



221 Queen Street, Melbourne 3000
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RESIDENTIAL TENANCY APPLICATION FORM

Tenant Name: Date: ___/___/___

Tenant Name: Date: ___/___/___

Property Address:

Tenants please note
YOU MUST SUBMIT A COPY
OF THE FOLLOWING DOCUMENTS
TOGETHER WITH YOUR APPLICATION
(100 POINT CHECK LIST)

PASSPORT	40 points
DRIVERS LICENCE	40 points
MEDICARE CARD	30 points
BANK STATEMENT	20 points
I.D. CARD (student/work)	10 points
TELEPHONE INVOICE (eg Telstra)	10 points
MOBILE PHONE INVOICE	10 points
WATER RATES INVOICE	10 points
ELECTRICITY INVOICE	10 points
GAS INVOICE	10 points

Tenancy Application Form

Property	Application Date: __/__/____
Weekly Rent: Monthly Rent:	Occupation Date: __/__/____
OFFICE USE ONLY	Lease Term:

Applicant Information

Full Name:

Date of Birth: __/__/____ Mobile: Phone:

Email:

Current Address:

City: State: Post Code:

Own Rent (Please circle) Monthly payment or rent: \$ How Long?

Agent/Landlord name & telephone:

Reason for Leaving:

Previous Address:

City: State: Post Code:

Own Rent (Please circle) Monthly payment or rent: \$ How Long?

Agent/Landlord name & telephone:

Reason for Leaving:

Drivers Licence#: State: Vehicle Reg:

Passport #: Nationality Exp Date: __/__/____

Employment Information

Current employer:

Employer Address: How Long?

Phone: Email: Fax:

Position: Hourly Salary (Please circle) Annual Income:

Emergency Contact

Name of person not residing with you:

Address:

City: State: Post Code: Phone:

Relationship:

FREE UTILITY CONNECTIONS - This is a Free Service that quickly connects your utilities



Upon application, Fast Connect will electronically lodge your request and ensure that your utility provider has all the relevant details to connect on your requested date. Confirmation will be sent to your real estate agent. Both agent and Fast Connect may receive a commission.

	Supplier	Tick to Connect	Tick	Connection Date	Do you require:
WATER	Supplier	Tick to Connect	<input type="checkbox"/>	→ / /	Broadband Internet <input type="checkbox"/>
ELECTRICITY	AGL	Tick to Connect	<input type="checkbox"/>	<p><i>Applicants must sign a separate AGL acknowledgment and disclosure document before proceeding. This is signed along with property lease or payment of bond.</i></p> <p><small>To provide application lodgment services to our customers (you) if it is necessary to collect certain information about you. Full policy is with AGL disclosure.</small></p>	Wireless Broadband <input type="checkbox"/>
GAS	AGL	Tick to Connect	<input type="checkbox"/>		Pay TV (Foxtel) <input type="checkbox"/>
TELEPHONE	TELSTRA	Tick to Connect	<input type="checkbox"/>		

References

Name:	Address:	Phone:

I authorise the verification of the information provided on this form. I have received a copy of this application.

Signature of Applicant:

Date: __/__/____

Applicant Information**Full Name:**

Date of Birth: __/__/____

Mobile:

Phone:

Email:

Current Address:

City:

State:

Post Code:

Own Rent (Please circle)

Monthly payment or rent: \$

How Long?

Agent/Landlord name & telephone:

Reason for Leaving:

Previous Address:

City:

State:

Post Code:

Own Rent (Please circle)

Monthly payment or rent: \$

How Long?

Agent/Landlord name & telephone:

Reason for Leaving:

Drivers Licence#:

State:

Vehicle Reg:

Passport #:

Nationality

Exp Date: __/__/____

Employment Information

Current employer:

Employer Address:

How Long?

Phone:

Email:

Fax:

Position:

Hourly Salary (Please circle)

Annual Income:

Emergency Contact

Name of person not residing with you:

Address:

City:

State:

Post Code:

Phone:

Relationship:

References

Name:	Address:	Phone:

I authorise the verification of the information provided on this form. I have received a copy of this application.

Signature of Applicant:

Date: __/__/____

Other Persons to occupy (not on Lease)

Name:	Age (Children)
Pets - how many and type:	

Declaration:

I we understand and accept this property subject to the owner's approval and no action shall be taken by the applicant against the Landlord or the Landlord's agent should any circumstances arise whereby the property is not available for occupation on the expected date.

Signature of Applicant:	Date: __/__/____
Signature of Co-applicant	Date: __/__/____

Commencing Tenancy

1. A property must be secured with 24 hours of it being offered by delivery of a Security Deposit and one months rent. After this period the property will not be held and will be open to other applicants.
2. A SECURITY DEPOSIT (BOND), equal to 1 months rent must be paid in the form of a Bank Cheque or Money Order (Via Australian Post), made payable to the RESIDENTIAL TENANCIES BOND AUTHORITY (RTBA). Please note that the RTBA do not accept personal cheques.
3. INITIAL RENTAL PAYMENT must be paid by either cash, Bank Cheque or Money Order made payable to Marvelli Town and Associates. (Personal Cheques not accepted).
4. All approved tenants must sign a LEASE AGREEMENT, BOND LODGEMENT form and Keys receipt form prior to collecting keys.

Applications for Tenancy and Management od Property Privacy Act (Commonwealth) 1998 Collection Notice:

The personal information the prospective tenant provides in this application or that which is collected from other sources is necessary for the Agent to verify the Applicant's identity and to process and evaluate the application and to manage the tenancy if the Agent has been engaged to manage the Property.

The personal information collected about the Applicant may be disclosed, by use of the internet or otherwise, to other parties, including media organizations, the landlord, trades people, referees, solicitors, financial institutions, parties engaged to evaluate the property, bodies corporate, other agents, clients of the Agent both existing and potential, third party operators of tenancy reference databases, government and statutory bodies and other third parties as required by law. Information already held on tenancy reference databases may also be disclosed to the Agent and/or landlord. Unless you advise the Agent to the contrary, the Agent may also disclose such information for the purpose of documenting all leasing data in the area for the benefit of marketing and for others in the property or related industries, and so as to assist them in continuing to provide the best possible service to their clients. In providing this information, you agree to its use, unless you advise the Agent differently. The privacy policy of the Marvelli town & Associates can be viewed on it's website www.marvelli.com.au The Agent will only discuss information in this way to other parties to achieve the purposes specified above or otherwise allowed under the Privacy Act.

If the Applicant/s would like to discuss this information they can do so by contacting the Agent at the address and contact contained in this application on (03) 9670 3288. The Applicant can also correct information if it is inaccurate, incomplete or out of date. If the information is not provided, the Agent may not be able to process the application.

Acknowledge that I/We have read and understood the contents of this Privacy Collection Notice.

Signature of Applicant:	Date: __/__/____
Signature of Applicant:	Date: __/__/____