

Please ensure all fields are completed so we can process your application promptly

**Rental Property Details**

Address.....  
 .....Postcode.....  
 Rental amount \$.....per week or \$.....per calendar month  
 Bond amount \$..... Ministry Bond? Yes / No  
 Tenancy start date :..... / ..... / ..... Term:..... months  
 How many people will reside at the property?  
 Adults:..... Children : ..... Age of children:.....  
 Pets? Yes / No If yes, how many? .....  
 What type / breed? .....  
 Source of inquiry :  Office  Journal  Board  Internet  
 Leasing Consultant / Property Manager : .....

Current Address :

.....  
 ..... Postcode : .....  
 How long at this address : ..... years .....months  
 Current landlord / agent : .....  
 Phone no. of landlord agent : .....  
 Current rental amount \$ ..... per week  
 Reason for leaving : .....

Previous Address :

..... Postcode : .....  
 How long at this address : ..... years .....months  
 Current landlord / agent : .....  
 Phone no. of landlord agent : .....  
 Current rental amount \$ ..... per week

**Applicant Details**

Title : ..... Surname: .....  
 Given Name / s : .....  
 Date of birth : ..... / ..... / .....  
 Home Ph : ..... Work Ph : .....  
 Mobile Ph : .....  
 Email address : .....  
 Driver's licence No : .....  
 State : ..... Expiry date : .....  
 Car Make / Model : .....  
 Car Rego : ..... State .....  
 Passport No ( if applicable ) : .....  
 Country ..... Expiry date : .....

Current Employer :

.....  
 Occupation : .....  
 Full time  Part time  Casual  
 Length of employment : ..... years .....months  
 Estimated Annual Income : \$ .....  
 Address : .....  
 ..... Postcode : .....  
 Contact person : .....Ph No : .....  
 ( If self employed, please list accountant's contact details )

Current Employer :

.....  
 Occupation : .....  
 Length of employment : ..... years .....months  
 Address : .....  
 ..... Postcode : .....  
 Contact person : .....Ph No : .....

I declare that the above information is true and correct to the best of my knowledge and agree that the agent may conduct independent evaluation checks and use the information supplied in assessing this application. This application is accepted subject to the availability of the premises on the due date and the owner's approval.

Applicant's signature : ..... Date : ..... / ..... / .....

**FREE UTILITY CONNECTION SERVICE**



PH: 1300 850 360  
 FAX: 1300 661 160

If you would like assistance. (at no additional charge) with connection and disconnection of telephone, electricity, gas and water to your new home then tick the box below. On The Move will contact you and explain the details of the services available.

**YES!** I would like On The Move to contact me to arrange my utility connections.  
 You may receive a \$15 gift voucher by using our utility connection services

**Terms & Conditions:** I consent to the disclosure of this page of the application form to On The Move (Aust.) ABN 84 101 648 257 for the purpose of enabling On The Move to offer connection and disconnection services to me. Where On The Move is requested to arrange for the provision of the services, I consent to On The Move disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I acknowledge that neither On The Move nor the Agent accept any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I acknowledge that the Agent, its employees and On The Move may receive a benefit in relation to the connection of a utility service. The agent will receive your new phone number for contact purposes, unless you specifically request this not to happen. If you would like to access your personal information held by On The Move, please contact our office. Normal connection fees and bonds apply.

Are the mains switched off at the new premises?  YES  NO The mains switch must be off on the requested date for a power connection to occur.

References ( No relatives )

1. Name : .....  
Occupation : .....  
Home Ph : .....  
Mobile : .....  
2. Name : .....  
Occupation : .....  
Home Ph : .....  
Mobile : .....

Emergency contact / Next of kin :

1. Name : .....  
Relationship to tenant : .....  
Address : .....  
Home Ph : .....  
Mobile : .....  
If you are a student :  
Name of institution : .....  
Faculty / Department : .....  
Student identification No : .....  
Income source : .....  
Net weekly income : \$.....

**BOND PAYMENT** – must be made by either money order or bank cheque only ( not cash ), made payable to Residential Tenancies Bond Authority ( RTBA ) .

**FIRST MONTH RENT** – must be made by either money order or bank cheque, ( made payable to McDonald Real Estate Mulgrave ).

**RENTAL PAYMENTS** – All future rental payments are to be arranged via Direct Debit or money order or bank cheque ( made payable to McDonald Real Estate Mulgrave ).

**REFERENCES** – The inclusion of written references with your application will assist us in shortening our response time.

When submitting this application form please bring a copy of your identification and proof of income.

I, agree to pay the rent of \$\_\_\_\_\_per calendar month in advance and security deposit ( equal to one calendar months rent ) commencing from the date of availability.

I, understand that this is an application form only and does not in anyway constitute an agreement to the let property.

I, the undersigned, declare that the above information to be absolutely accurate and acknowledge that it shall be relied upon to form my client and tenancy assessment and forms an integral part of any lease agreement that I may be offered. I acknowledge that any such lease agreement would be null and void if this information is found to be misleading.

In accordance with the Privacy Laws, we acknowledge that:

- If this application is unsuccessful, it will be shredded within 7 days.
- The information provided on this form will be used to conduct reference and credit checks
- At the end of my tenancy, my rental history will be recorded and lodged with the National Tenancy Database

\*\*\*\*\* ALL LEASES ARE 12 MONTHS UNLESS OTHERWISE ARRANGED \*\*\*\*\*

**PRIVACY ACT 1988 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, to process and evaluate the application and to manage the tenancy.

The personal information collect about he Applicant in this application may be disclosed during the course of the tenancy for the purpose for which it was collected, to other parties, including the landlord, referees, financial institutions, trades people, other agents, third party operators of tenancy reference databases and other third parties required by law, Information already held on tenancy databases may also be disclosed to the Agent and/or landlord. The Agent may also disclose information to other parties on the internet.

If the Applicant enters into a Residential Tenancies Agreement and if the Applicant fails to

comply with their obligations under that Agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to other parties, including those referred to above.

The Agent will only disclose information in this way to other parties to achieve the purposes specified above or as allowed under the Privacy Act 1988.

If the Applicant would like to access his/her personal information held by the Agent they can do so by contacting the Agent at the address and contact numbers contained in this Application. The Applicant can also correct this 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 and manage the tenancy.

Applicant's signature : ..... Date : ..... / ..... / .....

