

## Tenancy application form.

### SUPPORTING DOCUMENTS

Applications will not be processed until property has been viewed and all supporting documents have been supplied which total 100 points. Should you have difficulty in providing this identification, please speak with us prior to completing. Non Australian identification is acceptable. Each person occupying the premises must complete an application form.

Passport and VISA  
- 40 points.

Current driver's license  
- 40 points.

Bank card  
- 20 points.

Recent bank statement  
- 20 points.

Student ID card  
- 20 points.

Health care card  
- 10 points.

Medicare card  
- 10 points.

Utility/Phone bill  
- 10 points.

Previous tenancy  
letter - 10 points.

University acceptance  
- 10 points.

Wage/ pay slip  
- 10 points.

### APPLICANTS CHECKLIST (OUR ADVICE)

Attached all copies of  
supporting documents  
(see above)

Completed this  
application in full

Inspected the property

Read and signed the  
privacy statement

Date inspected

#### PLEASE NOTE:

This application is subject to the owner's approval and may take up to 48 hours to process once your completed application is received.

1. All applicants must complete an application form.
2. Initial bond payments are to be made via BPAY and will be forwarded to the Residential Tenancies Bond Authority on your behalf. Personal cheques are not accepted.
3. The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.
4. The applicant acknowledges that smoking is prohibited in the building and inside the premises.

#### Unsuccessful Applications

Should your application be unsuccessful, you will be advised. Your application will then be kept for a short period of time, and then disposed of via a safe and secure bin where the information is shredded.

#### Successful Applications

Should your application be successful, you will be notified by phone and requested to confirm your tenancy. We require the tenancy agreements to be signed and the Bond to be paid in full within 24 hours to secure the tenancy. The property manager will supply with you these amounts at the confirmation of your tenancy. Keys will only be handed out when all parties have signed the tenancy agreement and 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 payment of the Bond and first months rent can be undertaken at the office indicated by your property manager. It is policy of Melcorp Real Estate that all rental payments are made via credit card, Eftpos or BPAY as payment of monthly rent.

## DIRECT CONNECT- ASSISTANCE WITH UTILITIES

Would you like assistance in connecting utilities such as gas, electricity, water, phone and internet (should your application be accepted)?

If yes, Melcorp will gladly forward your details to Direct Connect in order to assist you in connecting all your required utilities for the day you move in. Please note, this is a FREE service.

By signing this application, I consent to Direct Connect arranging the connection of my utilities on my behalf.

Yes

No

Signature

Date

## PROPERTY AND LEASE DETAILS

Property address

Weekly rent

Proposed lease commencement date

Lease term (months)

How many people will occupy the property?

Have you inspected the property?

Yes

No

Names of other applicants

## PERSONAL DETAILS

Full name

D.O.B

Preferred name

Country of birth

Driver license/ or passport number

Expire date

Country

Phone number

Work phone

Email address

## IF STUDYING PLEASE COMPLETE THIS SECTION

Course name

Start date

Name of institution

Expected end date

# MELCORP

## Real Estate

### EMPLOYMENT DETAILS

Are you currently employed?	Yes	No	Employment status	Full time Part time Casual Self-employed
Employer's or accountant's name				
Employer's address				
Contact name			Phone number	
Gross income (monthly)			Position	
Previous employer's or accountant's name			Employment period	
Phone number			Contact name	
Other source of income			Position	

### EMERGENCY CONTACT (PLEASE PROVIDE LOCAL)

Name of contact	Phone number
Relationship to you	Email address

### PREVIOUS RENTAL HISTORY

Current address	Reason for leaving		
Landlord/agent	Phone number		
Period of residency	Weekly rent		
Details of residency	Homestay	Sharing	Sole occupant
Previous address	Reason for leaving		
Landlord/agent	Phone number		
Period of residency	Weekly rent		
Details of residency	Homestay	Sharing	Sole occupant
Bond recieved in full?	Yes	No	

### GENERAL INFORMATION

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PLEASE NOTE: SMOKING IS NOT PERMITTED IN ANY APARTMENT MANAGED BY MELCORP REAL ESTATE.

Do you have pets?	Yes	No		
If yes, breed of animal?				
Do you smoke?	Yes	No		
If yes, ensure that smoking will not be permitted while living in the property.			Yes	No
Do you own a vehicle?	Yes	No		
Registration number				
Make/model				

### ADDITIONAL INFORMATION

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Have you applied for another property?	Yes	No		
If yes, provide details?				
How did you find out about this property?	Melcorp website realestate.com.au		Melcorp rental guide domain.com.au	
	Personal referral		Other	
If other, provide details				

OTHER INFORMATION THAT MAY SUPPORT YOUR APPLICATION, PROVIDE DETAILS:

### COMMUNICATIONS AND NOTICES

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I approve the delivery of all communication and notices via email.

### ACCESSIBILITY ACKNOWLEDGEMENT

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I acknowledge the availability of and/or access to, common areas within the building (including but not limited to amenities such as gym and pool) are subject to rules and guidelines issued by governing bodies or the owners corporation.

### PRIVACY STATEMENT

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Due to recent changes in the Privacy Laws, from 21st 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.

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/trades people 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, phone connection, banks – for rental payment facilities and financial records, employers – for reference purposes.

### DECLARATION

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I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the agent pursuant to the Residential Tenancies Act 1997.

I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from the owner/landlord. I declare that all information contained in this application 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 details of my credit worthiness from: the owner or agent of my current or previous residence, my personal referees, any record, listing or database of defaults by tenants. If I default under a rental agreement, the agent may disclose details of any such default to any person whom the agent reasonably considers has an interest receiving such information.

### APPLICANT ACKNOWLEDGEMENT

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The applicant is agreeable to all terms and confirms that the information provided is true and correct and authorise Melcorp to contact all references as required.

Full name

Signature

Date

***Upon completion of this form, please sign and send to [rentals@melcorp.com.au](mailto:rentals@melcorp.com.au)***