

# Residential Application Form

24 Church Street, North Geelong 3215.

PH: 03 5272 1288

Fax: 03 5272 1699

Email: [rentals@mayfieldrealestate.com.au](mailto:rentals@mayfieldrealestate.com.au)



mayfield real estate

WE ASK FOR YOUR ASSISTANCE IN CORRECTLY COMPLETING THIS APPLICATION FORM TO ENSURE YOUR APPLICATION IS PROCESSED EFFICIENTLY

The following must be complete before an application can be accepted:

- **The property must have been viewed**
- **The application form must be completed in full**
- **Each person over the age of 18 who will be occupying the property must complete an application form**
- **Application form and privacy statement must be signed**
- **A copy of photo identification must be presented**
- **A copy of 2 payslips and/or a copy of Centrelink payment summary.**

## APPLICATION PROCESS

Please note in processing applications we thoroughly check references, therefore it is in your best interests to provide business hours contact details and comprehensive information for all references to expediate the process.

When we have completed checking references the application is then discussed with the Landlord. The landlord may then take time to deliberate on the decision.

We will contact you to advise if your application has been successful once advised by the Landlord.

Your application is regarded as a confidential document. If your application is unsuccessful it will be destroyed.

## SECURING THE PROPERTY

To secure the property it is a requirement that two weeks rent is paid to our office within 24 hours. This payment is to be in the form of cash, back cheque or money order made to Mayfield Real Estate. Please note we do not have EFTPOS facilities. When this payment is made the property will be withdrawn from the rental market. NB Personnel cheques will not be accepted.

## BOND

The security bond must be paid on or before the lease commencement date and is to be in the form of bank cheque or money order, payable to the 'RTBA'.

## ONGOING RENTAL PAYMENTS

Ongoing rent is to be paid via direct debit or Centre Pay. It is our office policy that rent is paid in this manner. The direct debit form can be collected when paying first two weeks rent or can be completed at the appointment to collect keys and sign leases.

## UTILITIES

By completing the DIRECT CONNECT attachment on this application if your application is approved your information will be faxed to DIRECT CONNECT who will arrange the connection of utilities on your behalf.

Alternatively, you will be required to arrange yourself for the appropriate utilities to be connected to the property to coincide with your date of occupation.

## COLLECTION OF KEYS

On the lease commencement date an appointment will be scheduled after 1.00pm to sign leases, sign the bond lodgement form and collect the condition report and keys.

We will require you to bring your Bond cheque made to the RTBA. Please be aware full bond is required BEFORE keys are released.

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## PROPERTY DETAILS

Address of Property

Rent

 \$  per week

Bond (x4 weeks rent)

 \$ 

Preferred date of lease commencement

 /  /   ASAP

Lease term (please circle)

 6 MONTHS / 12 MONTHS

Number of tenants who will occupy the property

Adults

Children

Names of occupants under the age of 18:	DOB:
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Pets

 Number and type

## PERSONAL DETAILS

Your Full Name

Date of Birth

Drivers Licence no.

Expiry date

Passport no.

Expiry date

Home phone no.

Work phone no.

Mobile phone no.

Current Address

 Postcode

Email address

Car registration :

## APPLICANT HISTORY

How long have you lived at your current address?

Why are you leaving this address?

Name of Landlord/Agent (if applicable)

Landlord/Agent PH:

Weekly rent paid

 \$ 

Have you ever been evicted from a tenancy?

What was your previous residential address?

 Postcode

How long did you live at this address?

Name of landlord/Agent (if applicable)

Landlord/Agent PH:

Weekly Rent Paid

**EMPLOYMENT (please provide a copy of 2 current pay slips with application)**

Current employer

Occupation/ Job position

Length of Employment

Full time, Part Time, Casual?

Contact Name

Contact Phone no.

Weekly income

**CENTRELINK BENEFITS (please provide a copy of Centrelink benefits with application)**

Do you receive Centrelink benefits? (circle)

 \$  per week

Will you receive rent assistance?

 \$  per week

Will the bond be government assisted?

 \$ 

**2 PERSONAL OR BUISNESS REFERENCES (NOT RELATIVES)**

Name

Occupation

Phone no.

Name

Occupation

Phone no.

**EMERGENCY CONTACT/ NEXT OF KIN**

Name

Relationship

Phone no.

Address

**I CONFIRM THE FOLLOWING:**

1. During my inspection of this property I found it to be in a reasonably clean condition. Yes/No (circle one)

2. If "No" I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the landlord's approval.

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3. I acknowledge that this is an application to rent this property and that my application is subject to the landlords approval.

4. I consent to the information provided in this application being verified and a reference check on a national databases being undertaken.

**PRIVACY STATEMENT**

I hereby offer to rent the property from the owner under a lease 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 property is offered subject to the owners approval and no action shall be taken by the applicant against the landlord and the Agent should any circumstances arise whereby the property is not available for occupation on the due date. I declare that all information contained in the application and any attachments is true and correct and given if my own free will. I declare that I am not bankrupt. If I default under a rental agreement, I agree that the Agent may disclose details of such a default to a tenancy default database, and to Agents/Landlords of properties I may apply for in future.

**I authorise the Agent to obtain personal information from:**

- (a) The owner or Agents of my current or previous residence
- (b) My personal referees and employer/s
- (c) Any record listing or database or defaults by tenants

**I am aware that the Agent will use and disclose any personal information in order to:**

- (a) Communicate with Owner and select a tenant
- (b) Prepare lease/tenancy documents
- (c) Allow tradespersons or equivalent organisations to contact me
- (d) Lodge/claim/transfer to/from a Bond Authority
- (e) Refer to Tribunals/Courts and Statutory Authorities (where applicable)
- (f) Refer to Collection Agents/Lawyers (where applicable)
- (g) Complete a tenancy database check (TICA)
- (h) Provide confirmation details for organisations contacting us on your behalf i.e. Banks, Utilities, Employers ect

I am aware that if information is not provided or I do not consent to the uses to which my personal information is put the Agent cannot provide me with leases/tenancy of the premises. I am aware that I may access personal information on the contact details above. More information on the privacy legislation is available from the Federal Privacy Commissioner at [www.privacy.gov.au](http://www.privacy.gov.au). I acknowledge that I have read and understand the above information.

Applicants signature \_\_\_\_\_ Date \_\_\_\_\_