



# Application Form

## ADDRESS OF THE RENTAL PROPERTY

## HAVE YOU INSPECTED THE PROPERTY?

 Y  N

## DO YOU NEED ASSISTANCE WITH UTILITY CONNECTIONS?

 Y  N

## TENANT APPLICATION INFORMATION

Applications will not be processed unless ALL information is supplied.

Processing of your application WILL NOT COMMENCE until ALL supporting documents are received.

Each applicant must complete ALL details on this form.

### ACCEPTED RENTAL PAYMENT METHODS & FEES

- DIRECT DEPOSIT
- BANK TRANSFER

\*if these payment options are not suitable – please advise at submission

### PHOTO IDENTIFICATION

When returning your application, you must submit at least One form of photo ID and statement of income; See below:

### REQUIRED SUPPORTING DOCUMENTS

You will be required to submit at least 1 primary and 1 secondary supporting document with your application. Your application will not be processed if all documents are not provided. Our office will require you to submit a minimum of 100 points for your application to be considered, proof of income must be supplied.

100 POINT CHECK – if you are unable to meet criteria, please speak with the Property Manager Please tick

		Primary		Secondary				Other Identification			
1 <sup>st</sup>	2 <sup>nd</sup>	Points	Documents	1 <sup>st</sup>	2 <sup>nd</sup>	Points	Documents	1 <sup>st</sup>	2 <sup>nd</sup>	Points	Documents
<input type="checkbox"/>	<input type="checkbox"/>	60	Driver's License	<input type="checkbox"/>	<input type="checkbox"/>	40	Birth Certificate	<input type="checkbox"/>	<input type="checkbox"/>	20	Council Rates Notice
<input type="checkbox"/>	<input type="checkbox"/>	50	Passport	<input type="checkbox"/>	<input type="checkbox"/>	40	Certificate of Australian citizenship	<input type="checkbox"/>	<input type="checkbox"/>	10	Current Motor Vehicle Rego Papers
<input type="checkbox"/>	<input type="checkbox"/>	50	Proof of Age	<input type="checkbox"/>	<input type="checkbox"/>	40	Marriage certificate	<input type="checkbox"/>	<input type="checkbox"/>	10 ea	Phone/Energy/Gas Bill/s
				<input type="checkbox"/>	<input type="checkbox"/>	30	Medicare Card	<input type="checkbox"/>	<input type="checkbox"/>	20	Key/Credit Card



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## APPROVAL OF AN APPLICATION

If your application is approved, we will formally contact you by phone followed by an email with your payment information, a copy of your Standard Terms & Conditions, Body Corporate by Laws (if applicable). It is important that you carefully read these documents prior to taking up the tenancy. If you cannot provide our office with an email address, we will ask you to come in and collect this information.

## APPLICANT FULL NAME

Full Name :	<input type="text"/>		
Drivers Licence No/18+:	<input type="text"/>	Date of Birth :	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Gender :	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Phone : <input type="text"/>
Marital Status :	<input type="text"/>	Email :	<input type="text"/>
Home Address:	<input type="text"/>		

## APPLICANT CURRENT ADDRESS:

<input type="text"/>			
Mortgage P/W:	<input type="text"/>	Rent P/W:	<input type="text"/>
Period of Occupancy:	<input type="text"/>	Reason for Leaving:	<input type="text"/>
Lessor or Managing Agent:	<input type="text"/>	Phone:	<input type="text"/>
Email:	<input type="text"/>		

## APPLICANT PREVIOUS ADDRESS:

<input type="text"/>			
Rent P/W	<input type="text"/>	Bond Refunded?	<input type="checkbox"/> Y <input type="checkbox"/> N
Period of Occupancy:	<input type="text"/>	Reason for Leaving:	<input type="text"/>
Lessor or Managing Agent:	<input type="text"/>	Phone:	<input type="text"/>
Email:	<input type="text"/>		



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## APPLICANT OCCUPATION:

Employer:

Net Weekly Income:

Length of Employment:

Phone:

Contact Person:

Email:

## OTHER OCCUPANTS

NAMES:	RELATION:	DOB:	AGE:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## PETS

NAME:	INSIDE/OUT	TYPE/BREED:	AGE:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## VEHICLES

MAKE/MODEL	REGISTRATION NO#:	OWNED/LEASED
<input type="text"/>	<input type="text"/>	<input type="text" value="Owned/Company/Hire Purchase"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="Owned/Company/Hire Purchase"/>

## PERSONAL REFEREES:

NAME:	RELATIONSHIP:	ADDRESS:	MOBILE:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## EMERGENCY CONTACT:

NAME:	RELATIONSHIP:	ADDRESS:	MOBILE:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



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## APPLICATION ACKNOWLEDGEMENT

We the applicant(s) do solemnly and sincerely declare that the information provided is true and correct and that we have supplied it of our own free will. We understand that the completion of this acknowledgement does not constitute an offer of acceptance.

We understand that the information has been collected by Magnolia May Property as the letting agent, for the purpose of determining whether we are an appropriate tenant for the property.

We authorise you to verify the above information, such enquiries and searches (including tenancy database searches) as you consider reasonably necessary.

We authorise any information provided in our application may be passed on to Tenancy Information Centre Australia in the event of a default occurring. We acknowledge that any false information we provide in this application could jeopardise this application and any subsequent tenancy agreement we enter on approval by the lessor or agent. I/We the applicant/s accept that if the application is rejected, the agent is not legally obligated to give a reason.

If your application is declined your details will be held on file for one month. Following this period all details will be disposed of. I/We declare that upon approval and acceptance of our application all monies as required must be paid in full by bank deposit, bank cheque or money order by the agreed start tenancy date. Once the application has been approved I, We the Applicant agree to pay the one (1) weeks rent to secure the property.

**THE PROPERTY WILL NOT BE HELD FOR YOU UNTIL ONE WEEKS RENT IS RECEIVED IN CLEAR FUNDS WITHIN 24HRS.**

In the event that the application is successful, acceptance is communicated, and the first weeks rent is paid, but I the Applicant decide not to proceed, I agree that this money will be forfeited to your office. Upon communication of acceptance by the Agent I agree that this tenancy shall be binding, and the application deposit will be transferred as part bond payment.

**APPLICANT FULL NAME:**

**APPLICANT SIGNATURE:**



# Application Form



**MyConnect will call you to arrange FREE connection of your required utilities**



**Yes, Please Contact Me**



**Interpreter service (tick if required)**

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 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.



**OR Tick here to opt out**



1300 854 478



enquiry@myconnect.com.au



myconnect.com.au



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## PRIVACY DISCLAIMER & COLLECTION NOTICE

**PLEASE take the time to read this Privacy Statement Carefully and once completed, return it to this office with your Tenancy Application.**

**I/We have inspected the premises and wish to take a tenancy of such premises for a period of months from / / at a rental of \$\_\_\_\_\_ per week.**

**I/We believe that the weekly rent to be paid is within our means.**

It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness and authority is hereby given to the agent to check credit reference, employment details, previous rental references, tenant default registry database checks, personal references and any other searches which may verify the information provided by me. I authorise the agent to give information to the lessor of the property, credit providers and references named in this application,

and I understand this can include information about my credit worthiness, credit standing, and credit history or credit capacity. Once a Tenancy Agreement has been entered into the tenant agrees, that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry agents or other agents.

**IMPORTANT PRIVACY NOTICE:** The personal information the prospective tenant provides in this application or 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. Personal information collected about the Applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including to lessors & lessors' agents, referees, other agents and third-party operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy 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 the landlord, third party operators of tenancy reference databases and/or other agents.

**We also collect your personal information to:**

- **Enable us to gain information from your previous Lessors Agents/Lessors.**
- **Enable us to prepare the Tenancy documents for the premises.**
- **Allow Tradespeople/Organisations to contact you in relation to maintenance matters relating to the premises.**
- **Pay/release Rental bonds to/from the Residential Tenancy Authority.**
- **Refer to Tribunals, Courts and Statutory Authorities wherenecessary.**
- **Refer to Lessor's Mortgagee/Insurer.**
- **Report your conduct as a Tenant on the TICA Default Tenancy Control Pty Ltd DataBase.**

Please be aware that if your personal information is not provided to us and if you do not consent to the uses to which we put your personal information, we cannot properly assess the risk to our client, or carry out duties as professional Property Managers. Consequently, we then cannot offer you with a tenancy for the premises you have applied for.

**APPLICANT FULL NAME:**

**APPLICANT SIGNATURE:**