

## 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 EFT or Direct Deposit.
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 over 18 years of age.
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 month's rent.
5. **When this form has been completed, please email to [fomsandringham@mcgrath.com.au](mailto:fomsandringham@mcgrath.com.au)**

### Rental property:

property address
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### Tenancy requirements:

length of tenancy (months)	rent \$ per week	commencement date
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### Occupancy details:

no. of occupants who will live in this property	no. and ages of children (if any)	no. and type of pets
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### Applicant's details:

name	email
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address
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home phone	work phone	mobile phone
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### Personal details:

date of birth	driver's licence number	driver's licence state of issue
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passport number	country of issue	no. vehicles (Including caravans and trailers)
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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.**

applicant's signature	date	<input type="checkbox"/> Application sent to Direct Connect (if required)
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**Current rental details:**

address		
current rent \$ _____ per week	how long have you lived there? _____ months	reason for leaving
agent/landlord	agent/landlord phone	

**Previous rental details:**

previous property address		
previous rent \$ _____ per week	how long did you live there? _____ months	reason for leaving
agent/landlord	agent/landlord phone	

**Current employment:**

current employer (company)	employer address	
contact name (manager)	contact's work phone	your position
length of employment	net income \$ _____ per week	full time or part time?

**Previous employment:**

previous employer (company)		
contact name (manager)	contact's work phone	your position
length of employment	net income \$ _____ per week	full time or part time?

**Emergency contact details:**

name	relationship	contact phone
address		

**Personal/business references: (not relatives)**

name	occupation	work phone
address		
name	occupation	work phone
address		

**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 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.

applicant's signature

date

## Privacy Disclosure Statement

The Personal Information the Applicant provides in this application, or collected from other sources, is necessary for McGrath Property Management ("McGrath") to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. If the information is not provided McGrath will be unable to process the application and manage the tenancy.

Personal Information collected about the Applicant in this application and during the course of the tenancy, if the application is successful, may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents and third party operators of tenancy reference databases and to service provider, Direct Connect. Personal Information already held on tenancy databases may be disclosed to this agency and/or the Landlord.

If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and/or other agents.

Your Personal Information will not be sold to third parties, however, McGrath will conduct direct marketing for its services from time to time and you consent to receiving such information from McGrath.

In providing your Personal Information you consent to McGrath collecting, storing and using your Personal Information in the manner set out above, and you consent to McGrath disclosing your Personal Information to the other parties referred to above, who may collect, store and use your personal information in the manner set out above.

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).

McGrath takes all reasonable precautions to safeguard your Personal Information from loss, misuse, unauthorised access, modification or disclosure. Information is securely stored and access is restricted to authorised McGrath personnel only.

If you would like to access the Personal Information McGrath holds, you may do so by contacting McGrath's Privacy Officer. You may also correct information if the information is inaccurate, incomplete or out-of-date.

If you require more information, or have any complaints regarding how McGrath may have collected or used your personal information, you may contact McGrath's Privacy Officer on 9386 3333, by email at [privacy@mcgrath.com.au](mailto:privacy@mcgrath.com.au), or by mail addressed to The Privacy Officer, McGrath Limited, 191 New South Head Road, Edgecliff.

## Agency Requirements

I declare I have inspected the property and am willing to accept it in its current state. I hereby offer to rent the property from the owner under lease to be prepared by the Agent. Should this application be accepted by the Landlord I agree to enter into a Residential Tenancy Agreement pursuant to the Residential Tenancies Act 1997.

I acknowledge that this application is subject to the approval of the Landlord/Owner. I declare that all information contained in this application (including the front page) is true and correct and given of my own free will.

I am aware that the availability of telephone lines, internet services, digital or cable television and the adequacy of such services are the sole responsibility of the tenant(s) and the tenants should make their own enquiries as to the availability and adequacy of such services. The Landlord or agent do not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant(s) and the tenant(s) must rely upon their own enquiry

**"I state that I have read the Privacy Disclosure Statement, agree and understand the terms including the Agency Requirements section"**

## 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