



## RESIDENTIAL TENANCY APPLICATION FORM

Tenant Name:.....Date:\_\_\_/\_\_\_/\_\_\_\_\_

Tenant Name:.....Date:\_\_\_/\_\_\_/\_\_\_\_\_

Property Address: .....

*Tenants please note*  
**YOU MUST SUBMIT A COPY**  
**OF THE FOLLOWING DOCUMENTS**  
**TOGETHER WITH YOUR APPLICATION**  
**(100 POINT CHECK LIST)**

- |   |                  |
|---|------------------|
| <b>PASSPORT .....</b>                       | <b>40 points</b> |
| <b>DRIVERS LICENCE .....</b>                | <b>40 points</b> |
| <b>MEDICARE CARD .....</b>                  | <b>30 points</b> |
| <b>BANK STATEMENT .....</b>                 | <b>20 points</b> |
| <b>I.D. CARD (student/work) .....</b>       | <b>10 points</b> |
| <b>TELEPHONE INVOICE (eg Telstra) .....</b> | <b>10 points</b> |
| <b>MOBILE PHONE INVOICE .....</b>           | <b>10 points</b> |
| <b>WATER RATES INVOICE .....</b>            | <b>10 points</b> |
| <b>ELECTRICITY INVOICE .....</b>            | <b>10 points</b> |
| <b>GAS INVOICE .....</b>                    | <b>10 points</b> |

Tenancy Application Form		
Property	Application Date: ___/___/___	
Weekly Rent:	Monthly Rent:	Occupation Date: ___/___/___
OFFICE USE ONLY	Lease Term:	

Applicant Information		
<b>Full Name:</b>		
Date of Birth: ___/___/___	Mobile:	Phone:
Email:		
<b>Current Address:</b>		
City:	State:	Post Code:
Own    Rent (Please circle)	Monthly payment or rent: \$	How Long?
Agent/Landlord name & telephone:		
Reason for Leaving:		
<b>Previous Address:</b>		
City:	State:	Post Code:
Own    Rent (Please circle)	Monthly payment or rent: \$	How Long?
Agent/Landlord name & telephone:		
Reason for Leaving:		
<b>Drivers Licence#:</b>	State:	Vehicle Reg:
Passport #:	Nationality	Exp Date: ___/___/___

Employment Information		
Current employer:		
Employer Address:	How Long?	
Phone:	Email:	Fax:
Position:	Hourly    Salary (Please circle)	Annual Income:

Emergency Contact		
Name of person not residing with you:		
Address:		
City:	State:            Post Code:	Phone:
Relationship:		

**FREE UTILITY CONNECTIONS - This is a Free Service that quickly connects your utilities**



Upon application, Fast Connect will electronically lodge your request and ensure that your utility provider has all the relevant details to connect on your requested date. Confirmation will be sent to your real estate agent. Both agent and Fast Connect may receive a commission.

WATER  ELECTRICITY  GAS  TELEPHONE	Supplier ORIGIN ORIGIN TELSTRA	Tick to Connect Tick to Connect Tick to Connect Tick to Connect	Tick <input type="checkbox"/> → <input style="width: 50px; height: 20px; border: 1px solid black;" type="text"/> / / <input style="width: 50px; height: 20px; border: 1px solid black;" type="text"/> Applicants must sign a separate AGL acknowledgment and disclosure document before proceeding. This is signed along with property lease or payment of bond. <small>To provide application lodgment services to our customers (you) it is necessary to collect certain information about you. Full policy is with AGL disclosure.</small>	Do you require: Broadband Internet <input type="checkbox"/> Wireless Broadband <input type="checkbox"/> Pay TV (Foxtel) <input type="checkbox"/>
--	---	--	---	---

**References**

Name:	Address:	Phone:

I authorise the verification of the information provided on this form. I have received a copy of this application.

Signature of Applicant:

Date: \_\_/\_\_/\_\_\_\_

**Applicant Information**
**Full Name:**

Date of Birth: \_\_/\_\_/\_\_\_\_

Mobile:

Phone:

Email:

**Current Address:**

City:

State:

Post Code:

Own    Rent (Please circle)

Monthly payment or rent: \$

How Long?

Agent/Landlord name & telephone:

Reason for Leaving:

**Previous Address:**

City:

State:

Post Code:

Own    Rent    (Please circle)

Monthly payment or rent: \$

How Long?

Agent/Landlord name & telephone:

Reason for Leaving:

**Drivers Licence#:**

State:

Vehicle Reg:

Passport #:

Nationality

Exp Date: \_\_/\_\_/\_\_\_\_

**Employment Information**

Current employer:

Employer Address:

How Long?

Phone:

Email:

Fax:

Position:

Hourly    Salary (Please circle)

Annual Income:

**Emergency Contact**

Name of person not residing with you:

Address:

City:

State:

Post Code:

Phone:

Relationship:

**References**

Name:	Address:	Phone:

I authorise the verification of the information provided on this form. I have received a copy of this application.

Signature of Applicant:

Date: \_\_/\_\_/\_\_\_\_

**Other Persons to occupy ( not on Lease )**

Name:	Age (Children)
Pets - how many and type:	

**Declaration:**

I we understand and accept this property subject to the owner’s approval and no action shall be taken by the applicant against the Landlord or the Landlord’s agent should any circumstances arise whereby the property is not available for occupation on the expected date.

Signature of Applicant:	Date: __/__/____
Signature of Co-applicant	Date: __/__/____

**Commencing Tenancy**

1. A property must be secured with 24 hours of it being offered by delivery of a Security Deposit and one months rent. After this period the property will not be held and will be open to other applicants.
2. A SECURITY DEPOSIT (BOND), equal to 1 months rent must be paid in the form of a Bank Cheque or Money Order (Via Australian Post), made payable to the RESIDENTIAL TENANCIES BOND AUTHORITY (RTBA). Please note that the RTBA do not accept personal cheques.
3. INITIAL RENTAL PAYMENT must be paid by either cash, Bank Cheque or Money Order made payable to Marvelli Town and Associates. (Personal Cheques not accepted).
4. All approved tenants must sign a LEASE AGREEMENT, BOND LODGEMENT form and Keys receipt form prior to collecting keys.

**Applications for Tenancy and Management od Property Privacy Act (Commonwealth) 1998 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 or otherwise, to other parties, including media organizations, 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 for the purpose of documenting all leasing data in the area for the benefit of marketing 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 Marvelli town & Associates can be viewed on it's website [www.marvelli.com.au](http://www.marvelli.com.au) The Agent will only discuss information in this way to other parties to achieve the purposes specified above or otherwise allowed under the Privacy Act.

If the Applicant/s would like to discuss this information they can do so by contacting the Agent at the address and contact contained in this application on (03) 9670 3288. The Applicant can also correct 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.

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

Signature of Applicant:	Date: __/__/____
Signature of Applicant:	Date: __/__/____