

TENANT APPLICATION INFORMATION

STUDENT / SHARED ACCOMODATION

EACH ADULT APPLYING MUST COMPLETE A SEPARATE APPLICATION FORM

STRICTLY NO PETS / ANIMALS

APPLICATIONS MUST BE COMPLETED IN FULL AND WILL NOT BE PROCESSED UNTIL THE FOLLOWING INFORMATION IS RECEIVED:

- 1 x Form of Photo ID** – (Passport, Drivers Licence, 18+ Card or Student Card).
- 1 x Proof of Income** – (Bank statement showing savings, Pay slips, Centrelink statement, Letter of guarantor from a parent, guardian, family member or friend confirming that the rent will be paid or a Letter from the Government of your country confirming that the rent will be paid).

PLEASE ALSO PROVIDE ANY OTHER DOCUMENTS YOU THINK MAY SUPPORT YOUR APPLICATION INCLUDING ANY OF THE FOLLOWING (IF YOU DON'T HAVE THESE, IT'S OK):

- Additional Information** – (Medicare or Bank Card, Vehicle Registration Papers, Phone or Electricity Accounts or Written references etc)

APPLICATIONS ARE USUALLY PROCESSED WITHIN 1 WORKING DAY.

Filling out this application correctly and providing all requested information ensures that your application will be processed as soon as possible and we will contact you as soon as a decision has been reached.

FIRST WEEK'S RENT

To secure the room once you have been approved, you must come to the office within 24 hours and pay one week's rent in advance via **cash, bank cheque, direct deposit (receipt required) or EFTPOS (2.5% surcharge applies)**. Until then, we will continue to advertise the property.

BOND & PREPAID RENT

Before you can move into the property, you must pay **full bond (4 week's rent) and 2 week's rent in advance** (this includes the first week's rent already paid). This money can be paid by **cash, direct deposit (receipt required), bank cheque or EFTPOS (2.5% surcharge applies)**.

LINEN FEE

If your application is for **44 RUSSELL ST, 2 O'CONNELL ST or 13 CAMERON ST**, a \$50 non refundable linen fee per bed applies. This is to supply you with clean bed linen to use for the duration of your tenancy only.

SIGN-UP APPOINTMENT

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

OFFICE HOURS: Monday – Friday 9am to 5pm, Saturday 9am to 1pm, Sunday Closed



What is the address of the property you are applying for?

Room No At

APPLICANT'S DETAILS

Name (Mr, Mrs, Ms, Miss or Dr)	Age	D.O.B	/	/
Contact No. Home	Work	Mobile		
Email Address		Fax No		
Are you a smoker? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a car? <input type="checkbox"/> Yes <input type="checkbox"/> No	Rego No		
Full name (s) of all other people <i>other than you</i> wanting to live at the property. Please include any children and their age (s).				

CURRENT ADDRESS

Address				
Who do you live with?			Phone	
Do you rent? <input type="checkbox"/> Yes <input type="checkbox"/> No			Through whom? Phone	
Do you pay any rent? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, how much per week? \$	
How long have you lived there for?			Reason For leaving	

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

1. Name	Phone	Relationship
2. Name	Phone	Relationship

EMERGENCY CONTACT

Name	Phone	Relationship
Address		

EMPLOYMENT DETAILS

Do you work? <input type="checkbox"/> Yes <input type="checkbox"/> No What is your occupation?			
Name of Company or Person you work for:			
Company Address		How long have you worked here for?	
Your boss' name	Phone no	Weekly wage \$	
<input type="checkbox"/> Full - time	<input type="checkbox"/> Part - time	<input type="checkbox"/> Casual	Average hours per week

OTHER INCOME DETAILS

<input type="checkbox"/> Centrelink \$_____ per week	<input type="checkbox"/> Pension \$_____ per week	<input type="checkbox"/> Savings \$_____
<input type="checkbox"/> Parent / Guardian Support \$_____ per week (Guarantor letter required from Parent or Guardian)		
<input type="checkbox"/> Other (Please give details) _____ \$_____ per week		

STUDY DETAILS

Do you Study? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of TAFE, College or University	
What do you study?	When does your course finish?
Do you plan to leave the country once your course finishes? <input type="checkbox"/> No or <input type="checkbox"/> Yes (give details below):	

HOW DID YOU FIND OUT ABOUT THE RENTAL PROPERTY?

Realestate.com.au Domain.com.au Office Rental List Other _____

APPLICANT DECLARATION PART 1

I the applicant do solemnly and sincerely declare that the above information provided is true and correct. I have inspected the premises and wish to take tenancy of such premises as outlined below:

Lease Period _____ Months

Weekly Rent \$ _____

From ____/____/____

Total Bond \$ _____

APPLICANT DECLARATION PART 2

The bond and weekly rent to be paid is within my means. It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness and authority is hereby given to the agent to check credit references, employment details, previous rental references, tenant default registry database checks and any other searches which may verify the information provided by me. I authorise the agent to give information to credit providers and references named in this application and understand this can include information about my credit worthiness, credit standing, credit history or credit capacity.

Should your application be unsuccessful, any monies paid to our office will be forwarded to you in full by CHEQUE. In the event that your application is successful and acceptance is communicated but you decide not to proceed, any paid monies will be forfeited to our office. Upon communication of acceptance of this application by the Agent it is agreed that this tenancy shall be binding and any money paid will be transferred as part bond payment.

QUESTIONS

Have you ever been evicted or are you in debt to another Landlord or Agent? Yes No

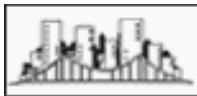
If yes, give details _____

I the applicant accept the property in its present condition: Yes No
(A detailed condition report will be completed prior to you taking possession)

If no, give details _____

APPLICANT'S SIGNATURE _____ **DATE** ___/___/___

AGENT'S SIGNATURE _____ **DATE** ___/___/___



APPLICANT TO SIGN

Applicant	Name	Sign	Date
I, Applicant			

hereby authorise for Metrocity Realty, as my agent to make investigations and receive information from the following sources:

- ✓ Previous Rental Agents
- ✓ Previous and Current References
- ✓ Previous and Current Lessors
- ✓ Tenancy Databases

↓↓ OFFICE USE ONLY ↓↓

Please fax completed information back to the office on 3844 3276

Fax:

Metrocity Realty Property Manager:

To:

Previous Rental Address: _____

	Previous Rental Agent	Comments
1	Rent paid per week?	
2	Rent on time?	
3	Any Notice to Remedy Breaches and if yes, the reason?	
4	Are they on a current lease?	
5	How long have they 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 applicant's tenant ledger for period of tenancy.

AUTHORITY TO OBTAIN TENANT INFORMATION