



# TENANCY APPLICATION FORM

*Acceptance of this tenancy application will not be acknowledged until all pages are completed and signed.*

**MDRE Property Advantage**  
**151a Maitland Road, Mayfield NSW 2304**  
**Ph: 02-49672 004**  
**Fax: 02-49 672 931**  
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Licensed Estate Agents · Auctioneers · Property Managers

## **NOTICE TO ALL TENANCY APPLICANTS**

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.**

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 4 Rent Receipts	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>STATEMENT</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**



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## Residential Tenancy Application Form

Please fully complete both sides of this form for your application to be processed.

### 1. Property Applying For

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Lease Term \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Date when you can move in by \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Rent Payable for Property \_\_\_\_\_

Name(s) of other Applicants to Occupy Property \_\_\_\_\_

Property Manager **ID: 9453**

### 2. If self-employed, please complete the following

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Business Type \_\_\_\_\_

Position Held \_\_\_\_\_

A.B.N. \_\_\_\_\_

Accountant Name \_\_\_\_\_

Accountant Phone \_\_\_\_\_

Solicitor Name \_\_\_\_\_

Solicitor Phone \_\_\_\_\_

### 1. Personal Details

Title \_\_\_\_\_ First Name \_\_\_\_\_ Initial \_\_\_\_\_

Last Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Drivers Licence Number \_\_\_\_\_ State of Issue \_\_\_\_\_

Car Registration Number \_\_\_\_\_

Alternate ID (eg passport) \_\_\_\_\_ No

Pension Type \_\_\_\_\_ No

Home Phone Number \_\_\_\_\_

Mobile Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_

Business Name \_\_\_\_\_

Employer Phone Number \_\_\_\_\_

**Please provide a contact number you are available on all day**

Contact number: \_\_\_\_\_

Smoker: \_\_\_\_\_

### 4. Utility Connection Service

**connectnow.**

Phone: 1300 554 323  
 Fax: 1300 889 598  
 Internet: [www.connectnow.com.au](http://www.connectnow.com.au)

#### A Free Service

#### Connecting Your Utilities Has Never Been Easier!

Connectnow is a simple and convenient time saving service assisting with your Telephone, Electricity & Gas connections. Connectnow also provide a range of additional services to compliment your household utilities, such as Internet & Pay TV. Connectnow is powered by ConnectNow. This is a value-added service independent of your tenancy application - you are not obligated to use ConnectNow.

If you would like ConnectNow to contact you to discuss any of the above services please tick the box and a Connect Now representative will make all reasonable efforts to contact you within one working day of receiving an application. If we are unable to contact you within this period please contact ConnectNow on 1300 554 323 to ensure connection can be completed by your requested date.

While the ConnectNow service is FREE, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the ConnectNow service.

Please note that the following terms will apply if you ask us to contact you. Firstly you will be consenting to ConnectNow Pty.Ltd. A.B.N. 79 097 398 662 arranging for the connection and disconnection of the nominated home services and to providing information contained in this application to the service providers for this purpose. I agree that neither ConnectNow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames and terms and conditions once the client has agreed to use the chosen service provider. I authorise the obtaining of a National Metering Identifier (N.M.I.) on my residential address to obtain supply details. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that ConnectNow Pty Ltd will be paid a fee by the service provider and will be paying a fee to the Agent in respect of the provision of the service being provided to me by ConnectNow Pty Ltd. Note: Connection of your utilities will only be initiated once a representative has discussed your connection with you and obtained your consent to the terms and conditions of supply of the relevant utility service provider(s).

**PRIVACY POLICY:** The privacy of our customers is of vital importance to ConnectNow. You have the right to access our records of your information under the Privacy Act. We will not release your personal information to any third party other than for the purposes of connecting the nominated utility service, unless required to do so under law or government order.

Call me to connect

Yes

Signed: \_\_\_\_\_

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





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## Tenancy Privacy Statement

Please fully complete both sides of this form for your application to be processed.

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, referees 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, Remington White, other real estate agents and landlords, utilities companies such as gas, electricity, water connection, telephone connection, banks – for rental payment facilities and financial records, 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 must complete an application form.
3. Initial bond payment must be paid in the form of a bank cheque or money order made payable to the **Residential Tenancies Bond Authority** (personal cheques or cash will not be accepted).
4. Initial rental payments must be paid by bank cheque 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.

### TENANCY ACCEPTANCE

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.

### UNSUCCESSFUL APPLICATIONS

Should your application be unsuccessful you will be advised. However, should you wish to apply for another property we will hold over your application for you.

### SUCCESSFUL APPLICATIONS

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 debit or rent card into the Commonwealth Bank as payment of weekly rent.

### Signed by the:

Applicant

Print Name

Date

Witness