



Residential Tenancy Application Form

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

40 High Street, Glen Iris, Vic 3146

T: 03 9813 8188

Fax: 03 9886 9591

Email: info@mbic.com.au

Please send applications from all [@gmail.com](mailto:mbicrental@gmail.com) addresses to mbicrental@gmail.com

Please sign and complete every page electronically OR manually using clear **BLOCK** letters.

1. Property Applying For

Postcode

Proposed **weekly** rental payment

\$

Proposed lease commencement date

/ /

Tenants who wish to be on lease:

Total number of tenants to reside in property

Adults

Children

Ages:

Any Pets?

NO

YES, (Please specify)

1. Personal Details

Mr

Mrs

Ms

Miss

Given Name

Surname

Date of Birth

/ /

Current Address

Postcode

Drivers Licence Number

State of Issue

Expiry Date

/ /

Car Registration Number

Passport No. (If Applicable)

Country

Mobile Phone No.

Home Phone No.

Email Address

3. Emergency Contact (Not residing with you)

Given Name

Surname

Relationship

Address

Postcode

Best Contact No.

Email Address

4. Current Financial Situation

Are you currently receiving Centrelink benefits? ☐ YES ☐ NO

If YES, what is your **fortnightly** allowance?

\$

Type of support

Are you currently employed or self-employed? ☐ YES ☐ NO

If YES, please answer the following questions.

Occupation

Place of Work

Manager/ Supervisor's contact name

Work No.

Mobile No.

Are you related to your employer? ☐ YES ☐ NO

Please specify the length at your current employment.

Yet to commence

Years

Months

Net Income

\$

Pw

\$

Pm

5. Are you currently on a VISA?

If YES, please specify what **type** of visa grant you hold.

Date of Entry to Australia

/ /

Date of Visa Expiry

/ /

Please sign and complete every page electronically OR manually using clear **BLOCK** letters.

6. Current Living Situation

Current Address

Postcode

Please specify which **one** of the following describes your situation best

(I **own** this property OR I am living at a **family's/ friend's house** OR I am renting through a **Real Estate Agency** OR I am **renting privately** OR I am living at a **shared house** OR I am living in **student accommodation**.)

Duration at Current Address Years Months

* Complete the following **ONLY IF** you are renting through an agency.

Name of Real Estate Agency & Branch (if applicable)

Name of Property Manager

Contact No.

M:

PH:

Email Address

Rent Paid

\$

Pw

\$

Pm

Reason for leaving

Was the bond repaid in full?

☐

YES

☐

NO

If NO, please explain.

7. Previous Living Situation Continued...

* Complete the following **ONLY IF** you are renting through an agency.

Name of Real Estate Agency & Branch (if applicable)

Name of Property Manager

Contact No.

M:

PH:

Email Address

Rent Paid

\$

Pw

\$

Pm

Reason for leaving

Was the bond repaid in full?

☐

YES

☐

NO

If NO, please explain.

8. Are you a Student?

* Complete this section **ONLY IF** you are currently a student.

Institute

Campus

Office Contact No.

Course End Date

If you are receiving **financial support** from a **parent**, please complete the below. To assist your application, we need to verify all funds that are available to you.

Parents Name

Contact No.

Address

Postcode

State

Country

Please provide the following documents with application:

- Copy of nominated Parent's Passport
- Letter of Guarantee signed by Parent. (Written proposal outlining the nature of the financial support to the applicant.)

7. Previous Living Situation

Previous Address

Postcode

Please specify which **one** of the following describes your situation best

(I **own** this property OR I am living at a **family's/ friend's house** OR I am renting through a **Real Estate Agency** OR I am **renting privately** OR I am living at a **shared house** OR I am living in **student accommodation**.)

Duration at Previous Address Years Months

9. 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.

Signed

Name

Date

Witness Name

Witness Signed

Please note, should your application be successful you will be required to provide payment for your first month's rental and your bond within 24 hours of approval.

Initial bond payment must be paid in the form of online bank transfer.

Keys will not be handed over until the lease agreement has been signed by all applicants and bond & rent has been paid.

10. Declaration

A. I acknowledge that this is an application to lease this property and that my application is subject to the owner's 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 _____ Date ____/____/____

11. Application Checklist

To process your Application, we require the following.

- **100 points of ID** (e.g. Passport, Drivers Licence, Student ID, Proof of Age card, Concession or Pensioner card, Birth Certificate or Medicare.)
- **Payslips** (3 most recent)
- **Bank statements** (most recent)
- **Visa Grant** (If applicable)
- **Centre Link statements** (If receiving financial support from the government)
- **Rates notice** (If a property owner)
- **Bass Statement** (If a business owner/self-employed)
- Any other *relevant documents* that will be helpful in verifying your income or living situation.

Make sure to attach all supportive documents along with your application. If necessary documents are not provided, this will slow down the Application process.

12. Utility Connection Service

Would you like help with your utility connections? [Let us know below!](#)

Please note - We take care of Water Connections for all our tenants.

If you would like help getting your electricity, gas or internet connected, we can arrange for **Direct connect** to engage with you and assist you at no extra cost. Just sign & complete the below form.

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

Direct Connect offers help arranging the connection or provision of the following utilities and other services:

- | | | |
|--------------------------------------|------------------------------------|--|
| <input type="checkbox"/> ELECTRICITY | <input type="checkbox"/> INTERNET | <input type="checkbox"/> PAY TV |
| <input type="checkbox"/> GAS | <input type="checkbox"/> CLEANERS | <input type="checkbox"/> REMOVALIST |
| <input type="checkbox"/> PHONE | <input type="checkbox"/> INSURANCE | <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**

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.

By ticking the terms and conditions and declaration box on the Direct Connect online application form, you agree to:

1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. 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
3. 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.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. 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.
6. 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 ticking the box on the application form, you warrant that you are authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in the application on behalf of all applicants listed on the application.

Signature

Date

PO Box 4136

East Richmond, VIC 3121

P: 1300 558 169

F:1300 664 185

www.directconnect.com.au

Are you wanting to arrange your own Utility Connections?

If you haven't completed the above form, we will presume you intend on making your connections yourself and do not require assistance, therefor we leave it in your hands to arrange.