

**FORM 003**

## TENANCY APPLICATION

You can apply for our rental properties in-person at our kiosk, by fax or by email  
 Kiosk Hours: Monday – Friday 9.00am – 5.00pm; Saturday 9.00am – 12.00pm

**Help us get an answer for you sooner – complete the following checklist BEFORE lodging your application:**

1	All persons 18 & over (except dependent children) residing at the property must complete & sign the application	
2	Each applicant must provide at least 100 points of ID	

### IDENTIFICATION:

**Step 1.** You must provide at least one of each of the following types of ID:

Applicant	1	2
Photo ID		
Current Name		
Current Address		
Proof of Income		

**Note:**

- One form of ID may cover 2 or more of the above requirements, eg your driver's license
- If you are unable to provide 100 points of ID, please speak with the Property Manager
- We can photocopy your ID at the kiosk if necessary, at no charge
- Faxed or scanned/emailed copies of your ID must be legible

**Step 2.** You must provide a minimum of 100 points of ID based on the following point allocations:

Applicant		1	2
<b>70 Points</b>	Passport		
	Full Birth Certificate		
	Citizenship Certificate		
<b>40 Points</b>	Government Issued 18+ Card		
	Government Issued Driver's License		
	Government Issued Employment ID Card		
	Government Issued Health Care Card		
	Student Photo ID card		
<b>25 Points</b>	Pension or Centrelink Card		
	Medicare card		
	Council/Water rates notice		
	Vehicle registration papers		
	Credit card statement		
	Electricity/Gas/Phone bill		
	Bank Statement (showing your name & address)		
	Tenancy rental ledger		
	Rent bond receipt		
Previous tenancy agreement			
<b>Total Points</b>			

## INFORMATION PRIOR TO MOVING IN CONDITIONS OF TENANCY

### RENT & BOND

Once you are notified that your application has been approved you must pay a minimum of one week's rent within 24 hours to secure the property.

We will continue to advertise/show the property and take applications until your payment is received – this may result in the property being rented to another person.

You must pay a second week's rent plus the bond (equivalent to four week's rent) prior to receiving the keys for the property. So in total you will need to pay a minimum of two week's rent + four week's bond before you get the keys for the property.

We accept DOH bond loans, however we cannot accept bond transfers from other properties.

You can pay the rent & bond by internet transfer or by EFTPOS, Bank Cheque or Money Order at our kiosk.

NB: Daily limits on EFTPOS transactions vary from bank to bank and customer to customer. The daily limit on your account may prevent you from paying the full bond and/or rent in one transaction. You may need to allow time to pay over a few days or arrange for a limit increase to enable the transaction to go through.

**Paying by Internet Transfer:**

Account Name Maison Real Estate Trust Account  
1 BSB 184-446  
Account Number 301915229  
1 Deposit Reference Property Address/Your Surname

***Sorry – we cannot accept cash***

**Paying at the Kiosk:**

EFTPOS (savings or cheque accounts only, no credit)  
or  
Bank Cheque or Money Order made payable to  
Maison Real Estate Trust Account

**COLLECTION OF KEYS**

Keys can only be released on or after the start date of your tenancy agreement, not before.

Keys can only be released once all tenants have signed the tenancy agreement & all required monies paid.

**BOND LODGEMENT**

You will need to inform our office of the portion of bond each tenant is contributing if it is not an even share.

**UTILITY CONNECTIONS**

Tenants are responsible for arranging connection of utilities such as electricity/gas at the commencement and disconnection at the end of their tenancy. Any connection costs/deposits are the tenant's responsibility.

**ENTRY CONDITION REPORT**

You will receive an Entry Condition Report to complete when you collect the keys. You should note anything not already recorded on the report when you move in. You must **return the report to us within three (3) days** of the commencement of your tenancy. We will give you a copy and keep the report on file so it can be referred to when you vacate the property.

**ROUTINE INSPECTIONS**

Routine inspections of the property will be done every 3-4 months. Entry Notices are issued in accordance with the Residential Tenancies Act. For logistical reasons it is not possible to change the date or time of the inspections. You may choose to be home for the inspections, however it is not required. We will use the office keys to access the property if you are not home. Please note, photographs showing the general condition of the property and any specific maintenance matters will be taken during inspections.

**CONTACT DETAILS**

We require your telephone numbers and email addresses so we can contact you when required. If your contact details change during your tenancy please notify us as soon as possible so we can update our records.

**TENANT DEFAULT AGENCY (TICA)**

Our office is a member of TICA, which is a tenant default/"tenant blacklist" agency. Should you default in your rent or breach a term of your Tenancy Agreement you may be listed with TICA. Once listed, the information will remain on the database for a minimum of 5 years. This will affect your ability to obtain rental housing anywhere in Australia for several years.

**YOU ARE RESPONSIBLE FOR YOUR RENTAL HISTORY**

We look forward to a harmonious agent/tenant relationship. Should you experience financial hardship or experience an unforeseen change in circumstances during your tenancy, it is imperative you contact us as soon as possible to discuss the options. Being proactive can prevent a difficult situation from getting worse.

OFFICE USE ONLY	Application Received Date: ____/____/____	Time: _____ am/pm
All Applicants details complete & signed <input type="checkbox"/> 100 pts ID for each applicant <input type="checkbox"/> Sample T/A / Annexure A & F17a Given / Emailed <input type="checkbox"/>		

## TENANCY APPLICATION

ADDRESS: \_\_\_\_\_

Total Number of Persons to Reside in Property: _____	Do any of the applicants/residents smoke? _____
Name and age of <b>everyone</b> who will reside at the property (including applicants):   	
How many cars will be kept at the property? _____ Any other vehicles to be kept at the property? _____	
Pets: _____ If yes, what type, breed & how many?	
Are any of the applicants listed on TICA, been evicted from a rental property, or are in debt to a Landlord or Agent? Details :	

### APPLICANT ONE

### APPLICANT TWO

<p><b>PERSONAL DETAILS</b></p> <p>Full Name: _____</p> <p>Any other name you have been known by: _____</p> <p>DOB ____/____/____ License/18+card #: _____</p> <p>Contact Numbers: Mobile: _____</p> <p>Work: _____ Home: _____</p> <p>Email: _____</p> <p>Passport No: _____</p> <p><b>CURRENT ADDRESS:</b> _____</p> <p>_____</p> <p><input type="checkbox"/> Renting   <input type="checkbox"/> Buying   <input type="checkbox"/> Boarding   <input type="checkbox"/> Owned Outright</p> <p>\$ _____ per</p> <p>Managing Agent / Landlord / Selling Agent details:</p> <p>Name: _____</p> <p>Phone: _____ Fax: _____</p> <p>Email: _____</p> <p>How long have you lived there:    /    /    to    /    /</p> <p>Why are you leaving: _____</p>	<p><b>PERSONAL DETAILS</b></p> <p>Full Name: _____</p> <p>Any other name you have been known by: _____</p> <p>DOB ____/____/____ License/18+card #: _____</p> <p>Contact Numbers: Mobile: _____</p> <p>Work: _____ Home: _____</p> <p>Email: _____</p> <p>Passport No: _____</p> <p><b>CURRENT ADDRESS:</b> _____</p> <p>_____</p> <p><input type="checkbox"/> Renting   <input type="checkbox"/> Buying   <input type="checkbox"/> Boarding   <input type="checkbox"/> Owned Outright</p> <p>\$ _____ per</p> <p>Managing Agent / Landlord / Selling Agent details:</p> <p>Name: _____</p> <p>Phone: _____ Fax: _____</p> <p>Email: _____</p> <p>How long have you lived there:    /    /    to    /    /</p> <p>Why are you leaving: _____</p>
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**APPLICANT 1**

**APPLICANT 2**

<b>PREVIOUS ADDRESS:</b> _____ _____ <input type="checkbox"/> Renting <input type="checkbox"/> Buying <input type="checkbox"/> Boarding <input type="checkbox"/> Owned Outright \$ _____ per Managing Agent / Landlord / Selling Agent details: Name: _____ Phone: _____ Fax: _____ Email: _____ How long did you live there:   /   /   to   /   / Why did you leave: _____	<b>PREVIOUS ADDRESS:</b> _____ _____ <input type="checkbox"/> Renting <input type="checkbox"/> Buying <input type="checkbox"/> Boarding <input type="checkbox"/> Owned Outright \$ _____ per Managing Agent / Landlord / Selling Agent details: Name: _____ Phone: _____ Fax: _____ Email: _____ How long did you live there:   /   /   to   /   / Why did you leave: _____
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**INCOME DETAILS**

Current Employment Details	Current Employment Details
Occupation: _____ Employer: _____ Address: _____ Contact Name/Number: _____ Period of Employment: _____ Income (net) \$ _____ per <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual (   hours per week)	Occupation: _____ Employer: _____ Address: _____ Contact Name/Number: _____ Period of Employment: _____ Income (net) \$ _____ per <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual (   hours per week)
Previous Employment Details	Previous Employment Details
Occupation: _____ Employer: _____ Address: _____ Contact Name/Number: _____ Period of Employment: _____ Income (net) \$ _____ per <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual (   hours per week)	Occupation: _____ Employer: _____ Address: _____ Contact Name/Number: _____ Period of Employment: _____ Income (net) \$ _____ per <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual (   hours per week)
<b>Self Employed</b> ACN/ABN: _____ Business Name: _____ Occupation: _____ Year Established: _____ Address/Contact Details: _____ _____ Accountant: _____ Income \$ _____ per Please provide evidence eg, P & L or Tax Return	<b>Self Employed</b> ACN/ABN: _____ Business Name: _____ Occupation: _____ Year Established: _____ Address/Contact Details: _____ _____ Accountant: _____ Income \$ _____ per Please provide evidence eg, P & L or Tax Return

**APPLICANT 1**

**APPLICANT 2**

**INCOME DETAILS - CONTINUED**

Social Security Benefits/Other Income: Type of Benefits/Income: _____ Total Income \$ _____ per Other Income (eg. Savings or Investments): _____ Amount \$ _____ per	Social Security Benefits/Other Income: Type of Benefits/Income: _____ Total Income \$ _____ per Other Income (eg. Savings or Investments): _____ Amount \$ _____ per
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<b>PERSONAL REFEREE</b> Name: _____ Address: _____ Phone/Email: _____ Relationship: _____	<b>PERSONAL REFEREE</b> Name: _____ Address: _____ Phone/Email: _____ Relationship: _____
<b>EMERGENCY CONTACT</b> Relative/Friend <b>not living with you</b> to contact in an emergency: Name: _____ Address: _____ Phone/Email: _____ Relationship: _____	<b>EMERGENCY CONTACT</b> Relative/Friend <b>not living with you</b> to contact in an emergency: Name: _____ Address: _____ Phone/Email: _____ Relationship: _____

**OTHER INFORMATION** (any additional information that will assist us in processing your application):

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## TERMS & CONDITIONS – AUTHORITY/PRIVACY DISCLAIMER

I/We, accept the property in its present condition <input type="checkbox"/> Yes <input type="checkbox"/> No If NO – state reasons: _____	
_____	
I/We acknowledge I/we have been advised that the property is:	fully water efficient (full water usage payable) <input type="checkbox"/>
not fully water efficient (excess water usage payable) <input type="checkbox"/>	not separately metered (no water usage payable) <input type="checkbox"/>

I, the applicant, do solemnly and sincerely declare that the information provided in this application is true and correct. I have inspected the property and wish to take a tenancy on the property for \_\_\_\_\_ months from \_\_\_\_/\_\_\_\_/\_\_\_\_ at \$\_\_\_\_\_ per week rent and confirm that this rent is within my means. I agree to pay the bond of \$\_\_\_\_\_ and two weeks rent before taking occupancy of the property.

I acknowledge that I have read and accept the “Information prior to moving in – Conditions of Tenancy” on pages 1 and 2 of this application form.

I agree that acceptance of this application is subject to a satisfactory report as to my credit worthiness as a tenant and authority is hereby given to Maison Real Estate (the Agent) to check credit references, employment details, previous rental references, tenant default registry databases (TICA and Barclay MIS), personal referees and any other searches which may verify the information provided by me.

I authorise the Agent to give information to the lessor of the property, credit providers, utility providers, tenant default agencies and referees named in this application and understand this can include information about my credit worthiness, credit standing, credit history or credit capacity.

Once a Tenancy Agreement has been entered into I agree that should I fail to comply with my obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry agents and/or other real estate agents.

I understand that once this application has been approved by the lessor and the Agent has communicated acceptance of this application to me, this tenancy shall be binding upon me as tenant and the property owner as lessor and I agree to pay the first week’s rent to the agent within 24 hours of notification of approval of this application.

I accept that if my application is rejected for whatever reason, the Agent is not obliged to provide me with any details regarding the decision. I understand that applications that are declined are held on file for one month after which time all details held are destroyed and disposed of.

IMPORTANT PRIVACY NOTE: The information provided in this application is used to determine suitability of the applicant/s. If you have any concerns regarding the privacy of your information please refer to the Property Manager.

<b>Applicant 1</b>	<b>Applicant 2</b>
Signature:	Signature:
Date:	Date: