

This application must be accompanied by a copy of the applicant's drivers license or passport

How Did You Find Out About This Property?	<input type="checkbox"/> (Newspaper) <input type="checkbox"/> Internet <input type="checkbox"/> To Lease Board <input type="checkbox"/> Referral <input type="checkbox"/> Local Agent <input type="checkbox"/> Other.....		
Rental Property	Address		
Tenancy Requirements	Commencement Date	Length of Tenancy	
Applicant's Full Name and Address	Name		
	Address		
Current Rental Details	Current Rent \$	How long have you lived there?	
	Agent/Landlord	t (B)	
	Why are you leaving?		
Applicant's Contact Details	t (Home)	t (Work)	
	t (Mobile)	E-Mail	
Previous Address	Address		
	Rent \$	How long did you live there?	
	Agent/Landlord	t (Business)	
	Why did you leave?		
Employment	Current Employer		
	Your Position	Contact Name	
	Length of employment	t (Business)	
	Salary \$	Other Income \$	
Personal Details	Date of Birth		
	Drivers Licence No.	Passport No.	
	Expiry Date	Expiry Date	
Occupancy Details	Total number of Occupants who will live in this property	Pets? YES/NO	
	Number of children (if any) Ages of children	Type	
Emergency Contact Details (Family member, not living with you)	Name		
	Address		
	Relationship	t (landline)	
Personal/Business	Name	Occupation	t (Work)
References (not a relative)			

Tenancy Application

I confirm the following:

1. During my inspection of this property I found it to be in a reasonably clean condition Yes / No
2. If "No," I believe the following items should be attended to prior to the commencement of the tenancy. I acknowledge that these items are subject to the Landlord's approval.

3. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
4. I confirm having received a copy of this application for my retention upon request
5. I consent to the information provided in this application being verified.

Tenant is advised that the following '100 Point Proof of Identification' check will be required:

- Drivers Licence – 40 points
- Passport – 40 points
- Other photo ID – 20 points
- Current Wage Advice – 20 points
- **Previous tenancy reference – 20 points (must supply)**
- Previous tenancy payment history printout – 20 points
- Motor vehicle registration certificate – 10 points
- Bank Statement – 10 points
- Telephone Account – 10 points
- Electricity Account – 10 points
- Gas Account – 10 points

Note: At least one proof of identification must include a photo of the tenant.

Application

I, the Applicant apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the Landlord of the property for his / her / their acceptance and if the application is approved, to prepare a Residential Tenancy Agreement for the premises

I, the Applicant, declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the above premises and wish to apply for tenancy of the premises for a period of months, at a rental of \$..... per week/fortnight/month.

I undertake to pay a rental bond by bank cheque or money order made payable to **Residential Tenancy Bond Authority (RTBA)** and to pay the first month's rent by bank cheque or money order made payable to **M Estate Agents** upon signing the Residential Tenancy Agreement (please note our office does not accept cash).

Statement Of Costs

Rental Bond	\$	
Rent in advance from _____ to _____	\$	
Total	\$	

**PLEASE NOTE THAT THE INITIAL RENT & BOND PAYMENTS MUST BE MADE BY BANK CHEQUE OR MONEY ORDER
 RENT MUST BE MADE PAYABLE TO M Estate Agents
 BOND MUST BE MADE PAYABLE TO THE R.T.B.A**

Privacy Act 1988

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including to the landlord, referees, other agents and third party operators of tenancy reference database. Information already held on tenancy reference database may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed. To the landlord, third party operators of tenancy reference database and/or other agents.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting M Estate Agents at Level 1, 459 Toorak Road, Toorak **on 039296 2010 or via facsimile 039296 2140**. The Applicant can also correct this information if it inaccurate, incomplete or out-of date.

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

Applicant's Signature Date:

Agent's Signature Date:

Tenancy Application

DATABASE/IDENTIFICATION CHECKS			
(Database Name)			
Date:		Telephone No.	
Comments:			
100 POINT IDENTIFICATION CHECK (circle)	Drivers Licence (40), Passport (40), Birth Certificate (30), Other photo ID (20), Current Wage Advice (20), Previous Tenancy Reference (20), Previous 2 rent receipts (20), Motor vehicle Registration Certificate (10), Bank Statement (10), Telephone Account (10), Electricity Account (10), Gas Account (10)		
Date:		Points provided:	
Comments:			
REFERENCE CHECKS			
Name:			
Date:		Telephone No.	
Comments:			
Name:			
Date:		Telephone No.	
Comments:			
Name:			
Date:		Telephone No.	
Comments:			
Name:			
Date:		Telephone No.	
Comments:			
SUBMITTED APPLICATION TO LANDLORD			
Name:			
Date & Time:		Telephone No.	
Instructions:	CR Photos: YES / NO Commencement Date: _____ Term of Lease: _____ Rental Amount Negotiated: \$ _____ pcm Pets: _____ Children: _____		
Other Comments:			