

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 (where the rent is over \$300 per week) to pay rent on a fortnightly basis, 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 form has been completed, please fax back to your McGrath Property Manager.**

Rental property:

property address

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

home phone	work phone	mobile phone
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Personal details:

date of birth	drivers licence number	drivers licence state of issue
passport number	country of issue	no. vehicles (Including caravans and trailers)

I require a clause to be included in my Tenancy Agreement allowing me to end the tenancy early by providing 4 weeks' notice to McGrath if I am posted outside of Canberra for employment (usually applicable to defence personnel).

Yes No

Current rental details:

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

Previous rental details:

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

Current employment:

current employer (company)	employer address	
contact name (manager)	contact's work phone	your position
length of employment <small>(if less than six mths complete Previous Employment Details)</small>	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
 allhomes.com.au
 For lease board
 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.

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 upon signing the Residential Tenancy Agreement.

Statement of costs:

Rental bond

\$

Rent in advance (two weeks)

\$

TOTAL

\$

applicant's signature

date

agents 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.

THE FOLLOWING INFORMATION AND DOCUMENTATION IS REQUIRED BY EACH APPLICANT:

Identification (at least 100 points must be provided)

- Current drivers licence (40 points)
- Birth certificate (30 points)
- Proof of age card (30 points)
- Passport (40 points)
- Medicare card (20 points)
- Credit card (20 points)
- Motor vehicle registration certificate (10 points)
- Bank statement (10 points)
- Telephone account statement (10 points)
- Gas account statement (10 points)
- Electricity account statement (10 points)

Please also attach the following documents:

Proof of rental history

- Last four rental receipts or
- Printout of tenancy history

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

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