



RENTAL APPLICATION FORM

(One application per adult. Please complete all sections.)

Please note the following :

1. If your application is successful, you will be required to pay two weeks rent in advance. It is important that your payment is received within 24 hours of such notification or the next application may be given preference or the property re-listed.
2. You will be required to complete a Bond lodgment form as part of the tenancy Agreement. This form must be completed by all parties nominated on the lease indicating name and amount of bond paid. A bond payment in the form of a bank cheque or money order must be made payable to the RTBA (Residential Tenancy Bond Authority) on or before the commencement of your tenancy.
3. Landlords / agents must forward bond monies to the RTBA within 10 business days of receipt of the Bond. You will be forwarded an official receipt from the RTBA after 15 days.
4. It is your responsibility to have all the services such as telephone, gas, electricity connected in your name to coincide with the date of your occupation. It is also your responsibility to insure your possessions. The Landlord's insurance does not cover your personal possessions.
5. Mawby Property prefer that all rental payments are made by Direct Credit.
6. Your application is regarded as a confidential document. If your application has been unsuccessful it will be destroyed.
7. **If you wish to be notified if your application has been unsuccessful please provide your email address :**

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PROPERTY DETAILS

Please list the address of the property you would like to rent? (If applying for more than one property, please list in order of preference)

Property Address	Rent P/W

Lease commencement date? / /
 Lease term Years Months
 How many people will occupy the premises?
 Adults Children Age(s)

PERSONAL DETAILS

Title First Name(s)
 Last Name
 Date of Birth / / Age
 Drivers license No. State
 Alternate ID (passport) No.
 Pension Type (if applicable) No.
 Please provide your contact details.
 Home ph Mobile ph

Work ph
 Email
 Current Address
 Post Code

APPLICANT HISTORY

How long have you been at your current address?
 Years Months
 Name of landlord/Agent (if applicable)
 Phone number
 Weekly rent paid \$
 Reason for leaving
 Previous residential address
 Suburb Post Code
 How long did you live at this address?
 Years Months
 Name of landlord/Agent (if applicable)
 Phone number
 Weekly rent paid \$
 Reason for leaving
 Was bond refunded in full?
 If not why?

my agent

EMPLOYMENT DETAILS

Employment type Fulltime Part time Casual
Occupation _____
Employers Name _____
Employment address _____
Suburb _____ Post Code _____
Phone number _____
Contact Name _____
Length of employment _____ Years _____ Months _____
Net income? \$ _____ Week \$ _____ Month _____

If self employed, please provide your Accountant as a referee

PREVIOUS EMPLOYMENT DETAILS

Occupation _____
Employers Name _____
Employment address _____
Suburb _____ Post Code _____
Phone number _____
Contact Name _____
Length of employment _____ Years _____ Months _____
Net income? \$ _____ Week \$ _____ Month _____

CENTRELINK BENEFITS

Type _____
\$ _____ per week \$ _____ per F/N

OTHER INFORMATION

Other net income (i.e. Investment) \$ _____ week

Please provide details of any pets to reside outside at the property—*Note : pets are not always permitted.*

Breed/Type	Council registration

STUDENTS—please complete

Place of study _____
Course being taken _____
Course length _____
Campus contact _____ Ph. _____

REFEREES—family & friends NOT accepted

Name _____
Relationship _____
Ph (bus hrs) _____ Mobile ph _____
Name _____
Relationship _____
Ph (bus hrs) _____ Mobile ph _____
Name _____
Relationship _____
Ph (bus hrs) _____ Mobile ph _____

EMERGENCY CONTACT

Name _____
Relationship to you _____
Address _____
Home ph _____ Mobile ph _____
Work ph _____

DECLARATION

I declare that the above information is true and correct to the best of my knowledge and agree that the agent may conduct independent evaluation checks and use the information supplied in assessing this application. This application is accepted subject to the availability of the premises on the due date and no action will be taken against the Landlord / Agent should the premises not be ready for occupation on that date. I also acknowledge that I have received and read the Mawby Property guidelines on the Privacy Policy and I have received a copy of the tenants requirements associated with this application. If this application is successful I accept the property in its present condition as inspected.

Mawby Property subscribe and access the following tenancy databases :

- TICA ph 190 222 0346 (call cost AUD\$5.45p.m including GST, higher from mobiles and pay phones).
- NTD (National Tenancy Database) ph 1300 563 826 (costs and charges may be incurred on application).

Signed : Date :/...../.....



**Applications for tenancy and
Management or Property
Privacy Act (Commonwealth) 1988
Collection Notice**

The personal information the prospective tenant provides in this application or that which is collected from other sources is necessary for the Agent to verify the Applicant's identity and to process and evaluate the application and to manage the tenancy if the Agent has been engaged to manage the Property.

The personal information collected about the Applicant may be disclosed, by use of the internet and otherwise, to other parties, including media organisations, the landlord, trades people, referees, solicitors, financial institutions, parties engaged to evaluate the property, bodies corporate, other agents, clients of the Agent both existing and potential, third party operators of tenancy reference databases, government and statutory bodies and other third parties as required by law. Information already held on tenancy reference databases may also be disclosed to the Agent and / or landlord. Unless you advise the Agent to the contrary, the Agent may also disclose such information to The Real Estate Institute of Victoria Ltd (REIV) for the purpose of documenting all leasing data in the area for the benefit of its members as part of membership services and for others in the property or related industries, and so as to assist them in continuing to provide the best possible service to their clients. In providing this information, you agree to its use, unless you advise the Agent differently. The privacy policy of the REIV can be viewed on its website, www.reiv.com.au and the privacy policy of realestateview can be viewed on www.realestateview.com.au

The Agent will only disclose information in this way to other parties to achieve the purposes specified above or as otherwise allowed under the Privacy Act.

If the application would like to access this information they can do so by contacting the Agent at the address and contact numbers contained in this Application. The Applicant can also correct this information if it is inaccurate, incomplete or out of date.

If the information is not provided, the Agent may not be able to process the application.

I/We _____

Acknowledge that I/We have read and understood the contents of this Privacy Collection Notice.

(Applicant (s) to sign)

Date ____ / ____ / ____