

# Tenancy Application Form

Property Address		
Name (Mr, Mrs, Miss Please Circle)		D.O.B. / /
Contact No. Home	Work	Mobile
Email Address		Car Rego
Are you a smoker? <input type="checkbox"/> Yes <input type="checkbox"/> No      Driver's Licence/18+/Passport Number		
Full Name of all persons other than applicant wishing to occupy the property- <b>Include Children &amp; their ages.</b>		

**You must provide the following 100 points of ID**

- 1 form of Photo ID (Passport, Drivers Licence, 18+ Card, Student Card)
- Proof of Income (Bank Statement, Payslips/Employment Contract, Centrelink letter)
- 2 other forms of ID (Medicare, Bank Card, Vehicle Rego Papers, Phone/Elec Account)

**Please also provide any other documents that you feel may support your application  
 Applications will not be processed unless all information is supplied**

- ✓ **Applications are usually processed within 1 working day**  
 Please ensure that you have provided all the relevant information, including a telephone number that we can use to contact you.
- ✓ **First weeks rent & bond**  
 To secure the property once you have been approved, you must pay one weeks rent in advance. This money must be paid via **Macquarie Bank DEFT Payment System** using either the **direct debit** or **credit card** payment option. Before we can give you the keys to the property, you must pay **4 weeks bond and 2 weeks rent in advance** (including first week's rent already paid). This money must be paid prior to collecting keys.
- ✓ **Sign-up appointment**  
 Before you move in you must make an appointment at our office (**Monday – Friday**) to sign the Tenancy Agreement, Bond Lodgement form and various other documents.  
**Every person moving into the property must be present at the office for this appointment.**
- ✓ **Paying Rent**  
 Rent must be received by the due date with no exceptions. Failure to pay by the due date WILL result in a breach being issued and possible eviction. Rental payments must be made FORTNIGHTLY in advance and by the following methods –**Macquarie Bank DEFT Payment System** (either direct debit or credit card payment). Sorry NO CASH.
- ✓ **Office Hours**  
 Monday to Friday **9:00am - 5:00pm**, Saturday **9:00am - 1:00 pm**

## Pets (Check with office first)

<input type="checkbox"/> No <input type="checkbox"/> Yes – Number, Type & Breed
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## Current Address and Rental Details

Address	<input type="checkbox"/> Rented \$	per week or	<input type="checkbox"/> Owned
Agency	Manager's/Landlord's Name:		
Phone	Fax	Email	
Length of occupancy ____ years ____ months		Reason For leaving	
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?			

## Previous Rental Details

Address	<input type="checkbox"/> Rented \$	per week or	<input type="checkbox"/> Owned
Agency & Address			
Manager's Name	Phone	Fax	
Length of occupancy ____ years ____ months		Reason For leaving	
Was the bond refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No- If no, why?			

## Personal References - Do not include relatives (This must be completed in full)

1. Name	Phone	Relationship
2. Name	Phone	Relationship

## Emergency Contact

Name	Phone
Address	

## Employment Details – All amounts should be expressed as 'net per week'

Occupation	Employer	
Address	Length of Employment	
Contact Person	Phone	Weekly wage \$
<input type="checkbox"/> Full - time <input type="checkbox"/> Part - time <input type="checkbox"/> Casual   (average hours per week   )		
Other Income: <input type="checkbox"/> Centrelink <input type="checkbox"/> Pension <input type="checkbox"/> Savings <input type="checkbox"/> Guarantor Letter		<b>Weekly total \$</b>
<input type="checkbox"/> Other (Please give details) _____		

## Application Declaration

I the applicant do solemnly and sincerely declare that the information provided is true and correct. I have inspected the premises and wish to take a tenancy of such premises as outlined below:

Property Address \_\_\_\_\_

Lease Period \_\_\_\_\_ Months at a weekly rent of \$ \_\_\_\_\_

Move in/Lease start date \_\_\_\_/\_\_\_\_/\_\_\_\_ pay a bond amount of \$ \_\_\_\_\_

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 references, employment details, previous rental references, tenant default registry database checks and any other searches which may verify the information provided by me. I authorise the agent to give information to credit providers and references named in this application and understand this can include information about my credit worthiness, credit standing, credit history or credit capacity.

Should your application not be successful, any money paid to our office will be forwarded to you in full by CHEQUE. In the event that your application is successful and acceptance is communicated, but you decide not to proceed, this money will be forfeited to our office. Upon communication of acceptance of this application by the Agent it is agreed that this tenancy shall be binding and any money paid will be transferred as part bond payment.

### Questions

Do you have applications pending on any other properties?  Yes  No

Have you ever been evicted or are you in debt to another Landlord or Agent?  Yes  No

If yes, give details \_\_\_\_\_

I the applicant accept the property in its present condition  Yes  No  
(A detailed condition report will be completed prior to you taking possession)

If no, give details \_\_\_\_\_

Would you like to receive monthly market updates for rentals and sales via email?  Yes  No

How did you find out about the rental property?

Realestate.com.au  Domain.com.au  Office Rental List  Other \_\_\_\_\_

## Utility Connection Service



### FREE Utility Connection Service - with a difference!

Electricity Gas Internet Phone Pay TV Insurance

- Access to genuinely discounted utility offers
- Choose your providers in your own time
- Save time and not have to speak with a call centre
- Connect all your services in around 3 minutes on your mobile or computer
- Sign up to receive a FREE Domino's voucher for 2 pizzas, garlic bread and drink, delivered!

Move Me In will send you a personal invitation to connect via email and text once you have been approved to rent a property. Once you receive it, please click on the link and take 3 minutes to sign up online.

Move Me In is a FREE utilities connection service that offers you great discounted deals, saving you money right from the start! Other companies may have only ever offered you the standard off the shelf utility plans but Move Me In presents you with a selection of utility providers to choose from on our quick and easy online portal, so you can pick the discounted plan that suits you best.

**E: support@movemein.com.au P: 1300 911 947 www.movemein.com.au**

## APPLICANT TO SIGN

Applicant	Name	Sign	Date
I, Applicant			

hereby authorise for Metrocity Realty, as my agent to make investigations and receive information from the following sources:

- ✓ Previous Rental Agents
- ✓ Previous and Current References
- ✓ Previous and Current Lessors
- ✓ Tenancy Databases

↓↓ **OFFICE USE ONLY** ↓↓

**Please email completed information back to info@metrocityrealty.com.au**

Fax:
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**Metrocity Realty Property Manager:**

To:
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**PLEASE COMPLETE THE DETAILS AND RETURN THE FORM TO OUR AGENCY TODAY, AS TIME IS CRITICAL TO BOTH THE APPLICANT AND LESSOR TO FINALISE THE PROCESSING OF THE TENANCY APPLICATION.**

<b>Tenant Name</b>			
<b>Property Rented</b>			
<b>QUESTIONS</b>		<b>ANSWERS</b>	
Period of Time Rented Through Agent	From: ____ / ____ / ____	To: ____ / ____ / ____	
Rent Amount Paid Per Week	\$		
Was the Tenant listed as a lessee?	YES	NO	
Did you / your Agency terminate the tenancy?	YES	NO	
During the tenancy, was the Tenant ever in arrears?	YES	NO	
Did the Tenant receive any Notice to Remedy's?	YES	NO	
If Yes	Number of NTR's		
	Reason/s		
Were periodic inspections conducted during the tenancy?	YES	NO	
Was any damage noted during the inspection?	YES	NO	
Were the tenant/s reasonable about maintenance?	YES	NO	
Were pets kept on the premises without permission?	YES	NO	
If pets were kept at the property, did they cause any damage?	YES	NO	
Did the Tenancy leave the property clean and tidy?	YES	NO	
Was the Bond refunded in full?	YES	NO	
If No – Reason/s Bond was not refunded in full			
Would you/your Agency rent to this person again?	YES	NO	

**Please attach a copy of the applicant's tenant ledger for period of tenancy**