



TENANCY APPLICATION

APPLICATIONS WILL NOT BE ACCEPTED IF THE FOLLOWING DETAILS ARE NOT PROVIDED

1. All applicants are required to inspect the premises prior to submitting an application.
2. Applicant must achieve a **MINIMUM of 100 CHECK POINTS** of identification
** This must include a drivers License/ Photo ID, Passport & visa
3. Written references from present/previous Landlord or Agent
4. Two personal references with day time telephone numbers.
** **Not a relative or friend**
5. If your rental reference is a Private Landlord, you must provide a rates notice from the Landlord for proof of ownership and a written reference.
6. If you are self employed you must provide information relevant to your business such as a business registration, proof of income or accountant.
7. If accepted for the applied premises, all of the initial payment **MUST** be made in **BANK CHEQUE or MONEY ORDER**. No personal cheques will be accepted.
8. All relevant parties must be present at the time of signing the lease.
9. We **DO NOT** accept bond transfers and we **DO NOT** give bond transfers.
10. If approved for the premises, all rental payments are to be in advance at all times as per lease agreement. You can pay rent to us in several ways:
 - Cheque or money order which can be given to our office
 - netbank transfer which you can organize direct payments
 - **NO CASH IS ACCEPTED AT THE OFFICE**

Privacy Act

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 landlords and their advisers, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference database 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. If the Applicant would like to access the personal information the Agent holds, they can do so by contacting Michael & Partners Real Estate. 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



RENTAL APPLICATION 100 POINT CHECK
of Identification

PHOTOCOPIED DOCUMENTS ARE TO BE PROVIDED

ORIGINALS WILL NOT BE ACCEPTED

Passport and /or Visa, Citizenship Certificate	60 points
Australian Driver License	20 points
Student card or Other Photos ID	20 points
Copy of credit card with signature, key card, Medicare card	20 points
Plus others:	
Current Bank Statement	
Last four (4) rent receipts & tenant ledger	
Recent three (3) pay slips	
Other references (From Previous Landlord and /or Agent)	

When handing in your application you must have these documents and all of the application **MUST** be filled out otherwise we can't process your application.

Along with your application we advise you to bring in a deposit of one weeks rent for the property you are applying for. This will secure your application.

If you have any problems getting any of these documents please call the office on (02) 9635 3111 and contact Property Manager.

Residential Application Form

For your application to be processed you must answer all questions
(Including the reverse side)

A. AGENT DETAILS

Michael & Partners Real Estate
Address: Suite 505, 118 Church St Parramatta
Phone: (02) 9635 3111
Fax: (02) 9635 4111
Email: info@michaelpartners.com.au
Website: www.michaelpartners.com.au

B. PROPERTY DETAILS

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

 Postcode

2. Lease commencement date?

 Day Month Year

3. Lease term?

 Years Months

4. How many tenants will occupy the property?

 Adults Children Ages of Children

C. PERSONAL DETAILS

5. Please give us your details

Mr Ms Miss Mrs Other

 Surname Given Name/s Date of Birth Driver's licence number Driver's licence expiry date Driver's licence state Passport no. Passport country Pension no. (if applicable) Pension type (if applicable)

6. Please provide your contact details

 Home phone no. Mobile phone no. Work phone no. Fax no. Email address

7. What is your current address?

 Postcode

8. How did you find out about this property?

- Newspaper The Internet Local Paper
 Office Office Window Sign Board at property
 Referral Other (specify)

Application sent to Direct Connect (if Required)

D. UTILITY CONNECTIONS

This is a FREE service that connects all your utilities and other services.

Direct Connect can help arrange for the connection or provision of the following utilities and other services:

- | | |
|--------------------|-------------------|
| Electricity | Cleaners |
| Gas | Insurance |
| Phone | Removalist |
| Internet | Truck or van hire |
| Pay TV | |



Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.



We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

- Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
- Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
- Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
- Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
- Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
- Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature Date

PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F: 1300 664 185. www.directconnect.com.au

E. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is 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 from:

- The owner or the Agent of my current or previous residence;
- My personal referees and employer/s;
- Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting -

- NTD: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- communicate with the owner and select a tenant
- prepare lease/tenancy documents
- allow tradespeople or equivalent organisations to contact me
- lodge/claim/transfer to/from a Bond Authority
- refer to Tribunals/Courts & Statutory Authorities (where applicable)
- refer to collection agents/lawyers (where applicable)
- complete a credit check with NTD (National Tenancies 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.

Signature Date

F. APPLICANT HISTORY

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

| Years | Months

10. Why are you leaving this address?

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

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$

12. What was your previous residential address?

Postcode

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/agent's phone no.

Weekly Rent Paid

\$

Was bond refunded in full?

If not why not?

G. EMPLOYMENT HISTORY

15. Please provide your employment details

What is your occupation?

What is the nature of your employment?
(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

| Years | Months

Net Income

\$

16. Please provide your previous employment details

Occupation?

Employer's name

Contact name

Phone no.

Length of employment

| Years | Months

Net Income

\$

H. CONTACTS / REFERENCES

17. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

18. Please provide 2 personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

I. OTHER INFORMATION

19. Car Registration

20. Please provide details of any pets

Breed/type

Council registration / number

1.
2.

J. PAYMENT DETAILS

Property Rental

\$ per week

First payment of rent in advance

\$

Rental Bond (4 weeks rent):

\$

Sub Total

\$

Less: Holding deposit (see below)

\$

Amount payable on signing tenancy agreement (bank cheque or money order only)

\$

K. HOLDING FEE

The holding fee can only be accepted after the application for tenancy is approved.

The holding fee (not exceeding 1 week's rent) of keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

- (i) The application for tenancy has been approved by the landlord; and
- (ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement;

- and
- (iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee;

- and
- (iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.

(v) The whole of the fee will be refunded to the prospective tenant if:

- (a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period
- (b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

Signature of Landlords agent

Date

Signature of Applicant

Date

L. Application

I, the Applicant apply for the approval to rent the premises referred to in this form and acknowledge that my application will be referred to the Landlord of the property for their acceptance and if the application is approved, to prepare a Residential Tenancy Agreement for the premises.

I, the Applicant declare that I am not a bankrupt or an undisclosed bankrupt and that the information provided by me is true and correct. I have inspected the above premises and wish to apply for tenancy of the premises for a period of:

months, at a rental of \$ per week.

I undertake to pay rent in advance, a rental bond as well as the residential tenancy preparation fee by direct deposit or a bank cheque or money order made payable to **Michael & Partners Real Estate** upon signing the Residential Tenancy Agreement

M. HOLDING DEPOSIT

The Holding Deposit is equivalent to one week's rent and is only to be paid once the application has been approved by the Landlord

1. The Applicant undertakes to pay a Holding Deposit of \$ once the owner has accepted the application
2. The Holding Deposit will be credited against rent upon signing of a Residential Tenancy Agreement.
3. If the Applicant decides not to take the Premises after the Landlord accepts this application the Landlord will retain the entire Holding Deposit. _____

Please note that all initial payments must be made by bank cheque, money order or Direct Deposit (with receipt details)

Applicants Signature

Date

Agents Signature

Date

Please ensure your 100 points of identification are attached with this application



DISCLAIMER / AUTHORITY

I, the said applicant, do solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my own free will. I further authorize the letting agent to contact and or conduct any inquiries and or searches with regard to the information and references supplied in this application.

I, the said applicant do solemnly and sincerely declare that I am over 18 years of age and eligible to enter into this agreement.

I, the said applicant, do solemnly and sincerely declare:

I have inspected the property located at

I have of my own accord decided that I wish to rent the aforementioned property commencing on the ___/___/___ for a period of ___ months.

I have been informed, understand and agree that the rental for the aforesaid property is to be \$_____ and that this rental is within my means to support.

I have been informed, understand and agree that the rental for the said property is to be paid every _____ and is to be _____ weeks in advance at all times.

I have been informed, understand and agree that the bond for the aforesaid property will be \$_____ and I further agree to undertake to pay the said bond on / before signing the tenancy agreement. I further authorize the agent to attend all details regarding the lodgment of the said rental bond with the appropriate authority.

I understand by giving a deposit of one week's rent when I am approved I must take the property otherwise the deposit will not be returned.

I / We agree to the above (all parties MUST sign).
