

**PROPERTIES CAN BE VIEWED AND THIS APPLICATION FORM CAN BE COMPLETED ONLINE AT**  
[www.myrtlefordrel.com.au](http://www.myrtlefordrel.com.au)

**Please note:** Any mention of 'RRP' on this form refers to the term 'Residential Rental Provider'.

### Tenancy Requirements

Application Date: \_\_\_\_\_ Property ID: \_\_\_\_\_  
Preferred lease terms: \_\_\_\_\_ Commencement date: \_\_\_\_\_  
Weekly rent: \_\_\_\_\_ Monthly rent: \_\_\_\_\_  
Bond: \_\_\_\_\_

How many people will occupy the Property? \_\_\_\_\_

How many vehicles will be parked at the Property? \_\_\_\_\_

Is there any reason known to you that would effect your future rental payments (details if yes)? \_\_\_\_\_

Do you have any pets (number if yes?) \_\_\_\_\_

Do you have any other applications pending on other properties? \_\_\_\_\_

Are you considering buying a property in the near future? \_\_\_\_\_

How did you hear about this property? \_\_\_\_\_

### Personal Details Applicant 1

Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_  
Please provide a contact no. that you will be available on all day: \_\_\_\_\_

Car Make: \_\_\_\_\_  
Registration: \_\_\_\_\_  
Licence No. & State: \_\_\_\_\_  
Alternative ID Type: \_\_\_\_\_  
Alt ID Number: \_\_\_\_\_  
Pension Type: \_\_\_\_\_  
Pension Number: \_\_\_\_\_  
Emergency Contact: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Contact's Address: \_\_\_\_\_

Are you a Student? \_\_\_\_\_

### Personal Details Applicant 2

Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_  
Please provide a contact no. that you will be available on all day: \_\_\_\_\_

Car Make: \_\_\_\_\_  
Registration: \_\_\_\_\_  
Licence No. & State: \_\_\_\_\_  
Alternative ID Type: \_\_\_\_\_  
Alt ID Number: \_\_\_\_\_  
Pension Type: \_\_\_\_\_  
Pension Number: \_\_\_\_\_  
Emergency Contact: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Contact's Address: \_\_\_\_\_

Are you a Student? \_\_\_\_\_

### Vehicles

Type: \_\_\_\_\_  
Registration: \_\_\_\_\_  
Type: \_\_\_\_\_  
Registration: \_\_\_\_\_  
Type: \_\_\_\_\_  
Registration: \_\_\_\_\_

Make: \_\_\_\_\_  
Make: \_\_\_\_\_  
Make: \_\_\_\_\_

### Student Details - Applicant 1

Where do you study: \_\_\_\_\_  
Enrolment No: \_\_\_\_\_  
Campus Contact: \_\_\_\_\_  
Contact Phone No: \_\_\_\_\_  
Course Coordinator: \_\_\_\_\_  
Coordinator Phone: \_\_\_\_\_  
Student income from: \_\_\_\_\_  
Weekly Amount: \_\_\_\_\_  
Parent Name/s: \_\_\_\_\_  
Parent Phone: \_\_\_\_\_  
Parents Address: \_\_\_\_\_

Apart from your current employment, do you have any other sources of Income that are relevant?  
\_\_\_\_\_  
\_\_\_\_\_

### Student Details - Applicant 2

Where do you study: \_\_\_\_\_  
Enrolment No: \_\_\_\_\_  
Campus Contact: \_\_\_\_\_  
Contact Phone No: \_\_\_\_\_  
Course Coordinator: \_\_\_\_\_  
Coordinator Phone: \_\_\_\_\_  
Student income from: \_\_\_\_\_  
Weekly Amount: \_\_\_\_\_  
Parent Name/s: \_\_\_\_\_  
Parent Phone: \_\_\_\_\_  
Parents Address: \_\_\_\_\_

Apart from your current employment, do you have any other sources of Income that are relevant?  
\_\_\_\_\_  
\_\_\_\_\_

### Current Address - Applicant 1

I am currently: rent/own/or other (please specify) \_\_\_\_\_  
Length of stay: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Monthly Rent: \_\_\_\_\_  
Landlord/Agent: \_\_\_\_\_  
Landlord/Agent Ph: \_\_\_\_\_  
Email: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Bond amount paid: \_\_\_\_\_

### Current Address - Applicant 2

I am currently: rent/own/or other (please specify) \_\_\_\_\_  
Length of stay: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Monthly Rent: \_\_\_\_\_  
Landlord/Agent: \_\_\_\_\_  
Landlord/Agent Ph: \_\_\_\_\_  
Email: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Bond amount paid: \_\_\_\_\_

### Previous Address - Applicant 1

I was previously: rent/own/or other (please specify) \_\_\_\_\_  
Length of stay: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_  
Monthly Rent: \_\_\_\_\_  
Landlord/Agent: \_\_\_\_\_  
Landlord/Agent Ph: \_\_\_\_\_  
Email: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Bond amount paid: \_\_\_\_\_  
Bond returned: \_\_\_\_\_

### Previous Address - Applicant 2

I was previously: rent/own/or other (please specify) \_\_\_\_\_  
Length of stay: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_  
Monthly Rent: \_\_\_\_\_  
Landlord/Agent: \_\_\_\_\_  
Landlord/Agent Ph: \_\_\_\_\_  
Email: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_  
Bond amount paid: \_\_\_\_\_  
Bond returned: \_\_\_\_\_

### Current Employment Details - Applicant 1

Company name: \_\_\_\_\_  
Manager: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Managers Fax: \_\_\_\_\_  
Managers Mobile: \_\_\_\_\_  
Managers Email: \_\_\_\_\_  
Student income from: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business type: \_\_\_\_\_  
Occupation/Position: \_\_\_\_\_  
Nature of Employment: Full Time / Part Time / Casual  
Employment Length: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Annual Salary: \_\_\_\_\_  
Net Weekly income: \_\_\_\_\_  
Net Monthly income: \_\_\_\_\_

### Current Employment Details - Applicant 2

Company name: \_\_\_\_\_  
Manager: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Managers Fax: \_\_\_\_\_  
Managers Mobile: \_\_\_\_\_  
Managers Email: \_\_\_\_\_  
Student income from: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business type: \_\_\_\_\_  
Occupation/Position: \_\_\_\_\_  
Nature of Employment: Full Time / Part Time / Casual  
Employment Length: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Annual Salary: \_\_\_\_\_  
Net Weekly income: \_\_\_\_\_  
Net Monthly income: \_\_\_\_\_

**Self Employment Details - Applicant 1**

Self employed? \_\_\_\_\_  
Established: \_\_\_\_\_  
CAN: \_\_\_\_\_  
Accountant: \_\_\_\_\_  
Accountant Phone: \_\_\_\_\_  
Accountants Fax: \_\_\_\_\_  
Accountants Mobile: \_\_\_\_\_  
Accountants Email: \_\_\_\_\_  
Solicitor: \_\_\_\_\_  
Solicitors Phone: \_\_\_\_\_  
Solicitors Fax: \_\_\_\_\_  
Solicitors Mobile: \_\_\_\_\_  
Solicitors Email: \_\_\_\_\_

**Self Employment Details - Applicant 2**

Self employed? \_\_\_\_\_  
Established: \_\_\_\_\_  
CAN: \_\_\_\_\_  
Accountant: \_\_\_\_\_  
Accountant Phone: \_\_\_\_\_  
Accountants Fax: \_\_\_\_\_  
Accountants Mobile: \_\_\_\_\_  
Accountants Email: \_\_\_\_\_  
Solicitor: \_\_\_\_\_  
Solicitors Phone: \_\_\_\_\_  
Solicitors Fax: \_\_\_\_\_  
Solicitors Mobile: \_\_\_\_\_  
Solicitors Email: \_\_\_\_\_

**Previous Employment Details - Applicant 1**

Company Name: \_\_\_\_\_  
Manager: \_\_\_\_\_  
Managers Phone: \_\_\_\_\_  
Managers Fax: \_\_\_\_\_  
Managers Mobile: \_\_\_\_\_  
Managers Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business Type: \_\_\_\_\_  
Occupation/Position: \_\_\_\_\_  
Nature of Employment: Full Time / Part Time / Casual  
Employment Length: From: \_\_\_\_\_ To: \_\_\_\_\_  
Annual Salary: \_\_\_\_\_  
Net Weekly income: \_\_\_\_\_  
Net Monthly income: \_\_\_\_\_  
Self Employed? \_\_\_\_\_

**Self Employment Details  
(Extra Details for those previously self employed)**

Established: \_\_\_\_\_  
CAN: \_\_\_\_\_  
Accountant: \_\_\_\_\_  
Accountant Phone: \_\_\_\_\_  
Accountants Fax: \_\_\_\_\_  
Accountants Mobile: \_\_\_\_\_  
Accountants Email: \_\_\_\_\_  
Solicitor: \_\_\_\_\_  
Solicitors Phone: \_\_\_\_\_  
Solicitors Fax: \_\_\_\_\_  
Solicitors Mobile: \_\_\_\_\_  
Solicitors Email: \_\_\_\_\_

**Previous Employment Details - Applicant 2**

Company Name: \_\_\_\_\_  
Manager: \_\_\_\_\_  
Managers Phone: \_\_\_\_\_  
Managers Fax: \_\_\_\_\_  
Managers Mobile: \_\_\_\_\_  
Managers Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business Type: \_\_\_\_\_  
Occupation/Position: \_\_\_\_\_  
Nature of Employment: Full Time / Part Time / Casual  
Employment Length: From: \_\_\_\_\_ To: \_\_\_\_\_  
Annual Salary: \_\_\_\_\_  
Net Weekly income: \_\_\_\_\_  
Net Monthly income: \_\_\_\_\_  
Self Employed? \_\_\_\_\_

**Self Employment Details  
(Extra Details for those previously self employed)**

Established: \_\_\_\_\_  
CAN: \_\_\_\_\_  
Accountant: \_\_\_\_\_  
Accountant Phone: \_\_\_\_\_  
Accountants Fax: \_\_\_\_\_  
Accountants Mobile: \_\_\_\_\_  
Accountants Email: \_\_\_\_\_  
Solicitor: \_\_\_\_\_  
Solicitors Phone: \_\_\_\_\_  
Solicitors Fax: \_\_\_\_\_  
Solicitors Mobile: \_\_\_\_\_  
Solicitors Email: \_\_\_\_\_

**References - Applicant 1**

**Personal Reference**  
Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

**Professional Reference 1**  
Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

**References - Applicant 2**

**Personal Reference**  
Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

**Professional Reference 1**  
Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

**Professional Reference 2**

Name: \_\_\_\_\_  
 Relationship: \_\_\_\_\_  
 Occupation: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Professional Reference 2**

Name: \_\_\_\_\_  
 Relationship: \_\_\_\_\_  
 Occupation: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Other Occupants**

Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Age: \_\_\_\_\_  
 Relationship: \_\_\_\_\_

Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Age: \_\_\_\_\_  
 Relationship: \_\_\_\_\_

Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Age: \_\_\_\_\_  
 Relationship: \_\_\_\_\_

Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Age: \_\_\_\_\_  
 Relationship: \_\_\_\_\_

**Pets**

Type/Breed: \_\_\_\_\_  
 Type/Breed: \_\_\_\_\_  
 Type/Breed: \_\_\_\_\_

Age: \_\_\_\_\_  
 Age: \_\_\_\_\_  
 Age: \_\_\_\_\_

Council Registration: \_\_\_\_\_  
 Council Registration: \_\_\_\_\_  
 Council Registration: \_\_\_\_\_

**Identification Requirements**

**100 Points of ID Checker** - In Addition to photo ID you will be required to submit supporting documents with your application. Your application **WILL NOT** be processed if all documents are not provided. Our office will require you to submit a minimum of 100 points for your application to be considered.

**PROOF OF ID**

Current Driver License (40)  
 Current Passport (40)  
 Current Proof of Age Card (40)

**PROOF OF INCOME**

Two recent payslips (20)  
 Self-Employed: Last 2 years tax returns (40)  
 Proof of Centrelink/Pension benefits (40)

**RENTAL HISTORY**

Copy of Lease Agreement (30)  
 Tenant Ledger (40)  
 If you do not have rental history or and recently/currently own your home please provide a copy of rates notice and contact details of selling/management agent (20)

**PROOF OF ADDRESS**

Phone Bill (10)  
 Electricity Bill (10)  
 Gas Bill (10)  
 Bank Statement (10)

TOTAL POINTS: \_\_\_\_\_

TOTAL POINTS: \_\_\_\_\_

TOTAL POINTS: \_\_\_\_\_

TOTAL POINTS: \_\_\_\_\_

**Utility Connections**



**MyConnect offer a completely FREE utility connection service.**

MyConnect will call you to arrange the connection of your required utilities at your new property.

**Yes, please contact me**  
 **Interpreter required**

OR Tick here to opt out

**We connect**



Electricity



Gas



Phone



Internet



Pay TV



Plus more...

**Our retailers**



Unless I have opted out of this section, I/we: Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

1300 854 478 enquiry@myconnect.com.au myconnect.com.au

Please Sign to Acknowledge that the agent in question cannot confirm that any phone lines to the property are operable or able to be reconnected:

Signature 1: \_\_\_\_\_

Signature 2: \_\_\_\_\_

Please Sign to Acknowledge that you understands that it is your responsibility to check with the telephone provider before proceeding with the tenancy to confirm the situation with the telephone line:

Signature 1: \_\_\_\_\_

Signature 2: \_\_\_\_\_

## TERMS AND CONDITIONS

### 1. Tenancy Privacy Statement / Collection Notice

Due to the recent changes in the Privacy laws from December 21, 2001, all property managers must ensure that you (the applicant) fully understand the National Privacy Principles and the manner in which they must use your personal information in order to carry out their role as professional property managers. The information, personal or otherwise, provided by the prospective tenant in this application or that which is collected from other sources is necessary for the agent to assess the risk in providing you with the tenancy, to identify the applicants identity and to process, evaluate and manage the tenancy. The personal information collected about you (the applicant) in this application may be disclosed, by use of the internet or otherwise, to other parties, including:

- The Landlord-Referees-Rental Bond Authorities
- Collection Agents
- Trades People-Solicitors-National Tenancy Database Pty. Ltd (ABN 65 079 105 025) ("NTD")
- TICA
- Financial Institutions
- Parties engaged to evaluate the property
- Other Real Estate Agents
- Other Landlords
- Government and Statutory bodies
- Both existing and potential clients of the Real Estate Agent
- Bodies Corporate
- Other Third Parties as required by law

Information already held on tenancy 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 to The Real Estate Institute of your State and to the NTD or TICA for the purpose of documenting all leasing data in the area for the benefit of its members as part of membership services and for others in the property related industries, and so as to assist them in continuing to provide the best possible service to their clients. In providing this information, you (the applicant) agree to its use, unless you advise the Agent differently. The privacy policy of your State's Real Estate Institute can be viewed by logging on to [www.reiaustralia.com.au](http://www.reiaustralia.com.au) and selecting your State. The privacy policy of NTD can be viewed by logging on to [www.ntd.net.au](http://www.ntd.net.au). The privacy policy of TICA can be viewed by logging on to [www.tica.com.au](http://www.tica.com.au). 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. If you (the applicant) would like to access this information you can do so by contacting the Agent at the address and contact numbers for the property you are interested in renting. You (the applicant) can also correct this information if it is inaccurate, incomplete or out of date. If your personal information is not provided to the Agent and you (the applicant) do not consent to the use of this information as specified above, the Agent cannot carry out their duties and may not be able to provide you with the lease/tenancy of the premises.

### 2. Tenant Declaration

Declaration I acknowledge that this is an application to lease the property for which I am applying 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 should the premises not be ready for occupation on the due date or if my application is unsuccessful. I acknowledge that the processing period for my application could be up to 2 working days and in some circumstances longer. Unless contacted earlier by staff from the real estate agent in question – I will expect this time frame. I acknowledge that the landlord and landlord's agent will rely on the truth of my answers in assessing the application for tenancy. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997. I acknowledge that I will be required to pay rent and a rental bond subject to the conditions of the Agent. I acknowledge that an inquiry, independent or otherwise, may be made on all applicants applying for this property, to verify the validity of the personal details that have been supplied and to check my credit worthiness. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information. I/we have been given the opportunity to view a copy of the standard terms and conditions that would be included in a lease, should my application be successful. I declare that all information contained in this application is true and correct and given of my own free will.

**Please Sign to Acknowledge that you have Read, Understood and Agree with the above Terms & Conditions:**

Signature 1: \_\_\_\_\_

Date: \_\_\_\_\_

Signature 2: \_\_\_\_\_

Date: \_\_\_\_\_