

TENANT CHECK LIST

PLEASE DETACH & KEEP THIS PAGE FOR YOUR INFORMATION

Please read the following important information before completing the application form:

1. Copies of your ID **must be attached** with each application. **It is your responsibility to photocopy these documents** and submit them together with your completed, signed and dated application form. Please do not hand in incomplete application forms as these will
2. You must inspect the property you are applying for before submitting this application to our office
3. Each adult who will be living at the property must complete an application form.
4. Applications are processed within approximately two working days. Whilst every effort is made to provide you with a response within this time frame, in some cases this may not be possible.
5. If your application is successful, in order to secure the property you will be required to sign the lease agreement, sign the bond lodgement form and pay the bond and first month's rent **within 24 hours of approval**. Payment for the bond must be made by bank cheque or money order made payable to **Residential Tenancies Bond Authority (RTBA)**. The first month's rent must be paid by bank cheque or money order payable to **Meallin Real Estate**.
6. Under no circumstances will keys be handed over prior to the lease commencement date.
7. Subsequent rent payments may be made via BPAY, direct debit, credit card, cheque or money order. There are nominal transaction fees associated with BPAY, direct debit and credit card payments as charged by Ezidebit and Rental Rewards. We do accept personal cheques for rent, other than for payment of the bond and first month's rent (refer to point 5). Personal cheque books are issued by most banks, free of charge.
8. This application is regarded as confidential and will be treated as such. If your application is unsuccessful, it will be destroyed.
9. Remember, it is your responsibility to have all utilities and services (such as telephone, gas, electricity) connected to coincide with your date of occupation.

ID CHECK – COPIES MUST BE ATTACHED TO YOUR APPLICATION

- Copy of current drivers licence or passport
- Proof of income - either last 2 pay slips, current Centrelink Statement of Income or letter from your employer on letterhead confirming your employment and salary
- Current bank statement for a **savings** account – printout from online/netbanking is acceptable

TENANCY APPLICATION FORM

A. AGENT DETAILS

Meallin Real Estate
93 Paisley Street, Footscray VIC 3011
Phone: 03 9687 3366
Fax: 03 9689 2998
Email: info@meallin.com.au

B. PROPERTY DETAILS

Property Address _____
Suburb _____ Postcode _____
Preferred Lease Term: _____ Years _____ Months
Preferred Commencement Date _____ / _____ / _____
How many people will occupy the property? _____ Adults _____ Children
Age of children _____

C. PERSONAL DETAILS

(Circle One) MR MRS MS MISS DR
First Name _____ Middle Name _____
Last Name _____
Date of Birth (DD/MM/YY) _____ / _____ / _____
Home Ph _____ Work Ph _____
Mobile Ph _____ Other Ph _____
Email Address _____
Driver's Licence Number _____ State _____
Alternative ID Type _____ Number _____

D. CURRENT ADDRESS/RENTAL DETAILS

Do you currently (Circle): Own Rent Share Live with Family
Current Address _____
Suburb _____ Postcode _____
How Long at current address: _____ Years _____ Months
Reason for leaving _____
Name of Landlord/Agent _____
Phone Number _____
Weekly Rent Paid \$ _____

E. UTILITY CONNECTIONS



To save you time, myconnect can help you arrange your utility connections.

Utility connection services are provided by **myconnect**

Phone: 1300 854 478

Office use only: _____



F. DECLARATION & PRIVACY STATEMENT

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) 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 personal information about me from:

- (a) The owner or the Agent of my current or previous residences;
- (b) My personal referees for this application
- (c) My current and past employers;
- (d) Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking my rental history. I am aware that I may access my personal information by contacting:
 - NTD: 1300 563 826
 - TICA: 1902 220 346
 - TRA: (02) 9363 9244

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information within this application in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a check with TICA, NTD and/or TRA
- (h) transfer water account details into my name
- (i) allow property valuers, insurers, agents, engineers, builders, architects or other relevant organisations to contact me

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above and that I may be able to correct this information if it is inaccurate, incomplete or out-of-date.

I acknowledge that my application is subject to the owners' approval and the availability of the premises on the due date. No action will be taken against the landlord or Agent if my application is unsuccessful or, upon acceptance, should the premises not be ready for occupation on the due date, for whatever reason.

Unless I have opted out in Section E (Utility Connections), I:

- consent to the disclosure of information on this form to myconnect (ABN 34121892331) for the purpose of arranging the connection of nominated utility services
- consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection
- consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent
- acknowledge the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services
- acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers
- acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities

Signed

Date

G. PREVIOUS ADDRESS DETAILS/RENTAL HISTORY

Previous Address _____

Suburb _____ Postcode _____

Were you the (Circle): Owner Tenant Sharing Live with Family

How Long at previous address: _____ Years _____ Months

Reason for leaving _____

Name of Landlord/Agent _____

Phone Number _____

Weekly Rent \$ _____ Bond Refunded? Circle: Yes or No

If No, Why not? _____

H. CURRENT EMPLOYMENT DETAILS

INCLUDE ACCOUNTANT NAME AND PHONE IF SELF EMPLOYED

Occupation _____

Company Name _____

Employment Address _____

Suburb _____ Postcode _____

Contact Name _____

Phone Number _____

Length of Employment _____ Years _____ Months

Net Monthly Income \$ _____

Basis of Employment (Circle): Full Time Part Time Casual

I. PREVIOUS EMPLOYMENT DETAILS

Occupation _____

Company Name _____

Employment Address _____

Suburb _____ Postcode _____

Contact Name _____ Phone _____

Length of Employment _____ Years _____ Months

Net Monthly Income \$ _____

J. STUDENT DETAILS

Name of Institution _____

Campus _____

Faculty _____

Course of Study _____

Length of Course Remaining _____ Years _____ Months

Student ID Number _____

Course Co-ordinator _____

Phone _____

Income Source _____

Net Monthly Income \$ _____

K. EMERGENCY CONTACT/NEXT OF KIN

First Name _____ Surname _____

Address _____

Suburb _____ Postcode _____

Phone _____ Mobile _____

Relationship to you _____

L. PERSONAL/BUSINESS REFERENCES

1. First Name _____ Surname _____

Phone _____ Mobile _____

Relationship to you _____

2. First Name _____ Surname _____

Phone _____ Mobile _____

Relationship to you _____

M. OTHER INCOME INFORMATION

Do you receive Centrelink Benefits? (Circle) Yes or No

If yes, state type of benefits received: _____

Total Income received (per fortnight): \$ _____

Customer Reference Number (CRN) _____

N. OTHER DETAILS

Car Make/Model _____

Registration No _____

Do you have pets? (Circle) Yes or No

If Yes, provide details _____

When I inspected the property, I found it to be in reasonably clean condition (Circle):

YES or NO

If 'NO' I would like the following items to be repaired. I acknowledge that these requests are subject to the landlords approval.

O. ELECTRONIC SERVICE OF NOTICES

If this application is approved, I (circle one): DO / DO NOT

consent to the electronic services of notices and other documents

If I DO consent, documents should be served to me at this email address:

Email: _____