

Tenancy Application Form

For your application to be processed you must answer all questions including the reverse side and supply copies of 100 points of ID. One application for each person over 18 years of age is required.



A. AGENT DETAILS

Mitchell Property Management Pty Ltd

Address: 189 Park Street, South Melbourne VIC 3205
Phone: 03 9686 6688
Fax: 03 9686 6689
Email: leasing@mitchellpm.com.au
Website: www.mitchellpm.com.au

B. PROPERTY DETAILS

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

Postcode	

2. Have you inspected the property? (Please tick if YES)

3. Lease commencement date? Lease term?
dd/mm/yy Years Months

4. Property Rental?
\$ per week OR \$ per month

5. How many people will normally occupy the property?
Adults Children Ages of Children

C. PERSONAL DETAILS

6. Please provide your name and identity details

Mr Ms Miss Mrs Other _____

Given name/s Surname

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)

7. Please provide your contact details

Home phone no. Mobile phone no.

Work phone no. Fax no.

Preferred Email address

Alternate Email address

D. UTILITY CONNECTIONS

connectnow Phone: 1300 554 323
Fax: 1300 889 598
Email: info@connectnow.com.au

A free service – Connecting Your Utilities Has Never Been Easier

connectnow is a simple and convenient time saving service assisting you to connect your Electricity, Gas, Phone, Internet and Pay-TV to a choice of Australia's leading providers. connectnow can also assist with discounted quotes for removalists, van/truck hire, cleaning services and security monitoring. No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you – with the one phone call. This is a value-added service independent of your tenancy application—you are not obligated to use connectnow.

A connectnow representative will make all reasonable efforts to contact you within **one** working day of receiving an application. If connectnow was unable to contact you within this period please contact connectnow on 1300 554 323 to ensure connection is completed. 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 call me to connect my utilities

Property Manager: Hayley Mitchell

REA ID: 14334

PLEASE NOTE

Applicants are required to provide **100 points** of identification as per below:

Drivers Licence 50 points
Passport 50 points
Proof of Age Card 50 points
Student ID 50 points
Rates Notice 50 points
Copy of recent utility account 30 points each
Copy of recent telephone account 30 points
Concession or Pension Card 10 points

1. 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 owner and/or the agent should any circumstances arise whereby the property is not available for occupation on the due date.
2. Initial rent payment must be made by bank cheque, money order or B'Pay **within 24 hours of approval**. No cash or personal cheques accepted.
3. Bonds are to be paid separately upon collection of keys by bank cheque or money order made out to the RTBA. No cash/personal cheques accepted.
4. Keys will not be handed over until the lease agreement and the bond lodgement form has been signed by all applicants and all monies are paid in full.
5. **All future rental payments will be made via direct debit in full on the due date from the tenant's nominated account.**
6. The TENANT agrees to accept the property in an "as is" condition and understands and accepts that the landlord is not obliged to make any improvements to the property.

E. TENANCY COLLECTION STATEMENT

The information on this form is being collected by Mitchell Property Management Pty Ltd ("we"/"us"). It is a condition of application for a tenancy for any property managed by us, or in conjunction with other agents, that you consent to us collecting and using your personal information. We require this information so we can consider your application to rent a property.

We may provide this information and any or all information provided to us by any party to third parties including landlords, landlords' agents and solicitors and various government or statutory authorities in the interests of openness and transparency between all parties concerned. We may also contact personal and credit referees you nominate and exchange personal information according to normal commercial practice. You authorise us to conduct a tenant check with National Tenancy Database (NTD). Your information will be listed on NTD and may be made available to other users or NTD in the future. You may contact NTD directly to verify the accuracy of the information on NTD and to request any amendments. To contact NTD, please phone 1300 563 826.

Your personal information will be added to our database and may be used for the secondary purposes of providing you with further information about properties and services marketed by us, and for marketing, planning, product development, research and other commercial purposes. Mitchell Property Management Pty Ltd will have access to this database and your information.

From time to time we may also share personal information with partner businesses offering complementary products or services that we believe may be of interest to you. If you do not wish to receive marketing material or information about such complementary products or services please advise us.

It is your responsibility to ensure the information you provide to us is correct at all times. To access or make corrections to your personal information in conjunction with property rentals, please contact our office in the first instance. To view our full Privacy Statement please visit our office or our website at www.mitchellpm.com.au.

F. DECLARATION AND PROMISE TO LEASE

I hereby offer to rent the property from the owner under a tenancy agreement to be prepared by the Agent. I acknowledge that I will be required to pay rental in advance and a bond and that this application is subject to the approval of the owner. I declare that all information contained in this is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt. **Should my application be accepted by the owner I agree to enter into a Residential Tenancies Agreement pursuant to the Residential Tenancies Act 1997.**

If section D is completed, I consent to the disclosure of this page of the application form to Connectnow Pty Ltd ACN 79 097 398 662 for the purpose of enabling Connectnow to offer the connection and disconnection services to me. Where Connectnow is requested to arrange for the provision of the services, I consent to Connectnow disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I consent to Connectnow disclosing confirmation details (including NMI, MIRN, telephone number, Water Company) to the Agent. I acknowledge that the Agent, its employees and Connectnow may receive a fee/benefit from a service provider in relation to the connection of a utility service.

I acknowledge that neither Connectnow nor Mitchell Property Management accepts any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I consent to have the water account arranged in my name if the tenant is responsible to pay for water consumption at the property. Connectnow Pty Ltd arrange for these water accounts on behalf of the Agent and will submit an application with the local domestic supplier.

Signature

Date

X

G. APPLICANT RENTAL HISTORY

8. What is your current address?

Postcode

9. Are you:

 Renting The Owner Sharing Living with parents

If you own this property, please provide proof of ownership eg. Rates Notice

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

	Years		Months
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11. Why are you leaving this address?

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

Name of landlord or agent

--

Landlord/agent's Land Line Phone no. Weekly rent paid

	\$
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What was your previous residential address?

Postcode

13. Were you:

 Renting The Owner Sharing Living with parents

14. How long did you live at this address?

	Years		Months
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15. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

--

Landlord/agent's Land Line Phone no. Weekly rent paid

	\$
--	----

Was bond refunded in full?

If not why not?

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H. EMPLOYMENT HISTORY

16. Please provide your employment details

What is your current occupation?

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

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Employer's name

Land Line Phone no.

--	--

If self employed, please provide your accountants details. A written confirmation will be required.

Employer's address

--

Contact name

Contact Position

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Length of employment

Gross income per annum

	Years		Months	\$
--	-------	--	--------	----

Please provide any other source/s of income (per annum):

	\$
--	----

17. Please provide your previous employment details

Employer's name: (inc. accountant if self employed) Land Line Phone no.

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Contact name

Contact Position

--	--

Length of employment

	Years		Months
--	-------	--	--------

I. STUDY INFORMATION (if applicable)

18. Please provide university/tafe information if you are currently studying

Course Name

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Name of Institution

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J. CONTACTS / PERSONAL REFERENCES

19. Please provide an Australian-based next of kin/emergency contact who does not live with you.

Surname

Given name/s

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Relationship to you

Phone no.

--	--

Address

--

20. Two personal references (referees not already provided on this form)

1. Surname

Given name/s

--	--

Relationship to you

Phone no.

--	--

2. Surname

Given name/s

--	--

Relationship to you

Phone no.

--	--

K. OTHER GENERAL INFORMATION

21. Car Registration

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22. Please provide details of any pets:

Breed / type

Council registration / number

1.	
2.	

L. OTHER INFORMATION REGARDING THIS APPLICATION

23. Please answer the following questions:

yes

no

Have you ever been evicted by any landlord or agent?

<input type="checkbox"/>	<input type="checkbox"/>
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Have you ever been refused another property?

<input type="checkbox"/>	<input type="checkbox"/>
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Are you in debt to another landlord or agent?

<input type="checkbox"/>	<input type="checkbox"/>
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24. Have you applied for another property with another agent?

YES or NO

25. Joint Applications (if applicable)

If there are any additional applicants applying to share this property with you, please state their name/s below:

1.	
2.	

M. WHAT HAPPENS NEXT?

- The property owner will be notified of any applications received and we will begin processing applications as instructed. If your application is to be processed you will be notified via phone to confirm your application details. If your application is approved by the owner, you will be required to pay the first month's rent and sign the Tenancy Agreement within 24 hours of approval. **By signing the declaration on the front of this form, you agree to enter into a Tenancy Agreement upon approval.**
- If your application is unsuccessful, you will be notified via email upon or before the property being leased to a successful applicant.
- Your application will not be processed if any information is missing from this form.