



M B I C

**MELBOURNE
BUSINESS &
INVESTMENT
CORPORATION**

Residential Tenancy Application Form

For this tenancy application to be accepted each page must be fully completed and signed.

This form must be returned to MBIC office by email, fax or mail:

40 High Street, Glen Iris, Vic 3146

T: 03 9813 8188

Fax: 03 9886 9591

Email: info@mbic.com.au

Residential Tenancy Application Form

Please fully complete and sign every page of this application in order for your application to be promptly processed.

1. Property Applying For

Postcode

Property Rental

\$ per week \$ per month

Lease commencement date / /

Lease Term Years Months

Number of Tenants

Adults Children Ages

Do you have Pets? Yes No If yes, please specify

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Property Manager Name

2. Personal Details

Mr Ms Miss Mrs other

Given Name

Surname

Date of Birth / /

Current Address

Suburb Postcode

Drivers Licence Number

State of Issue Expiry Date / /

Car Registration Number

Passport No.

Country

Pension No. (if applicable)

Home Phone No.

Mobile Phone No.

Work Phone No.

Email Address

Please provide a contact number you are available on all day

Contact Number :

3. Emergency Contact (Not residing with you)

Given Name

Surname

Relationship

Address

Postcode

Mobile Phone No.

Home/Work Phone No.

Email Address

4. Utility Connection Service

This is a FREE service that connects all your utilities and other services.

Direct Connect can help arrange for the connection or provision of the following utilities and other services:

- | | |
|---|--|
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Pay TV |
| <input type="checkbox"/> Gas | <input type="checkbox"/> Cleaners |
| <input checked="" type="checkbox"/> Water | <input type="checkbox"/> Insurance |
| <input type="checkbox"/> Phone | <input type="checkbox"/> Removalist |
| <input type="checkbox"/> Internet | <input type="checkbox"/> Truck or van hire |



Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.



We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

- Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
- Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
- Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
- Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
- Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
- Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature

Date

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5. Current Situation

Are you ☐ Renting or an ☐ owner?

Duration at your current address ☐ Years ☐ Months

Name of Landlord/Agent (If applicable)

Phone Number

Email Address

Rent Paid per month

Reason for leaving

Was bond repaid in full? ☐ Yes ☐ No If No, please specify

6. Previous Rental History

Were you the ☐ Owner or ☐ Tenant?

Pervious Address

Suburb Postcode

Duration at your pervious address Years Months

Name of Landlord/Managing Agent/Selling Agent

Phone Number

Rent Paid per Month

Reason for leaving

Was bond repaid in full? ☐ Yes ☐ No If No, please specify

7. Current Employment Details

Occupation

Employers Name

Employer Phone

Contact Name

Are you related to the Employer ☐ Yes ☐ No

If Yes, please fill in 8. Previous Employment details

Length at current employment ☐ Years ☐ Months

Net Income \$ Per Week \$ Per Month

8. Previous Employment Details

Occupation

Employers Name

Contact Name

Length at current employment ☐ Years ☐ Month

Net Income \$ Per Week \$ Per Month

9. If Student, please complete the following

* Please provide copies of bank statements demonstrating continual income and/or letter from parents and photocopy of student card.

Place of Study

Course being undertaken

Campus Contact Name

Phone No. Course Length

Parents Name

Parents Phone No.

Parents Address

Student Card No.

10. Personal Referees

1. Given Name

Surname

Relationship

Phone No.

Email Address

2. Given Name

Surname

Relationship

Phone No.

Email Address

11. How did you find out about this property?

☐ Internet ☐ Relocation Consultant

☐ Counter List ☐ Local Paper ☐ Office

☐ Other

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12. Tenancy Disclosure Statement

The information on this form is being collected by MBIC. It is a condition of application for a tenancy for any property managed by MBIC, 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 become a preferred tenant and/or rent a property. If you provide us with the personal information of other parties (such as a joint tenant, emergency contact or of your referees), you must make them aware of the matters contained in this collection statement and let them know that their personal information had been provided to us.

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 MBIC to conduct a tenant check with National Tenancy Database (NTD). Your information will be listed on the NTD and may be made available to other users or the NTD in the future. You may contact the NTD directly to verify the accuracy of the information on NTD and request any amendments. NTD can be contacted on 1300 563 826 or via www.ntd.com.au

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 offered by MBIC. It is your responsibility to ensure information you provide to us is correct at all times.

13. Declaration

A. I acknowledge that this is an application to lease this property and that my application is subject to the owners approval and the availability of the premises on the due date. No action will be taken against the Landlord or Agent if the application is unsuccessful or should the premises not be ready for occupation on the date for whatever reason.

B. The tenant is responsible for the connection and payment of gas, electricity, telephone and water consumption. I acknowledge that I am responsible to turn the main power switch off before power is connected.

C. The tenant acknowledges that the premises are a "Smoking Free Zone" and will ensure they and their invitees do not smoke inside the premises.

D. I acknowledge that I have read and understood the privacy statements on this page.

E. During my inspection of this property I found it to be in reasonably clean condition and I accept the property in the current condition.

If this is not the case, please indicate any items you would like attended to prior to your tenancy. I acknowledge that these items are subject to the owners' approval:

Signed

Name

Date

Witness

Name

Checklist:

Please make sure have attached copy of the following documentation.

- ☐ 100 points ID
- ☐ If owner, copy of rates notice
- ☐ If student, copy of supporting documents
- ☐ If self-employed, copy of BAS statement
- ☐ If an international applicant, copy of passport & visa

To process your application we require 100 points of ID (copies). Identification must include at least one type of photo ID plus identification that contains the applicant's current residential address and date of birth.

Passport	70 points
Drivers Licence	40 points
Proof of Age Card	40 points
Student ID	40 points
Concession or Pension Card	40 points
Medicare Card	25 points
Rates Notice	25 points
Bank Statement	25 points
Copy of Recent Utility Account	25 points each

Please note, should your application be successful you will be required to sign a lease within 24 hours of approval providing a payment for your first month's rental and your bond. Initial bond payment must be paid in the form of bank cheque, cash or money order made payable to MBIC or online bank transfer. Please note personal cheques will not be accepted. Keys will not be handed over until the lease agreement has been signed by all applicants and bond & rent has been paid.