



Residential Tenancy Application Form

For your application to be processed please answer all questions (including the reverse side)

AGENT DETAILS

Melbourne Residential Property Management
Suite 7, 207-211 Buckley Street, Essendon VIC 3040
M 0438 553 451 T 9325 4387 F 9325 4602
E e.caputa@mrpm.com.au W www.mrpm.com.au

Property Details

Address _____

Suburb _____ Postcode _____

Rental Amount \$ _____

Lease Term _____ Years _____ Months _____

Date property is to be occupied _____ / _____ / _____

Number of other applicants to occupy the property _____

Adults _____ Children _____

Personal Details

Title _____ Mr Mrs Ms Other _____

First Name _____

Last Name _____

Date of Birth _____ / _____ / _____ Age (years/months) _____

Drivers Licence No _____ State _____

Passport Number _____ Country _____

Pension Type (if applicable) _____

Pension No _____

(Please provide copy of Drivers Licence or Passport)

Home Ph _____ Mobile _____

Email _____

Occupation _____ Work No _____

Current Address _____

Suburb _____ Postcode _____

Emergency Contact

Please provide an emergency contact not residing with you

First Name _____ Surname _____

Relationship _____ Phone _____

Address _____

Suburb _____ Postcode _____

Payment Details

Our office accepts payment of rent with a credit card using Rental Rewards. Please nominate your preferred card for payment of rent



Utility Connection



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.
- Water Usage Compulsory.

Preferred Connection Date: _____ / _____ / _____

If this section is complete, I:

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 providers) to the Real Estate Agent; acknowledge the Real Estate Agent, its employees and myconnect may receive a fee 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

Declaration

Melbourne Residential Property Management are committed to respecting the privacy of the personal information it collects to carry on its business; and to complying with the National Privacy Principles set out in the Privacy Act 1988 (Cth) (The Privacy Act). This Policy sets out Melbourne Residential Property Managements' commitment to compliance and details how that commitment is to be carried out. Melbourne Residential Property Management collects personal information from its clients for the purpose of carrying out its functions and activities as Estate Agents and Property Managers. Any information we collect about you will be made available to you at your request.

The information collected on this Tenancy Application Form is required to assess your suitability to lease the premises. To do this, it is necessary to disclose your personal information to others. We are unable to do so without your knowledge and consent. The people and organisations we may disclose your personal information to include the proposed landlord and their legal representatives and mortgagee, your current and previous landlord, your bank, your current and previous employer, your referees, your emergency contact, maintenance and trades people, rental bond authorities, residential tenancy tribunals, collection agents, other Estate Agents, utilities (gas, electricity, water, phone), and the National Tenancy Database Pty Ltd ('NTD'). NTD must also comply with the Privacy Act. NTD collects personal information to provide its member and others (including Licensed Estate Agent, NTD's parent company, Collection House Ltd and its subsidiaries or related entities, and credit bureaus). NTD collects historical tenancy and public record information on individuals and companies who lease residential and commercial property from or through Licensed Estate Agent members of NTD. NTD also provides credit information on companies and directors applying for commercial leases. Melbourne Residential Property Management will advise NTD of your conduct throughout the term of your tenancy and that information will form part of your tenant history. If you do not consent to the handling of your personal information in the manner described, we will not be able to process your application,

If you have any questions or feedback about privacy or feedback about privacy or wish to make a complaint about the way in which Melbourne Residential has handled your personal information, please contact us by writing to Melbourne Residential Property Management Suite 7, 207-211 Buckley St, Essendon VIC 3040 or by phoning (03) 9325 4387, or email e.caputa@mrpm.com.au

Signature: _____ Date: _____ / _____ / _____

N.B. Both sides of this application must be completed

Applicant History

How long have you lived at your current address?

Years _____ Months _____

Name of landlord/agent _____

Phone number _____

Rent Paid per Month \$ _____

Reason for leaving _____

Was bond refunded in full? YES / NO If no, specify why? _____

What was your previous residential address? _____

Suburb _____ Postcode _____

How long did you live at this address?

Years _____ Months _____

Name of landlord/agent _____

Phone number _____

Rent Paid per Month \$ _____

Reason for leaving _____

Was bond refunded in full? YES / NO If no, specify why? _____

Employment Details

Occupation _____

Employer's Name _____

Employer's Address _____

Suburb _____ Postcode _____

Contact name _____

Contact phone _____

Length of employment _____ years _____ months

Net Income \$ _____ per week OR \$ _____ per month

Previous Employment Details

Occupation _____

Employer's Name _____

Employer's Address _____

Suburb _____ Postcode _____

Contact name _____

Contact phone _____

Length of employment _____ years _____ months

Net Income \$ _____ per week OR \$ _____ per month

If student, please complete the following

Place of Study _____

Course being undertaken _____

Course length _____

Enrolment No _____

Parents Name _____ Ph _____

Campus Contact _____ Ph _____

Course Coordinator _____ Ph _____

Income _____

Parents Address _____

13. Personal Referees

1. Reference Name _____

Occupation _____

Relationship _____ Ph _____

Notes _____

2. Reference Name _____

Occupation _____

Relationship _____ Ph _____

Notes _____

14. Office Use Only

- Initial payments must be made by bank cheque/money order/ internet transfer within 24 hours after approval of application. No personal cheques or cash will be accepted.
- Keys will not be handed over until the lease agreement has been signed by all applicants and full bond and the first months rent has been paid.
- This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

15. How did you find out about this property?
 Rent List
 Internet
 Office
 City Weekly

 Other _____