



Metropole Property Management

TENANCY APPLICATION FORM

IMPORTANT: You Must Read This Information Prior To Completing Your Application Form. If Your Form Is Not Filled In Correctly It Will Not Be Processed And You May Miss Out On The Property.

1. One application must be filled in for each person wanting to reside in the property.
2. Applications that are not complete will not be processed.
3. Applicants must inspect the inside of the property prior to being approved.
4. If you are successful you will be required to pay bond and one months rent in advance to secure the property. CASH WILL NOT BE ACCEPTED. All parties will be required to attend a sign-up appointment within 24-48 hours of acceptance. You can pay via money order or bank cheque. No personal cheques.

Your application must contain copies of proof of identification.
Outlined below are examples of suitable proof. If these are not present your application will not be processed.

1. Identification We require 100 points of identification as per the options list below
 - ü Drivers License, Passport, 18+ Card, Copy of Birth Certificate 50 points per item
 - ü Copy of ATM Card, Credit Card, Phone/Electricity or Gas Account 25 points per item

Acceptance of this tenancy application will not be acknowledged until all pages are completed and signed.

Metropole Property Management
Level 2, 181 Bay Street
Brighton Vic 3186
Tel: 03 9591 8800 Fax: 03 9591 8899
Email: rentals@metropole.com.au

Residential Tenancy Application Form
For your application to be processed you must answer all questions
(including the reverse side)

1. Agent Details



Phone no: 03 9591 8800
Fax no: 03 9591 8899

Melbourne

Address: Level 2, 181 Bay Street, Brighton VIC 3186

ID: 12757

2. Property Details

Address _____

Suburb _____ Postcode _____

Lease Term _____ Years _____ Months _____

Date Property is to be occupied _____ / _____ / _____

Name of other Applicants to Occupy the Property _____

Adults _____ Children (age) _____

Have you viewed the property? Y / N _____ Date _____ / _____ / _____

3. Personal Details

Title _____ First Name _____ Middle Name _____

Last Name _____

Date of Birth _____ / _____ / _____ Age _____

Current Address _____

Suburb _____ Postcode _____

Drivers Licence Number _____ State of Issue _____

Car Registration _____

Alternate ID (eg passport) _____ No

Pension Type (if applicable) _____ No

Please provide contact details _____

Home Ph _____ Mobile Ph _____

*Email _____

Occupation _____ Work No _____

Employer Company Name: _____

Please provide a contact number you are available on all day, ph: _____

4. Emergency Contact

Please provide an emergency contact not residing with you _____

First Name _____ Surname _____

Relationship _____ Phone No _____

Address _____

Suburb _____ Postcode _____

5. Payment Details

Property Rental _____ Per Week \$ _____ or _____ Per Month \$ _____

First Payment of rent in advance _____ \$ _____

Rental Bond (1 Month Rent) _____ \$ _____

Sub Total _____ \$ _____

6. Utility Connections



Phone: 1300 554 323
Email: info@connectnow.com.au
Internet: www.connectnow.com.au

A Free Service - Connecting Your Home Services Has Never Been Easier!

connectnow is a simple and convenient time saving service assisting with your Telephone, Electricity & Gas connections to some of Australia's leading providers. connectnow also provide a range of additional services to compliment your household utilities, such as Internet & Pay TV.

This is a value-added service independent of your tenancy application - you are not obligated to use connectnow.

If you would like connectnow to contact you to discuss any of the above services please tick the box and a connectnow representative will make all reasonable efforts to contact you within one working day of receiving an application. If we are unable to contact you within this period please contact connectnow on 1300 554 323 to ensure connection can be completed by your requested date.

It is the responsibility of the Tenant to ensure that the Main Electricity Switch is in the "Off Position" between 7am & 7pm on the day connection is required and that there is easy access to the property.

While the connectnow service is **FREE**, standard service provider connection fees and charges still apply. You pay **NO** extra charges as a result of using the connectnow service.

Please Contact Me YES NO

7. Declaration

A)
I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997.

I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from 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 authorise the Agent to obtain details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, any record, listing or database of defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.

B)
If section 6 is complete please note that the following terms will apply if you ask us to contact you. Firstly you will be consenting to connectnow Pty.Ltd. A.B.N. 79 097 398 662 arranging for the connection and disconnection of the nominated home services and to providing information contained in this application to the service providers for this purpose. I agree that neither connectnow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames and terms and conditions once the client has agreed to use the chosen service provider. I authorise the obtaining of a National Metering Identifier (N.M.I.) on my residential address to obtain supply details. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that connectnow Pty Ltd will be paid a fee by the service provider and will be paying a fee to the Agent in respect of the provision of the service being provided to me by connectnow Pty Ltd.

PRIVACY POLICY:

The privacy of connectnow customers is of vital importance to connectnow. You have the right to access connectnow records of your information under the Privacy Act. connectnow will not release your personal information to any third party other than for the purposes of connecting the nominated utility service, unless required to do so under law or government order.

Signed: _____ **Date** _____ / _____ / _____

Propertyupdate.com.au

Upon signing this application form, Metropole Properties Melbourne Pty Ltd will subscribe you to propertyupdate.com.au to receive Australia's leading Property Investment e—magazine for **FREE!** It's packed full of strategies and insights into property investment, tax and finance from some of Australia's top property experts. Whether you are a beginner investor or a seasoned pro, we've got timely information to reach your financial goals.....delivered fortnightly direct to your *email inbox.

No—please do not register my details

8. Applicant History

How long have you lived at your current address? Years Months

Are you the owner tenant .

Name of Landlord/Agent (If applicable)

Phone No

Rent Paid per month \$

Reason for leaving

Was bond repaid in full? Yes No If No, please specify why:

What was your previous residential address?

Suburb Postcode

How long have you lived at your current address? Years Months

Name of Landlord/Agent (If applicable)

Phone No

Rent Paid per month \$

Reason for leaving

Was bond repaid in full? Yes No If No, please specify why:

9. Employment Details

Employers Name

Employment Address

Suburb Postcode

Employer Phone No

Contact Name

Length at current employment Years Months

Net Income Per Week \$ Per Month \$

NB: If self employed please provide relevant details.

10. Previous Employment Details

Occupation

Employers Name

Employment Address

Suburb Postcode

Employer Phone No

Contact Name

Length at previous employment Years Months

Net Income Per Week \$ Per Month \$

16. How did you find out about this property? (Please Tick)

RENT LIST INTERNET OFFICE FOR LEASE BOARD OTHER _____

100 Point I.D Check –

Photo ID (each) 50 Birth Certificate 10 Other ID 20 Last 4 Rent Receipts 50 2 Written References 20 Copy of Utilities Bill 10 Rego Papers 10

11. Social Security Benefits

Type

Per Week\$ Per Month\$

12. If Student, please complete the following

Place of Study

Course being undertaken

Course Length

Income

Parents Address Overseas

13. Other information

Do you have pets? Yes No If Yes, please specify:

14. Personal Referees

1. Reference name

Occupation

Relationship Phone No

Notes

1. Reference name

Occupation

Relationship Phone No

Notes

15. Office Use Only

Lease Start Date / /

Car Space/Garage

Landlord's Name

Lease to be signed on

Signed: Date / /

NTD Check Y / N
Defaults _____
Judgements _____
Comments _____

Current Tenancy
Date/Time _____
Contact _____
Rental _____
Property _____

Previous Tenancy
Date/Time _____
Contact _____
Rental _____
Property _____

Current Employment
Date/Time _____
Contact _____
Comments _____

Landlord Approved Yes/No Date / /

Metropole Property Management



Agent Name: Metropole Properties Melbourne P/L
ABN: 13 103 554 510
Address: Level 2, 181 Bay Street
Brighton Vic 3186
Phone No: 03 9591 8800
Fax No: 03 9591 8899
Email: rentals@metropole.com.au
Web: www.metropole.com.au

RESIDENTIAL TENANCY APPLICATION FORM

Please sign and date this form for your application to be processed

This form is to be accompanied by an Application for Tenancy. Your application for tenancy cannot be accepted unless this has been completed in full and signed.

Due to changes in the Privacy laws from December 21, 2001, all property managers must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully and once completed, return it to the office of Metropole Property Management with your tenancy application.

As professional property managers, Metropole Property Management collects personal information about you. To ascertain what personal information we have about you, you can contact us by the following ways:

Telephone: 03 9591 8800
Facsimile: 03 9591 8899
Email: rentals@metropole.com.au
In person: Level 2, 181 Bay Street, Brighton

Primary Purpose

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested and if the risk is considered acceptable, to providing you with the lease/tenancy of the premises.

To carry out this role and during the term of your tenancy, we may disclose your personal information to the following:

The landlord, the landlord's lawyers mortgagee – for mortgage purposes, referees you have nominated, organizations/trades people required to carry out maintenance to the premises, rental bond authorities, Residential Tenancies Tribunals/Courts, collection agencies, National Tenancies Database Pty Ltd, other real estate agents and landlords, utilities companies such as gas, electricity, water connection, telephone connection, banks – for rental payment facilities and financial records, employers – for reference purposes.

PLEASE NOTE:

1. This application is subject to the owner's approval and may take 2-3 days to process.
2. All applicants must complete an application form.
3. Initial bond payment must be paid in the form of a **bank cheque** or **money order** and made payable to the **Residential Tenancies Bond Authority** (personal cheques or cash will not be accepted).
4. Initial rental payments must be paid in the form of a **bank cheque** or **money order** made payable to **Metropole Properties Melbourne** (personal cheques will not be accepted).
5. The applicant hereby agrees to a credit check being carried out by the National Tenancies Database.
6. The applicant acknowledges that the property is in a reasonable clean condition and in good repair as inspected.

Tenancy acceptance

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible but please remember we may be processing many applications at the same time. To assist us, please fill out ALL the required details on the application and ensure your completed application is returned to our office as quickly as possible.

Unsuccessful Applications

Should your application be unsuccessful, you will be advised, however, should you wish to apply for another property, we will hold over your application for you.

Successful Applicants

Should your application be successful, you will be notified by phone and request to confirm your tenancy. We require the lease to be signed and one month's rent to be paid within 24 hours of confirming to secure your tenancy. The property manager will supply you with these amounts at the confirmation of your tenancy.

Keys will only be handed out when all parties have signed the tenancy agreement, Bond Lodgement Form, all monies have been paid and the tenancy has commenced.

No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.

Signing of tenancy agreements and the payment of the first months rent can be undertaken at the office indicated by your property manager.

It is policy of Metropole Property Management that all rental payments are made via Direct Debit or Electronic Deposit.

Signed by:

Applicant: _____

Print Name: _____

Date: _____

Witness: _____