

Tenancy Application Form

Thank you for choosing a McGrath property. Please complete this application thoroughly in order for our office to process it as quickly as possible. Please note the following important points:

1. This application must be accompanied by a copy of the required supporting documentation (see attached list)
2. If there is more than one applicant, a separate Application form is required for each applicant over 18 years of age
3. If the Application is approved, you will be required to provide either a bank cheque or money order for the rental bond and two weeks' rent within 24 hours. You may also pay via direct deposit, but must provide the receipt to us.
4. Please note, if you do not pay the funds within 24 hours, your Application may be dismissed
5. When the form has been completed please email, fax, or drop this form and supporting documents in to the office

Rental property

property address
property address
property address

Tenancy requirements

length of tenancy months	rent \$ per week	move-in date
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Occupancy details

no. of people who intend to live in the property	no. of children	no. and type of pets (complete pet application also)
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Applicant's details

name	email
current address	
work number	mobile number

Personal details

date of birth	drivers licence number	state and country of issue
car rego	trailers or caravans?	passport number country of issue

I currently:

Rent my property Own my property Live with parents Other (state current living circumstances) _____

current rent/mortgage/board paid \$ per week	how long have you lived there? months	reason for wanting to move
agent/landlord	contact number	

Previous rental/living details: I rented this property I owned this property Other _____

previous property address		
Rent/mortgage/board \$ per week	how long did you live there? months	reason for leaving
agent/landlord	contact number	

Current employment

current employer (company)		
contact name (manager)	contact number	your position
length of employment	net income \$ _____ per week	full time/part time/casual?

Previous employment

previous employer (company)		
contact name (manager)	contact number	your position
length of employment	net income \$ _____ per week	full time/part time/casual?

Other

centrelink?	benefit
study?	field of study

Emergency contact details (two references must be provided, who won't be living in the property. E.g. Parents, aunty or uncle, siblings, cousin)

name	relationship	contact number
address		

name	relationship	contact number
address		

Personal/business references (two references must be provided, who won't be living in the property and who aren't related to you. E.g. Friends or co-workers)

name	occupation	contact number
address		

name	occupation	contact number
address		

Occupancy information (list each other person who intends to live at the property)

name	age
name	age
name	age
name	age

Inspection confirmation

During my inspection of the property I found it to be in a reasonably clean/liveable condition yes no

If *no*, I believe the following items should be attended to prior to the commencement of my tenancy:

I acknowledge that these items are subject to the landlord's approval.

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Statement of costs

Rental Bond (4 x rental amount)	\$
Rent in advance (2 x rental amount)	\$
TOTAL	\$

I agree that I have my bond and 2 weeks rent available in cleared funds ready to **pay today** if I am approved.

applicant's name	signature	date
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If the application is approved, you will be required to provide either a bank cheque or money order for the rental bond and two weeks' rent within 24 hours. You may also pay via direct deposit, but must provide the receipt to us.

! Please note, if you do not pay the funds within 24 hours, your application may be dismissed.

Privacy declaration

I consent to the information provided in this application being verified (including calling your personal and work references), and a reference check on TICA and Barclays MIS Protect & Collect being undertaken (database website containing previous rental history).

McGrath Limited and its related bodies corporate, franchisees, agents and brokers (McGrath) collect and handle your personal information in accordance with our Privacy Policy, so that we can provide our services relating to sales, leasing and property management and to tell you about services and property listings. Without your information, we may not be able to provide you services and you may miss out on receiving valuable information from us. We may disclose your personal information to companies in the McGrath group, other parties in the transaction and their authorised representatives and to third party service providers who may have servers located overseas as in USA, Europe, Japan and the Philippines, and you consent to these disclosures. You have a right to access your personal information that we hold, and may ask us to correct this. Our Privacy Policy contains more detail on your rights and contact details for questions or complaints at www.mcgrath.com.au/privacy

applicant's name	signature	date
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Supporting documents

Prior to any application being considered, each applicant is required to produce sufficient identification.

Essential documents

Please provide at least one document from each section

- Photo identification (current drivers licence / passport / proof of age card)
- Other identification (birth certificate / Medicare card / bank card)
- Proof of income (pay slips / Centrelink statement / bank statement)
- Council rates notice (if owner of current or previous address)
- Tax return (if self-employed)

Other documents

- Motor vehicle registration / electricity account bill
- Rental bond receipt
- Pension card / health care card

Pet Application and Agreement

Use this form only for properties where the Lessor has indicated that pet/s may be accepted.
If you are unsure please contact our Agency prior to completing this Pet Application and Agreement.

Residential details

property address
tenant/s name

Pet details (if more than 2 pets, complete another Pet Application and Agreement)

item	pet 1	pet 2
type of pet		
breed		
name		
age		
de-sexed?	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
council registration number		
colour/s		
photo provided? (please attach photo)	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

Emergency pet carer

name	
address	
mobile number	work number

Veterinarian

name	
address	
mobile number	work number

Terms and conditions

The tenant acknowledges and agrees to the following terms:

1. The lessor has agreed to permit pets/s at the premises as specified in the General Tenancy Agreement and this Pet Agreement.
2. Any pet/s other than the approved pet/s specified in the General Tenant Agreement and this Pet Agreement must first be requested by the Tenant in writing via a separate Pet Application giving full details and then be approved in writing by the lessor prior to the pet/s being allowed on the premises. Pet approval may be subject to specific criteria and must be complied with. Approval is not guaranteed.
3. The tenant shall be liable for any damage or injury whatsoever caused by the pet/s on the property, whether they are the tenant's pet/s or their guests pet/s and regardless of their approval status.

4. The tenant accepts full responsibility and indemnifies the lessor for any claims by or injuries to third parties or their property caused by, or as a result of actions by their pet/s or their guest's pet/s, and regardless of their approval status.
5. The tenant agrees to arrange for Flea Fumigation at the end of the tenancy or at a time during the tenancy as required or requested by the lessor/lessor's Agent to be carried out by a company complying with Australian standards.
6. The pet/s are to be outside at all times, unless specified otherwise in the General Tenancy Agreement or this Pet Agreement.
7. If the pet is a dog, the tenant agrees to restrain or remove the dog from the premises for the duration of inspections arranged by the Agent with the required notice given.
8. By signing below you are only asking for approval of the above-mentioned pet/s to be accepted at the property for which you are applying. If approved, the pet/s will be included in your General Tenancy Agreement and you therefore agree and adhere to the Terms and Conditions listed above.

Acknowledgement by applicant

applicant name	
signature	date

Application result

Application for pet/s – **APPROVED**

The above mentioned pet/s is/are approved by the Lessor of the property stated in this Agreement. This Agreement now forms part of the General Tenancy Agreement which includes additional terms related to the pet/s and the Tenant are now bound by the Agreement set out in the Application above as well as the General Tenancy Agreement.

Application for pet/s – **DECLINED**

The Pet Application was declined by the lessor/Agent.

Authorisation on behalf of lessor/Agent

property manager's name	
signature	date

connectnow.

A free service - connecting your utilities has never been easier!

Connectnow is a simple and convenient time saving service assisting you to connect your electricity, gas, phone, internet and pay-tv to a choice of Australia's leading providers. Connectnow can also assist with discounted quotes for removalists, van/truck hire, cleaning services and security monitoring. No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you – with the one phone call.

This is a value-added service independent of your tenancy application—you are not obligated to use Connectnow.

A Connectnow representative will make all reasonable efforts to contact you within one working day of receiving an application. If Connectnow was unable to contact you within this period please contact Connectnow on 1300 554 323 to ensure connection is completed. While the Connectnow service is FREE, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the Connectnow service. Connection of your utilities will only be initiated once a representative has discussed your details with you and obtained your consent to the terms and conditions of supply of the relevant utility service provider(s). The privacy of our customers is of vital importance to Connectnow.

I consent to the collection of my personal information by Connectnow Pty Ltd ACN 79 097 398 662 for the purposes of arranging for the connection and or disconnection of the nominated moving and connections services and related services, and to providing my personal information contained in this application to the relevant service providers, in accordance with Connectnow's Privacy Policy (which is available for my inspection at www.Connectnow.com.au) Connectnow and those service providers may contact me from time to time (including by electronic means) to let me know about new or existing products or services. I understand that I can contact Connectnow at any time if I do not want to receive that information from Connectnow or if I want to update my personal information. I agree that neither Connectnow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames, terms and conditions once agreeing to use the chosen service provider. I authorise the obtaining of a National Metering Identifier and or a Metering Installation Registration Number on my residential address to obtain supply details. It is the responsibility of the customer/homeowner to ensure that the electricity main switch is in the 'Off Position' for the required timeframe on the day of connection and that there is easy access to the meters. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that Connectnow may be paid a fee by the service provider and may pay a fee to the Agent in respect of the provision of the service provided to me by Connectnow.

CALL ME TO CONNECT

YES

T 1300 554 323

Is the electricity currently on?

YES NO

F 1300 889 598

Does the property have?

Bottle Gas Main gas Electricity only

E info@connectnow.com.au

signed	date	office property is leased through McGrath Estate Agents - Townsville
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