

**PROPERTY MANAGER: LAURA CIPOLLONE 0404 33 00 99 [laura@rogermickhail.com.au](mailto:laura@rogermickhail.com.au)**  
**TENANCY APPLICATIONS**

All Tenancy Applications must be accompanied with at least one of the following information, apart from the 100 point identification where more than one is required;

**Photographic Identification (100 Point Identification Required)**

- |   |              |
|---|--------------|
| - Rent payment ledger                       | = 50 points  |
| - Driver's Licence or Proof of Age Card     | = 40 points* |
| - Passport or Birth Certificate             | = 30 points* |
| - Previous Tenancy Agreement                | = 20 points  |
| - Rental Bond Receipt                       | = 20 points  |
| - Pay Advice                                | = 15 points  |
| - Motor Vehicle Registration                | = 15 points  |
| - Copy of Telephone/Electricity/Gas Account | = 15 points  |
| - Council or Water Rates                    | = 15 points  |
| - Health Care/Medicare/Pension Card         | = 10 points  |

**Note** – Must have at least one of the items listed with \*

**Proof of current or previous residential address**

- Electricity Account
- Telephone Account
- Council Rates Notice

**Proof of Income**

- Bank or credit card statement
- Confirmation letter of employment and salary
- Pay slips

Upon approval of an application to reside in a property managed by **Roger Mickhail Property**, a reservation fee of one week's rent is to be paid by DEFT for the exact amount. **NO PERSONAL CHEQUES OR CASH ARE ACCEPTED.**

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**Bond**

- |               |                                      |
|---------------|--------------------------------------|
| - Unfurnished | - equivalent to four (4) week's rent |
| - Furnished   | - equivalent to six (6) week's rent  |

**Residential Tenancy Agreement Preparation Fee**

\$15.00 (fee is also applicable to Residential Tenancy Agreement Renewals)

**NOTE:** The above amounts are to be paid by DEFT. **NO PERSONAL CHEQUES OR CASH ARE ACCEPTED.**

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Our office reserves the right to allow for any changes of the above criteria. Should an applicant fail to meet our tenancy application requirements and criteria, our office reserves the right not to process the application until such a time those requirements are met.

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We are bound by the National Privacy Principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information from your previous landlords or letting agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. We use the database operated by TRA. You can find more information about this database on their website [www.tradingreferenceaustralia.com.au](http://www.tradingreferenceaustralia.com.au). Your consent to us collecting this information is set out below.

We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the landlord's insurers. We may also send personal information about you to the owners of any other properties, at your request.

You have the right to access personal information that we hold about you by contacting our office. **If you do not complete this form, or do not sign the consent below, your application for residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.**

#### **PRIVACY CONSENT**

I, the Applicant, acknowledge that I have read the Privacy Notice of Roger Mickhail Property. I authorise Roger Mickhail Property to collect information about me from:

- My current/previous letting agents/landlords;
- My personal referees; and
- Any Tenancy Default Database which may contain personal information about me. I also authorise Roger Mickhail Property to disclose details about any defaults by me, under the tenancy to which this application relates, to any tenancy default database to which it subscribes.

I authorise Roger Mickhail Property to disclose information it collects about me to the owner of the property, even when the owner resides outside Australia.

I also authorise Roger Mickhail Property to disclose personal information to other real estate agents/organisations who have requested Roger Mickhail Property with a valid disclosure and consent from the Applicant to pass rental/credit assessment and references for the purpose of the Applicant locating suitable premises to rent.

I also authorise Roger Mickhail Property to refer my details to:

- Financial service products (to assist with a home loan application)
- Insurance services (for contents insurance and other insurance products)
- Service providers relevant to the tenancy relationship (eg maintenance contractors)
- Utilities (to arrange connection or transfer of telephone, gas, electricity, etc)

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**Applicant's Signature**

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**Date**

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### TENANCY APPLICATION FORM

Please complete this application thoroughly so we can process it as quickly as possible.

Please note the following points.

1. This application must be submitted with 100 points of identification. Please refer to the 100 point identification check list.
2. If there is more than one applicant a separate form is required for each applicant.

#### RENTAL PROPERTY

Address
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#### TENANCY REQUIREMENTS

Length of Tenancy	Commencement Date
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#### APPLICATION DETAILS

Name	Email
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Address
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Home Phone	Work Phone	Mobile Phone
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No. of occupants to reside in this property	<input type="text"/>	No. & ages of children	<input type="text"/>	No. & type of pets	<input type="text"/>
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#### CURRENT RENTAL DETAILS

Current rent per week \$	How long did you live there?	Reason for leaving
Agent/Landlord	Work Phone	

#### PREVIOUS RENTAL DETAILS

Previous Property Address		
Current rent per week \$	How long did you live there?	Reason for leaving
Agent/Landlord	Work Phone	

#### CURRENT EMPLOYMENT

Company	Contact Name	Phone
Your position Length of employment	Net income per week \$	Full Time or Part Time?

#### PREVIOUS EMPLOYMENT

Company	Contact Name	Phone
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If you are self employed you will need to complete the following and provide Tax or Annual Returns

Company/Business Name	ABN/ACN	Date Formed
Address		Lessor/Agent
Accountant	Contact	Phone
Address		

#### CENTRELINK DETAILS – Please supply confirmation from Centrelink

Type of benefit received?	Amount \$
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**PERSONAL DETAILS**

Date of Birth	Driver's Licence No.	
Passport No.	State of Issue	Country of Issue

**EMERGENCY CONTACT DETAILS – Relative not residing with you**

Name	Relationship	Contact Phone
Address		

**PERSONAL/BUSINESS REFERENCES – Not relatives**

Name	Occupation	Contact Phone
Name	Occupation	Contact Phone

**HOW DID YOU FIND OUT ABOUT THIS PROPERTY?**

<input type="checkbox"/> Internet	<input type="checkbox"/> Walk-in	<input type="checkbox"/> Sales Agent	<input type="checkbox"/> Newsletter	<input type="checkbox"/> Referral	<input type="checkbox"/> Local Paper	<input type="checkbox"/> Other
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**The following questions must be answered:**

- Has your tenancy ever been terminated by a Landlord or Agent? Yes / No  
If Yes, give details: \_\_\_\_\_
- Have you ever been refused a property by any Landlord or Agent? Yes / No  
If Yes, give details: \_\_\_\_\_
- Are you in debt to another Landlord or Agent? Yes / No  
If Yes, give details: \_\_\_\_\_
- Have any deductions ever been made from your rental bond? Yes / No  
If Yes, give details: \_\_\_\_\_
- Is there any reason known to you that would effect your future rental payments? Yes / No  
If Yes, give details: \_\_\_\_\_

**I acknowledge that the Landlord and Landlord's Agent will reply on the truth of the above answers in assessing the application for tenancy.**

**CONFIRM THE FOLLOWING**

- I acknowledge that this is an application to rent this property and that my application is subject to the landlord's approval.
- I consent to the information provided in this application being verified and a reference check on the Trading Reference Australia (TRA) being undertaken.

**STATEMENT OF ACCOUNT**

Rental Bond ( _____ Week's Rent)	\$ _____
Rent in Advance (Two Weeks / One Month)	\$ _____
Residential Tenancy Agreement Preparation Fee	\$ 15.00
<b>TOTAL</b>	\$ _____

**IF A RESERVATION FEE IS BEING PAID ON THE PROPERTY, THE FOLLOWING CONDITIONS WILL APPLY**

- Should the landlord decline this application the Reservation Fee will be refunded to the applicant in full.
- Should the landlord accept this application the Reservation Fee will be paid towards the initial rent for the premises.
- Should the applicant decide not to proceed, the landlord may retain so much of the reservation fee as is equal to the amount of rent that would have been paid during the period the premises were reserved but shall refund the remainder (if any) of the reservation fee to the applicant on a pro-rata basis.
- That the Reservation Fee will be banked into a Trust Account and any refund given will be by way of a trust account cheque.

**AUTHORITY BY APPLICANT**

- To check with my employer, my past and present landlord/agent and the referees named as to my suitability as a tenant;
- I agree to pay a one week rent payment as a holding deposit should my application be successful. These monies will then become the first week's rent payment upon moving in;
- Should my application be unsuccessful, I acknowledge that the agents/owners decision is final;
- To request and receive from the tenancy recording service (including TRA) and from other real estate agencies information regarding my previous tenancies.

**Applicant's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_