**

I. HOLDING DEPOSIT

Complete this section to reserve the property once the application is approved.

HOLDING DEPOSIT (1 weeks' rent)
 \$

The tenant/s acknowledges that the landlord's agent undertakes:

- (a) The premises will not be let once you have paid your holding deposit, pending the agreement of a residential tenancy agreement;
- (b) the whole fee will be refunded if the landlord does not carry out major repairs or other work upon which is a condition to entry into a residential tenancy agreement;
- (c) Once the landlord has approved your application, and you decide NOT to enter into the residential tenancy agreement for any reason, you will forfeit your 1 week deposit to the landlord.
- (d) If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.

Signature of the tenant/s **Date**

J. CONFIRMATION

I the applicant confirm the following:

1. During my inspection of the property, I found it to be in a reasonably clean condition. I hereby accept the condition of the property and I am happy to proceed.
2. **If "No"**, I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these requests are subject to the landlord's approval.

3. I accept that if these conditions are not approved or rectified and the property will remain as is, will you still be happy to proceed with the lease agreement?

YES or NO (Circle one)

4. I acknowledge that this is an application to rent this property and that my application is subject to the landlord's approval. I am aware the landlord will receive a copy of the application along with supporting documents/ my personal information for their review.
5. I consent to the information provided in this application being verified and a reference check on the National Tenancy Database (NTD), Tenancy Reference Australia (TRA) and TICA being undertaken.
6. I declare that I am not bankrupt.
7. This agency does not accept bond transfers or nor do we transfer bond details.
8. If successful I undertake to pay a rental bond by way of direct bank transfer to the Rental Bond Board and to pay the 2 weeks' rent to this agency upon signing of the residential tenancy agreement.

Tenants Signature

Date