

Tenancy Application Form

Each person occupying the premises must complete an application form.

100 POINTS OF ID IS REQUIRED FOR EACH APPLICANT

Prior to any tenancy application being considered, each applicant is required to provide sufficient identification, which totals 100 points. Should you have difficulty in providing this identification, please advise us prior to completing. Non Australian identification is acceptable, provided the name and details on the document are written in English. A photocopy of photo identification is required.

Passport (any)	40 Points	Birth Certificate	10 Points
Valid Credit Card	40 Points	Utility/Phone Bills	10 Points
Other Photo ID (Student Card/ID)	10 Points	Previous Tenancy Agreement	10 Points
Bank/ATM Card	20 Points	Recent Rental Bond Receipts	10 Points
Recent Bank Statement	40 Points	University Acceptance/Offer Letter	10 Points
Medicare/Health Care Card	10 Points	Wage/Pay Slip	10 Points

SUPPORTING EVIDENCE (OUR ADVICE)

Applications are presented to the landlord after all reference checks are completed. The landlord will accept the applicant who is deemed to be the most suitable for the property, having provided references and/or documents to prove that they are able to meet the rental requirements.

If you will be unemployed when moving into the property, or receiving funds from your parent/guardian or any other source, Melcorp recommends you provide documentation or a letter from the source, in order to prove how your expenses will be paid for. Please note that where no documentation is provided, Melcorp will have no way to confirm to the landlord that you are able to afford the rent.

Melcorp are happy to receive documents via email or fax, however should you require further advice or assistance, please contact one of our property management staff.

Examples:

If you are studying, and your main source of income is from your parent/guardian, a letter (eg. email or fax) from the person paying your expenses is the best way to prove how your expenses will be paid for. Their contact details such as an email and phone number must be provided. A direct debit will be set up if your application is successful however to strengthen your application, you can choose to complete a Melcorp Credit Card Authority Form which acts as a firm guarantee. Please contact us for further details.

If you are a student who is receiving scholarship payments from your government/or other source, Melcorp recommends you provide a statement from your government to confirm what expenses they are covering. If possible, the document should specify the amount that you receive. You can also submit a Melcorp Credit Card Authority Form (see suggestions above).

If you are not working or will not be employed when you move in, we recommend you provide a recent bank statement to prove you have sufficient funds to cover your expenses.

DECLARATION

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.

Signed

Date / /

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Melcorp
Property

PRIVACY STATEMENT

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.

Please note:

This application is subject to the owner's approval and may take 2-3 days to process.

1. All applicants must complete an application form.
2. Initial bond payment must be paid in the form of a Bank Cheque/Money Order made payable to Melcorp Property Pty Ltd 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 48 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, Bond Lodgement Form 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 can be undertaken at the office indicated by your property manager. It is a policy of Melcorp Property that all rental payments are made via bank cheque, money order, credit card or direct debit as payment of monthly rent.

Signed

Date / /

WE DO NOT ACCEPT CASH, PERSONAL OR BUSINESS CHEQUES OR BOND TRANSFERS WITH ANY APPLICATIONS

ASSISTANCE WITH UTILITIES

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

Yes No

If yes, Melcorp will gladly forward your details to

Direct Connect

Direct Connect will assist you in connecting all your required utilities for the day you move in. Please note, this is a FREE service.

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

Signed

Date / /

PROPERTY AND LEASE DETAILS

Property address
Proposed lease commencement date / / Lease term Months Weekly rent \$
Have you inspected the property? [] Yes [] No
How many people will occupy the property? [] Adults [] Children
Names of other applicants

PERSONAL DETAILS

Title Given name/s Preferred name/s Surname
Date of birth / / Country of birth
Driver's licence number Expiry date State/Country of issue
Home phone Mobile phone Work phone
Email address

EMPLOYMENT DETAILS

What is your current occupation?
What is the nature of your employment? Full time/part time/casual/self-employed
Employer's name (including accountant, if self-employed) Phone number
Employer's address
Contact name Position
Gross income \$ (Per week/month/annum) Period of employment Years Months
What was your previous occupation?
Employer's name (including accountant if self-employed) Phone number
Employer's address
Contact name Position
Please provide any other source/s of income (per annum)

IF STUDYING, PLEASE COMPLETE THIS SECTION

Course name
Name of institution
Start date End date/expected date of completion

EMERGENCY CONTACT (If possible, please provide a local contact)

Name of emergency contact
Relationship to you
Phone number Email address

RENTAL DETAILS

Current address

Landlord/agent Phone number

Period of residency Years Months Weekly rent \$ Reason for leaving

Previous address

Was bond received in full? Yes No

Landlord/agent Phone number

Period of residency Years Months Weekly rent \$ Reason for leaving

Details of residency Homestay Sharing Sole occupant

GENERAL INFORMATION

Do you have any pets? Yes No

PLEASE NOTE, STRICTLY NO PETS ARE ALLOWED IN ANY APARTMENT MANAGED BY MELCORP PROPERTY

If accepted, will you ensure that pets are kept off the premises at all times?

Yes No

Are you a smoker? Yes No

PLEASE NOTE, SMOKING IS NOT PERMITTED IN ANY APARTMENT MANAGED BY MELCORP PROPERTY

If accepted, can you ensure that smoking will not be permitted while living in the property?

Yes No

Do you own a vehicle? Yes No

Car registration number Car make/model

ADDITIONAL INFORMATION

Have you applied for another property? If yes, please give details

How did you find out about this property? (please choose one)

- Melcorp Property Rental Guide Melcorp website Personal referral
 realestate.com.au domain.com.au Other (please specify below)

Other information that may support your application