

Application Form

For your application to be processed you must answer all questions (including the reverse side & supply copies of 100 point ID)



A. AGENT DETAILS

Mitchell Property Management Pty Ltd

Address: PO Box 3027 Cotham LPO KEW VIC 3101
Phone: 03 9819 9995
Fax: 03 9819 9997
Email: hayley@mitchellpm.com.au

B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

Postcode

2. Have you inspected the property? (Please tick if YES)

3. Lease commencement date? dd/mm/yy Lease term? Years Months

4. Property Rental? \$ per week OR \$ per month

5. How many people will normally occupy the property?
 Adults Children Ages of Children

C. PERSONAL DETAILS

6. Please give us your details

Mr Ms Miss Mrs Other

Given name/s Surname

Date of Birth Driver's licence number

Driver's licence expiry date Driver's licence state

Passport no. Passport country

Pension no. (if applicable) Pension type (if applicable)

7. Please provide your contact details

Home phone no. Mobile phone no.

Work phone no. Fax no.

Business Email address

Personal Email address

D. UTILITY CONNECTIONS

connectnow Phone: 1300 554 323
 Fax: 1300 889 598
 Email: info@connectnow.com.au

A free service – Connecting Your Utilities Has Never Been Easier

connectnow is a simple and convenient time saving service assisting you to connect your Electricity, Gas, Phone, Internet and Pay-TV to a choice of Australia's leading providers. connectnow can also assist with discounted quotes for removalists, van/truck hire, cleaning services and security monitoring. No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you – with the one phone call. This is a value-added service independent of your tenancy application—you are not obligated to use connectnow.

A connectnow representative will make all reasonable efforts to contact you within **One** working day of receiving an application. If connectnow was unable to contact you within this period please contact connectnow on 1300 554 323 to ensure connection is completed. While the connectnow service is **FREE**, standard service provider connection fees and charges still apply. You pay **NO** extra charges as a result of using the connectnow service.

Call me to connect my utilities Yes

Property Manager: Hayley Mitchell **REA ID: 14334**

PLEASE NOTE

All applicants will be required to provide **100 points** of identification as detailed below:

- Drivers Licence 50 points
- Passport 50 points
- Proof of Age Card 50 points
- Student ID 50 points
- Rates Notice..... 50 points
- Copy of recent utility account..... 30 points each
- Copy of recent telephone account..... 30 points
- Concession or Pension Card 10 points

* Photocopy of Photo ID is required

1. This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the owner and/or the agent should any circumstances arise whereby the property is not available for occupation on the due date.
2. Initial rent payment must be made by bank cheque, credit card, debt, B'Pay within 24 hours of approval. No cash or personal cheques accepted.
3. Bonds are to be paid separately upon collection of keys by bank cheque or money order made out to the RTBA. No cash/personal cheques accepted.
4. Keys will not be handed over until the lease agreement and the bond lodgement form has been signed by all applicants and all monies are paid in full.
5. All future rental payments will be made via direct debit in full on the due date from the nominated account.
6. The TENANT agrees to accept the property in an "as is" condition and understands and accepts that the landlord is not obliged to make any improvements to the property.

E. TENANCY COLLECTION STATEMENT

The information on this form is being collected by Mitchell Property Management Pty Ltd ("we"/"us"). It is a condition of application for a tenancy for any property managed by us, or in conjunction with other agents, that you consent to us collecting and using your personal information. We require this information so we can consider your application to rent a property.

We may provide this information and any or all information provided to us by any party to third parties including landlords, landlords' agents and solicitors and various government or statutory authorities in the interests of openness and transparency between all parties concerned. We may also contact personal and credit referees you nominate and exchange personal information according to normal commercial practice. You authorise us to conduct a tenant check with National Tenancy Database (NTD). Your information will be listed on NTD and may be made available to other users or NTD in the future. You may contact NTD directly to verify the accuracy of the information on NTD and to request any amendments.

Your personal information will be added to our database and may be used for the secondary purposes of providing you with further information about properties and services marketed by us, and for marketing, planning, product development, research and other commercial purposes. Mitchell Property Management Pty Ltd will have access to this database and your information.

From time to time we may also share personal information with partner businesses offering complementary products or services that we believe may be of interest to you. If you do not wish to receive marketing material or information about such complementary products or services please advise us.

It is your responsibility to ensure the information you provide to us is correct at all times. To access or make corrections to your personal information in conjunction with property rentals, please contact our office in the first instance. To view our full Privacy Statement please visit our office or our website at www.mitchellpm.com.au.

F. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. I acknowledge that I will be required to pay rental in advance and a bond and that this application is subject to the approval of the owner. I declare that all information contained in this is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt. Should my application be accepted by the owner I agree to enter into a Residential Tenancies Agreement pursuant to the Residential Tenancies Act 1997.

If section D is completed, I consent to the disclosure of this page of the application form to Connectnow Pty Ltd ACN 79 097 398 662 for the purpose of enabling Connectnow to offer the connection and disconnection services to me. Where Connectnow is requested to arrange for the provision of the services, I consent to Connectnow disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I consent to Connectnow disclosing confirmation details (including NMI, MIRN, telephone number, Water Company) to the Agent. I acknowledge that the Agent, its employees and Connectnow may receive a fee/benefit from a service provider in relation to the connection of a utility service. **I acknowledge that neither Connectnow nor the Agent accepts any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure.**

Signature

Date

X

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G. APPLICANT HISTORY

8. What is your current address?

Postcode

9. How long have you lived at your current address?

Years	Months
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10. Why are you leaving this address?

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 11. If you own this property, please provide proof of ownership ie Rates Notice
 Landlord/Agent details of this property (if applicable)
 Name of landlord or agent

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Landlord/agent's phone no. Weekly rent paid

	\$
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12. What was your previous residential address?

Postcode

13. How long did you live at this address?

Years	Months
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14. Landlord/Agent details of this property (if applicable)

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Landlord/agent's phone no. Weekly rent paid

	\$
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Was bond refunded in full? If not why not?

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15. Please answer the following questions:

	yes	no
Have you ever been evicted by any landlord or agent?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been refused another property?	<input type="checkbox"/>	<input type="checkbox"/>
Are you in debt to another landlord or agent?	<input type="checkbox"/>	<input type="checkbox"/>

H. EMPLOYMENT HISTORY

16. Please provide your employment details

What is your current occupation?

What is the nature of your employment? (FULL TIME/PART TIME/CASUAL)

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 If self employed, please provide your accountants details. A written confirmation will be required.
 Employer's address

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Contact name Position

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Length of employment Gross income per annum

Years	Months	\$
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Please provide any other source/s of income (per annum):

	\$
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17. Please provide your previous employment details

Employer's name: (inc. accountant if self employed)	Phone no.

Contact name Position

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Length of employment

Years	Months
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I. STUDY INFORMATION (if applicable)

18. Please provide university/tafe information if you are currently studying

Course Name

Name of Institution

J. CONTACTS / REFERENCES

19. Please provide a next of kin/contact in case of emergency

Surname	Given name/s

Relationship to you	Phone no.

Address

20. Please provide two personal references (not related to you)

1. Surname	Given name/s

Relationship to you	Phone no.

2. Surname	Given name/s

Relationship to you	Phone no.

K. OTHER GENERAL INFORMATION

21. Car Registration

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22. Please provide details of any pets:

Breed / type	Council registration / number
1.	
2.	

L. OTHER INFORMATION REGARDING THIS APPLICATION

23. Have you applied for another property? (if yes give details)

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24. Joint Applications (if applicable)

If there are any additional applicants applying to share this property with you, please state their name/s below:

1.
2.

25. How did you find out about this property? (Please choose one)

Rental List	<input type="checkbox"/>	Work Colleague	<input type="checkbox"/>
MPM website	<input type="checkbox"/>	Friend or family member	<input type="checkbox"/>
Realestate.com.au	<input type="checkbox"/>	Referral	<input type="checkbox"/>
Realestateview.com.au	<input type="checkbox"/>	MPM Database	<input type="checkbox"/>
Facebook or Linked In	<input type="checkbox"/>	Other	<input type="checkbox"/>

If 'Other' please specify _____

OFFICE USE ONLY

Property manager name Hayley Mitchell

 Application faxed to Connectnow