



Tenancy Application Form

Address: Shop 4/320 Cheltenham Rd, Keysborough VIC 3173

Phone: (03) 9701 8611 Fax: (03) 9701 8644

Website: www.mcdonaldre.com.au

Email: keysboroughreception@mcdonaldre.com.au

Please ensure all fields are completed so we can process your application promptly

DATE: ____ / ____ / ____

Rental Property Details

Address:

Postcode:

Rental Amount \$ per Week or \$ per Calendar Month

Bond Amount \$ Payable to RTBA

Tenancy start date: / / Term: mths

How many people will reside at the property?

Adults: Children: Age of Children:

Pets? Yes / No If yes, how many?

What type/breed?

Source of inquiry: Office Journal Board Internet

Leasing Consultant / Property Manager:

Current Address:

Postcode:

How long at this address: years months

Current landlord/agent:

Phone no. of landlord agent:

Current rental amount \$ per week

Reason for leaving:

Previous Address:

Postcode:

How long at this address: years months

Previous landlord/agent:

Phone no. of landlord/agent:

Reason for leaving:

Applicant Details

Title: Surname:

Given Name/s:

Date of Birth: / / Home Ph:

Mobile Ph: Work Ph:

Email address:

Driver's Licence No:

State: Expiry date:

Car Make/Model:

Car Rego State:

Passport No (if applicable):

Country Expiry date:

Pension No (if applicable):

Current Employer:

Occupation:

Full time Part time Casual

Length of Employment: years months

Estimated Annual Income: \$

Address:

Postcode:

Contact person: Phone:

(If self, employed, please list accountant's contact details)

Previous Employer:

Length of employment: years months

Address:

Postcode:

Contact person: Phone:

I declare that the above information is true and correct to the best of my knowledge and agree that the agent may conduct independent evaluation checks and use the information supplied in assessing this application. This application is accepted subject to the availability of the premises on the due date and the owner's approval.

Applicant's Signature: Date: / /

FREE Utility Connection Service



Ph: 1300 850 360
Fax: 1300 661 160

Let On The Move reduce stress and save you time by arranging to connect all of your utility services on your moving day. Just tick the box below and we will contact you.

- ★ FREE Service
- ★ One Stop Shop
- ★ No Obligation
- ★ Quality Suppliers

Yes! Please call me

I would like On The Move to contact me to arrange my connections



Terms & Conditions – By ticking this box, you are consenting to On the Move contacting you to arrange your services. On the Move may need to disclose personal information about you to utility companies to arrange your services. On the Move and your Agent do not accept responsibility for any delay or failure to connect/disconnect your services. On the Move and your Agent may receive a benefit for arranging your services. We will provide your new telephone number to your Agent unless otherwise advised. Standard connection fees and bonds apply.

References (No relatives)

1. Name:
Occupation:
Home Ph: Mobile Ph:
2. Name:
Occupation:
Home Ph: Mobile Ph:

If you receive a Centrelink Payment

(Copy of most recent payment statement to be supplied)

Type of payment:
Customer Reference Number (CRN):

Emergency contact / Next of Kin:

1. Name:
Relationship to the applicant:
Address:
Home Ph: Mobile Ph:

If you are a student

Name of Institution:
Faculty / Department:
Student Identification (ID) Number:
Income source: Net weekly income: \$

BOND PAYMENT - must be made by either **money order** or **bank cheque only** (not cash), made payable to **Residential Tenancies Bond Authority (RTBA)**.

FIRST MONTHS RENT - must be made by either **money order** or **bank cheque**, (made payable to **McDonald Real Estate**).

RENTAL PAYMENTS - All future rental payments are to be made via the **Direct Debit payment** system. Our office staff will assist you in this matter.

REFERENCES - The inclusion of written references with your application will assist us in shortening our response time.

When submitting this application form please bring a copy of your identification and proof of income.

I agree to pay the rent of \$ _____ per calendar month in advance and security deposit (equal to one calendar months rent) commencing from the date of availability.

I understand that this is an application form only and does not in any way constitute an agreement to the let property.

I, the undersigned, declare that the above information to be absolutely accurate and acknowledge that it shall be relied upon to form my client and tenancy assessment and forms an integral part of any lease agreement that I may be offered. I acknowledge that any such lease agreement would be null and void if this information is found to be misleading.

In accordance with the Privacy Laws, we acknowledge that:

- If this application is unsuccessful, it will be shredded within 7 days.
- The information provided on this form will be used to conduct reference and credit checks
- At the end of my tenancy, my rental history will be recorded and lodged with the National Tenancy Database

*******ALL LEASES ARE 12 MONTHS UNLESS OTHERWISE ARRANGED*******
*******ALL RENTAL PAYMENTS ARE TO BE MADE VIA THE DIRECT DEBIT PAYMENT SYSTEM*******

PRIVACY ACT 1988 COLLECTION NOTICE

The personal information the prospective tenant provides 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 this 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.

Applicants Signature..... **Date**..... / /20