



FORM 1C

TENANT APPLICATION INFORMATION

EACH ADULT APPLYING MUST COMPLETE A SEPARATE APPLICATION FORM

YOU MUST PROVIDE THE FOLLOWING

- 1 form of Photo ID (Passport, Drivers Licence, 18+ Card, Student Card)
- 2 other forms of ID (Medicare, Bank Card, Vehicle Rego Papers, Phone/Elec Account)
- Proof of Income (Bank Statement, Payslips/Employment Contract, Centrelink letter)
- Proof of Address (One of your ID documents must show your current address)

Please also provide any other documents that you feel may support your application

Applications will not be processed unless all information is supplied

APPLICATIONS ARE USUALLY PROCESSED WITHIN 1 WORKING DAY

Please ensure that you have provided all the relevant information, including a telephone number that we can use to contact you.

FIRST WEEKS RENT

To secure the property once you have been approved, you must pay one weeks rent in advance. This money must be paid by **cash or bank cheque**. Personal cheques are not accepted for this initial payment. The property will not be secured for you until this money is paid. Upon paying a deposit please request to receive a copy of your tenancy agreement and any extra documentation required to move into the property.

BOND AND PREPAID RENT

Before we can give you the keys to the property, you must pay **4 weeks bond and 2 weeks rent in advance** (including first weeks rent already paid). This money can be paid by bank deposit (must provide receipt) or by cash at the Sign-Up Appointment.

SIGN-UP APPOINTMENT

Before you move in you must make an appointment at our office (**Monday – Friday**) to sign the Tenancy Agreement, Bond Lodgement form and various other documents. **Every person moving into the property must be present at the office for this appointment.**

OFFICE HOURS

Monday to Friday	9:00am - 5:00pm
Saturday	9:00am - 1:00 pm
Sunday	Closed



173 Boundary Street, West End Q 410
 Tel: 073 844 8399
 Fax: 073 844 3276
 Email: info@metrocitiyrealty.com.au

RENTAL PROPERTY: _____

APPLICANT'S DETAILS

Name (Mr, Mrs, Miss Please Circle)		D.O.B.		/	/
Contact No. Home	Work	Mobile			
Email Address			Fax No		
Are you a smoker? <input type="checkbox"/> Yes <input type="checkbox"/> No		Driver's Licence/18+/Passport Number			
Full Name of all persons other than applicant wishing to occupy the property – Include Children & their ages.					

PETS (CHECK FIRST WITH OFFICE)

No Yes – Number, Type & Breed

CURRENT RENTAL DETAILS

Address		<input type="checkbox"/> Rented \$	per week or	<input type="checkbox"/> Owned
Agency & Address				
Manager's Name	Phone	Fax		
Length of occupancy ____ years ____ months		Reason For leaving		
Do you expect the bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?				

PREVIOUS RENTAL DETAILS

Address		<input type="checkbox"/> Rented \$	per week or	<input type="checkbox"/> Owned
Agency & Address				
Manager's Name	Phone	Fax		
Length of occupancy ____ years ____ months		Reason For leaving		
Was the bond refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No- If no, why?				

PERSONAL REFERENCES - Do not include relatives (This must be completed in full)

1. Name	Phone	Relationship
2. Name	Phone	Relationship

EMERGENCY CONTACT

Name	Phone
Address	



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IMPORTANT INFORMATION PRIOR TO TAKING UP TENANCY

OFFICE HOURS

Our office is open Monday to Friday 9:00am - 5:00pm and Saturday 9:00am - 1:00 pm only. You will need to collect the keys, finalise payment of monies and sign all documents **MONDAY – FRIDAY ONLY**

PAYMENT OF RENT & BOND

Before you move in we require 2 weeks rent and 4 weeks bond. If your weekly rent is more than \$700 per week the bond requirement may vary. This office does not accept full bond transfers and does not transfer Department of Housing Bonds. If you are relying on a bond transfer please discuss this with our office prior to signing the Tenancy Agreement. All monies must be paid in cleared funds or cash prior to collecting the keys.

BOND REFUND

All parties that are on the bond lodgement form **MUST** be present at the end of the lease to sign the Bond refund form. Failure to comply will result in delays of over 4 weeks to refund the bond as all parties must sign the original form.

PAYING RENT

Rent must be received by the due date. No exceptions will be made to this policy. Failure to pay by the due date **WILL** result in a breach being issued and possible eviction.

Rental payments must be made **FORTNIGHTLY** in advance and by the following methods – Direct transfer, ANZ branch deposit, StrataPay, Bank Cheque or Money Order. **CASH PAYMENTS ARE NOT ACCEPTED**

ELECTRICITY CONNECTION / TELEPHONE CONNECTION

It is the tenant's responsibility to connect the electricity and to ensure that it is disconnected at the end of the tenancy. All connection costs and deposits are the tenant's responsibility.

ENERGEX (Electricity) 131253

TELSTRA (Telephone) 13 22 00

CONDITION REPORTS

When you move into the property, be very particular with the condition report and make sure you mark down anything not already outlined on the report. If you do not mark it down you will be liable for discrepancies when you vacate. **You must return the condition report to our office within three (3) days** of moving into the property. Keep the report in a safe place during your tenancy, as you will need to refer to the report when vacating the property. (There is a maximum penalty of \$1500 under the Residential Tenancies Act for not returning a condition report.)

CONTACT PHONE NUMBER

It is the tenant's responsibility to notify the office in writing of any changes to their contact details, Phone, Email or Postal Address. Failure to do so may result in the tenant missing important correspondence.

TENANT DEFAULT AGENCY

Our office is a member of TICA, which is a tenant default agency. Should you default in your rent or breach a term of your Tenancy Agreement, the details will be listed with TICA. Once listed, the information will remain on file until the default is rectified. We do look forward to a harmonious agent tenant relationship, and we will only take this course of action when absolutely necessary. If you experience financial hardship throughout the tenancy it is imperative that you contact our office to discuss the matter in further detail.

APPLICANT TO SIGN

Applicant	Name	Sign	Date
I, Applicant			
I hereby authorise Metrocity Realty, as my agent to make investigations and receive information from the following source: <ul style="list-style-type: none"> ✓ Previous and Current Rental Agents ✓ Previous and Current References ✓ Previous and Current Lessors ✓ Tenancy Databases ✓ Previous and Current Employment History (including length of employment and weekly wage) 			

↓↓ **OFFICE USE ONLY** ↓↓

Please fax completed information back to the office on 3844 3276

Fax:	
To:	

Metrocity Realty Property Manager:

Previous Rental Address: _____

	Previous Rental Agent	Comments
1	Rent paid per week	
2	Rent on time?	
3	Any Notice to Remedy Breaches; Reason?	
4	Are they on a current lease?	
5	How long resided in the property?	
6	Condition of Property?	
7	Would you rent to the applicant again>	

Name of person providing reference:.....Date:.....

Please attach a copy of the applicants tenant ledger for period of tenancy.

AUTHORITY TO OBTAIN TENANT INFORMATION