



MJGROUP
REAL ESTATE

MJ GRP PTY LTD
Trading as MJGroup Real Estate

Suite 16/10-12 Old Castle Hill Rd,
Castle Hill 2154

02 9894 4478
contact@mjgroupre.com.au

TENANCY APPLICATION - CHECKLIST

Name of Applicant: _____

Address Applied For: _____

ONE OF THE FOLLOWING IS REQUIRED: PHOTOGRAPHIC IDENTIFICATION

Australian Passport	<input type="checkbox"/>
Passport (issued by another country)	<input type="checkbox"/>
Visa (if you are not an Australian Citizen)	<input type="checkbox"/>
Australian Driver's Licence (front and back)	<input type="checkbox"/>
Proof of Age Card	<input type="checkbox"/>

ALL OF THE FOLLOWING IS REQUIRED: PROOF OF INCOME

At least three (3) weeks of payslips OR letter of employment	<input type="checkbox"/>
Proof of Centrelink payments	<input type="checkbox"/>
Australian Bank or Credit Union Account statement	<input type="checkbox"/>
Australian Taxation Office (ATO) Tax return (if you are self employed)	<input type="checkbox"/>

ALL OF THE FOLLOWING IS REQUIRED: PROOF OF CURRENT ADDRESS

Gas/electricity bill	<input type="checkbox"/>
Telephone bill	<input type="checkbox"/>
Motor vehicle registration papers	<input type="checkbox"/>
Council Rates notice (if you are the property owner)	<input type="checkbox"/>

REFERENCES:

Tenant ledger (issued by a licensed estate agent)	<input type="checkbox"/>
---	--------------------------

TICA:

TICA Completed and attached	<input type="checkbox"/>
-----------------------------	--------------------------


PROPERTY OFFICER CONFIRMATION:

Full name:	Date:
The application is completed and signed in all sections (ALL PAGES MUST BE SIGNED)	<input type="checkbox"/>

Residential Application Form

For your application to be processed you must answer all questions
(Including the reverse side)

A. AGENT DETAILS
MJ GROUP Address: Suite 16,10-12 Old Castle Hill Rd, Castle Hill NSW 2154 Phone: 02 9894 4478 Fax: 02 8230 1028 Email: contact@mjgroupre.com.au Web: www.mjgroupre.com.au
B. PROPERTY DETAILS
1. What is the address of the property you would like to rent? <input type="text"/> <input type="text"/> Postcode
2. Lease commencement date? <input type="text"/> Day <input type="text"/> Month <input type="text"/> Year
3. Lease term? <input type="text"/> Years <input type="text"/> Months
4. How many tenants will occupy the property? <input type="text"/> Adults <input type="text"/> Children <input type="text"/> Ages of Children
C. PERSONAL DETAILS
5. Please give us your details Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Other <input type="checkbox"/> Surname <input type="text"/> Given Name/s <input type="text"/>
Date of Birth <input type="text"/> Driver's licence number <input type="text"/>
Driver's licence expiry date <input type="text"/> Driver's licence state <input type="text"/>
Passport no. <input type="text"/> Passport country <input type="text"/>
Pension no. (if applicable) <input type="text"/> Pension type (if applicable) <input type="text"/>
6. Please provide your contact details Home phone no. <input type="text"/> Mobile phone no. <input type="text"/>
Work phone no. <input type="text"/> Fax no. <input type="text"/>
Email address <input type="text"/>
7. What is your current address? <input type="text"/> <input type="text"/> Postcode
8. How did you find out about this property? <input type="radio"/> Newspaper <input type="radio"/> The Internet <input type="radio"/> Office <input type="radio"/> Office Window <input type="radio"/> Referral <input type="radio"/> Other (specify) <input type="text"/> <input type="radio"/> Local Paper <input type="radio"/> Sign Board at property

D. UTILITY CONNECTIONS
myconnect myconnect is a FREE & EASY to use utility connection service available for tenants Phone : 1300 854 478 enquiry@myconnect.com.au Fax : 1300 854 479 www.myconnect.com.au
<input checked="" type="checkbox"/> Yes, Please Contact Me <input type="checkbox"/> Interpreter service (tick if required)
Unless I have opted out of this section, I/we: Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 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. <input type="checkbox"/> Tick here to opt out

E. DISCLAIMER/AUTHORITY
I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement. I acknowledge that this application is subject to the approval of the owner/ landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt. I, the tenant, accept the property in the condition it was in when inspected. I authorise the Agent to obtain personal information about me from: (a) The owner or the Agent of my current or previous residences; (b) My personal referees and employer/s; (c) Any record listing or database of defaults by tenants; Any record listing or database of defaults by tenants such as TICA, NTD or TRA for the purpose of checking your tenancy history. I am aware that I may access my personal information by contacting: TICA 1902 220 346 NTD 1300 563 826 TRA (02) 9363 9244 I am aware that the Agent will use and disclose my personal information within this application in order to: (a) communicate with the owner and select a tenant (b) prepare lease/tenancy documents (c) allow trades-people or equivalent organisations to contact me (d) lodge/claim/transfer to/from a Bond Authority (e) refer to Tribunals/Courts & Statutory Authorities (where applicable) (f) refer to collection agents/lawyers (where applicable) (g) complete a check with TICA I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.
Signature <input type="text"/> Date <input type="text"/>

F. APPLICANT HISTORY

9. How long have you lived at your current address?

Years Months

10. Why are you leaving this address?

11. Landlord/Agent details of this property (if applicable)
Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$

12. What was your previous residential address?

Postcode

13. How long did you live at this address?

Years Months

14. Landlord/Agent details of this property (if applicable)
Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$

Was bond refunded in full?

If not why not?

Please answer the following questions:

Yes No

Have you ever been evicted by any landlord or agent?

Have you ever been refused another property?

Are you in debit to another landlord or agent?

Is there any reason that would affect your rent payment?

G. EMPLOYMENT HISTORY

15. Please provide your employment details

What is your occupation?

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

Net Income

Years Months

\$

16. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

Net Income

Years Months

\$

H. CONTACTS / REFERENCES

17. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

18. Please provide 2 personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

I. OTHER INFORMATION

19. Car Registration

20. Please provide details of any pets

Breed/type

Council registration / number

1.

2.

J. PAYMENT DETAILS

Property Rental

\$ per week Or \$ per month

First payment of rent in advance

\$

Rental Bond (4 weeks rent):

\$

Sub Total

\$

Less: deduct deposit (see below)

\$

Amount payable on signing tenancy agreement

\$

K. HOLDING FEE

HOLDING FEE

Reservation Period

Days

The Landlords Agent undertakes:

- a) The premises will not be let during the Reservation Period, pending the agreement of a residential tenancy agreement:
- b) The whole fee will be refunded if the Landlord does not carry out (during the Reservation Period) repairs or other work on which it is a condition to enter into a residential tenancy agreement:
- d) If the applicant decides not to enter into a residential tenancy agreement, the Landlord will retain the entire holding fee
- e) If a residential tenancy agreement is entered into, the holding fee is to be contributed towards rent for the premises.

Signature of Landlords Agent

Date