

## Tenancy application form

Thank you for choosing a McGrath property. Please complete this application thoroughly so we can process it as quickly as possible. Please note the following important points:

1. We require all our tenants to pay rent by direct debit from a nominated bank account.
2. This application must be accompanied by a copy of your driver's licence or passport for identification purposes.
3. If there is more than one applicant, a separate application form is required for each applicant.
4. If the application is approved, you will be required to provide either a bank cheque or money order for the rental bond, and first two weeks' rent.
5. **When this form has been completed, please email to [fomcroydon@mcgrath.com.au](mailto:fomcroydon@mcgrath.com.au) to your McGrath Property Manager.**

### Rental property:

### Tenancy requirements:

<input type="text" value="length of tenancy (months)"/>	<input type="text" value="rent \$ per week"/>	<input type="text" value="commencement date"/>
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### Occupancy details:

<input type="text" value="no. of occupants who will live in this property"/>	<input type="text" value="no. and ages of children (if any)"/>	<input type="text" value="no. and type of pets"/>
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### Applicant's details:

<input type="text" value="name"/>	<input type="text" value="email"/>
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<input type="text" value="home phone"/>	<input type="text" value="work phone"/>	<input type="text" value="mobile phone"/>
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### Personal details:

<input type="text" value="date of birth"/>	<input type="text" value="drivers licence number"/>	<input type="text" value="drivers licence state of issue"/>
<input type="text" value="passport number"/>	<input type="text" value="country of issue"/>	<input type="text" value="no. vehicles (Including caravans and trailers)"/>



This is a FREE service that connects all your utilities and other services. Direct Connect can help arrange for the connection or provision of the following utilities and other services:

- Electricity     Gas     Internet     Pay TV  
 Insurance     Cleaning     Removals     Phone     Truck or van hire

Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.

**THE ALWAYS ON GUARANTEE** 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.

**DECLARATION AND EXECUTION:** By signing this application, you: 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 signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.**

<input type="text" value="signature of applicant:"/>	<input type="text" value="date"/>	<input type="checkbox"/> Application sent to Direct Connect (if required)
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**Current rental details:****Previous rental details:****No rental history (home owner):****Current employment:****Previous employment:****Emergency contact details (not residing at premises):****Personal/business references: (not relatives)****How did you find out about this property:**

- Internet (please specify)  mcgrath.com.au  domain.com.au  realestate.com.au
- For lease board
- Local newspaper  Other \_\_\_\_\_

## Confirmation

### I confirm the following:

1. During my inspection of this property I found it to be in a reasonably clean condition.  yes  no
2. 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.

3. I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
4. I confirm having received a copy of this application for my retention.
5. I consent to the information provided in this application being verified and a reference check on National Tenant Database (NTD) being undertaken.

### Application:

I apply for approval to rent the premises referred to in this form. I acknowledge that my application will be referred to the Landlord of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared.

I declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the premises and wish to apply for tenancy of the premises for a period of \_\_\_\_\_ months, at a rental of \$ \_\_\_\_\_ per week.

I undertake to pay the monies detailed below by a bank cheque or money order made payable to McGrath Property Management.

applicant's signature

date

agents signature

date

### National Tenancy Database (NTD)

This office utilises the National Tenancy Database for tenant screening proposes, including online identity verification. In accordance with current rental legislation if a breach or default occurs under your rental agreement, the details of such breach or default may be listed on this database for other agents to access when you apply for future properties.

If you have any questions relating to this service or information held by the National Tenancy Database you should contact them directly on 1300 563 826.

name

signature

date

McGrath Limited (ABN: 61 608 153 779) and its related bodies corporate (including but not limited to McGrath Oxygen Home Loans Pty Ltd (ACN 103 177 377) and Total Real Estate Training Pty Ltd (ACN 093 918 122)), franchisees, agents and brokers (McGrath) collect and handle your personal information in accordance with our Privacy Policy. If you provide us with your details, we may contact you about our property listing, promotions, and related products and services. We may use your personal information within McGrath and disclose it to our authorised representatives and service providers who act on our behalf, to fulfil the purpose for collecting your information. Our service providers may have servers located overseas such as in USA, Europe, Philippines and Japan, and you consent to these overseas disclosures. Without your information, we may not be able to provide you with services and you may miss out on receiving valuable information from us. We do not collect sensitive information about you unless you provide it to us voluntarily. 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](http://www.mcgrath.com.au/privacy).

## THE FOLLOWING INFORMATION AND DOCUMENTATION IS REQUIRED BY EACH APPLICANT:

### Identification (at least 100 points must be provided)

If you are a non-Australian resident we will also require a copy of your visa.

Should you not be able to meet the 100 check points, please phone your property management team.

#### Primary Documents

##### 70 points (Only one of the following may be claimed)

- Birth certificate/extract
- Citizenship certificate
- Current passport (current or expired within the last two years, but not cancelled)

#### Secondary Documents

##### 40 points (Must have a photograph and a name)

- Driver's licence issued by an Australian State or Territory
- Adult proof of age photo card issued by an Australian State or Territory
- Identification card issued to a public employee
- An identification card issued to a student at a tertiary education institution

##### 35 points (Must have name and address on)

- Council rates notice
- Document from your current employer or previous employer within the last two years

##### 25 points (Must have name and signature on)

- Marriage certificate (for maiden name only)
- Credit card
- Foreign driver licence
- Medicare card (signature not required on Medicare card)
- EFTPOS card

##### 25 points (Must have name and address on)

- Records of a public utility - phone, water, gas or electricity bill
- Lease/rent agreement
- Rent receipt from a licensed real estate agent

### Please also attach the following documents

#### Proof of rental history

- Last four rental receipts or
- Printout of rental ledger

#### Proof of current address

- Utility statements (no greater than six months old) or
- Council rates notice

#### Proof of income

- 3 previous pay slips or
- Bank statement or
- If self-employed - tax returns and business registration

#### References

- Minimum 2 written references from previous agent or landlord; and/or
- Written reference from employer or friend