

Tenancy Application Form



Rental Application Address.....

100 POINTS OF ID IS REQUIRED FOR EACH APPLICANT

Applications will not be processed until property has been viewed and all supporting documents have been supplied which tot 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 & VISA.....	40 Points	Proof of Age Card.....	10 Points
Driver's License (any)	40 Points	Utility/Phone Bills.....	10 Points
ATM Card.....	20 Points	Previous Tenancy Agreement	10 Points
Recent Bank Statement.....	20 Points	Credit Card	20 Points
Student ID Card.....	20 Points	University Acceptance/Offer Letter	10 Points
Medicare/Health Care Card	10 Points	Wage/Pay Slip	10 Points

APPLICANTS CHECKLIST (OUR ADVICE)

- ☐ Attached all copies of supporting documents (see above)
- ☐ Inspected the property/ Date inspected.....
- ☐ Completed this application in full
- ☐ Read and signed the privacy statement

Please note:

This application is subject to the owner's approval and may take 5-7 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 RTBA 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 Lodgment 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 Real Estate that all rental payments are made via credit card, Eftpos or direct debit as payment of monthlyrent.

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

Direct Connect

If yes, Melcorp will gladly forward your details to

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 / /

Melcorp City Central

477 Swanston Street
Melbourne VIC, Australia 3000
P +61 (3) 9663 1117
F +61 (3) 9663 1127

Melcorp Southbank

11 Power Street
Southbank VIC, Australia 3006
P +61 (3) 9696 8869
F +61 (3) 8456 6988

Melcorp City East

308 Russell Street
Melbourne VIC, Australia 3000
P +61 (3) 9242 0088
F +61 (3) 8456 6688

Melcorp City North

23 Tennyson Street
Melbourne VIC, Australia 3000
P +61 (3) 8638 1818
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info@melcorp.com.au
melcorp realestate.com.au
ABN: 72 119 857 484



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, organizations/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

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 authorize 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 / /

WE DO NOT ACCEPT CASH, PERSONAL OR BUSINESS CHEQUES

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melcorp realestate.com.au
ABN: 72 119 857 484

PROPERTY AND LEASE DETAILS

Rental Application 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

Given name/s..... Preferred name/s..... Surname.....

Date of birth / / Country of birth.....

Driver's license number..... Expiry date..... State/Country of issue.....

Home phone..... Mobile phone..... Work phone.....

Email address

EMPLOYMENT DETAILS

Are you currently employed? Yes ☐ No ☐ If yes, 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).....

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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.....

PREVIOUS RENTAL HISTORY

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.....



Parent Letter

PLEASE COMPLETE ONLY IF STUDYING. THIS DOCUMENT IS TO BE COMPLETED BY THE PARENT/S OF THE APPLICANT/S

I/we _____

The parent/s of _____

Guarantee that all rental payments will be paid in full, on time for the duration of the tenancy.

If you have any issues during the tenancy, please contact me at any time. My full details are:

Email _____

Home Phone Number _____

Mobile Phone Number _____

Business Phone Number _____

Fax _____

Home Address _____

In the event that you cannot contact me and the rent is 5 days late, please deduct from my credit card below and ensure payment is forwarded to the Landlord as soon as possible:

Card Number _____

Expiry Date _____

CVC CODE (Located on back of card) _____

Parent/s to Sign Here _____

Disclaimer: Please be advised that rental payments will not be deducted unless 24 hours written notice of arrears has been provided to the card holder and/or tenant. Notice will be provided via email. If the application is not accepted, this information will be shredded and disposed in accordance to privacy laws. Melcorp confirm that this information will not be shared with any 3rd parties.

We thank you for your confirmation and hope to finalize the application within 48 hours. Should you wish to discuss anything further, please contact the office on +61 3 9663 1117.