

# Tenancy Application Form

Property Address:



**Enrich  
Realty Group**

**ENRICH REALTY GROUP**

405 Collins Street, Melbourne VIC 3000

Phone: 03 9277 3999

[info@enrichrealty.com.au](mailto:info@enrichrealty.com.au)

[www.enrichrealty.com.au](http://www.enrichrealty.com.au)



## IN PROCESSING YOUR TENANCY APPLICATION

We endeavour to process all tenancy applications as soon as possible. Please ensure that all questions are answered in detail and include all information requested for speedy process.

Successful applicants will receive a phone call confirming their approval. Unsuccessful applicants will receive an SMS message.

## SUPPORTING DOCUMENTATION REQUIRED:

- Bank statements for the past 3 months (payslips will not be accepted)
- Tenant ledger from current/past Real Estate
- Centrelink Statements (if Applicable) and/or 2 Payslips
- If you are a home owner please supply a copy of a rates notice or sale contract

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**Please Note: We are unable to process your application without this information.**

## Please provide us with 100 POINTS of IDENTIFICATION & COPY OF SUPPORT DOCUMENTATION:

ITEM	POINTS	ITEM	POINTS
Current Driver's License	50	Copy of Mobile Phone Account	20
Passport	50	Copy of Medicare Card	20
Proof Of Age Card	50	Concession / Pension Card / Credit Card	10
Student ID Card	50	Copy of Electricity/Gas/Water Account	30 each

## 100 POINT IDENTIFICATION CHECK

The listed identification has been photocopied and is attached to this application.

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**Photocopying service (at your request): \$0.50 for Black & White / \$1.00 for Colour (Per Page)**

## INITIAL PAYMENT OF RENT AND BOND

Initial payments must be made by bank cheque or money order within 24hr of approval of application. No personal cheques will be accepted.

Keys will not be handed over until the lease agreement has been signed by all applicants and all payments have been received (First Month's Rent & Bond).

## IF YOU FILL OUT THE FREE UTILITIES CONNECTION SERVICE (Electricity, Gas, Phone, Broadband, Pay TV)

Please fill out the free utility connection service (MyConnect). If possible, request connection for one day prior to moving in. Connection can be any time on the requested day. The main electrical switch must be OFF. (Sometimes in units a second switchboard is installed - this must be off as well). Connections will not happen if power switch is left ON. Early connections are processed the next business day if lodged before 1pm the day prior.

Your personal information that has been provided to us in the application or collected from other sources is necessary for us to verify your identity and to process/evaluate the application and to manage the tenancy.

Thank you

Property Management Department

# Tenancy Application Form

**PROPERTY DETAILS — Property you would like to rent if this application is accepted?**

Proposed Property: \_\_\_\_\_ Post Code: \_\_\_\_\_

Rent Per Week: \$ \_\_\_\_\_ Bond Amount: \$ \_\_\_\_\_ Are you a smoker: YES / NO (circle)

Length of Tenancy: \_\_\_\_\_ Years \_\_\_\_\_ Months Tenancy to Commence: \_\_\_\_/\_\_\_\_/\_\_\_\_

How many tenants will occupy the property?: Adults \_\_\_\_\_ Children \_\_\_\_\_ Ages \_\_\_\_\_

Pets: Yes/No (circle) Types: \_\_\_\_\_ Reg? Y/N Breed/s: \_\_\_\_\_ Ages: \_\_\_\_\_ Inside/outside (circle)

Will you be applying for assistance from Ministry of Housing? YES / NO (circle) Inspected Property YES / NO (circle)

**FIRST APPLICANT**

Salutation \_\_\_\_ (Mr, Mrs, Ms) First Name: \_\_\_\_\_

Family/Last Name: \_\_\_\_\_

Date of Birth : \_\_\_\_/\_\_\_\_/\_\_\_\_ Drivers Lic #: \_\_\_\_\_

Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ License State: \_\_\_\_\_

Vehicle Registration: \_\_\_\_\_ State: \_\_\_\_\_

Passport No : \_\_\_\_\_ Passport country: \_\_\_\_\_

Pension No: (if applicable) \_\_\_\_\_ Type: \_\_\_\_\_

Phone: \_\_\_\_\_ Mob Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**SECOND APPLICANT AND/OR PARTNER**

Salutation \_\_\_\_ (Mr, Mrs, Ms) First Name: \_\_\_\_\_

Family/Last Name: \_\_\_\_\_

Date of Birth : \_\_\_\_/\_\_\_\_/\_\_\_\_ Drivers Lic #: \_\_\_\_\_

Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ License State: \_\_\_\_\_

Vehicle Registration: \_\_\_\_\_ State: \_\_\_\_\_

Passport No: \_\_\_\_\_ Passport country: \_\_\_\_\_

Pension No: (if applicable) \_\_\_\_\_ Type: \_\_\_\_\_

Phone: \_\_\_\_\_ Mob Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Current Rental History - Applicant 1**

Current Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

How long at Current Address?: \_\_\_\_\_ Years \_\_\_\_\_ Months

Reason for Leaving: \_\_\_\_\_ Rent: \$ \_\_\_\_\_

Landlord/Agent?: \_\_\_\_\_ Ph: \_\_\_\_\_

Bond Refunded: \_\_\_\_\_ Y/N If not why? \_\_\_\_\_

**Current Rental History - Applicant 2**

Current Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

How long at Current Address?: \_\_\_\_\_ Years \_\_\_\_\_ Months

Reason for Leaving: \_\_\_\_\_ Rent: \$ \_\_\_\_\_

Landlord/Agent?: \_\_\_\_\_ Ph: \_\_\_\_\_

Bond Refunded: \_\_\_\_\_ Y/N If not why? \_\_\_\_\_

**Previous Rental History - Applicant 1**

Previous Residential Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Length at previous Address?: \_\_\_\_\_ Years \_\_\_\_\_ Months

Reason for Leaving: \_\_\_\_\_ Rent: \$ \_\_\_\_\_

Landlord/Agent: \_\_\_\_\_ Ph: \_\_\_\_\_

Bond Refunded: \_\_\_\_\_ If not why? \_\_\_\_\_

**Previous Rental History - Applicant 2**

Previous Residential Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Length at previous Address?: \_\_\_\_\_ Years \_\_\_\_\_ Months

Reason for Leaving: \_\_\_\_\_ Rent: \$ \_\_\_\_\_

Landlord/Agent: \_\_\_\_\_ Ph: \_\_\_\_\_

Bond Refunded: \_\_\_\_\_ If not why? \_\_\_\_\_

**FREE UTILITY CONNECTIONS**


myconnect is a FREE and easy to  
use utility connection service

**Select utilities:**

☐ Water ☐ Electricity ☐ Gas

☐ Internet ☐ Phone ☐ Pay TV

Phone: 1300 854 478

Fax: 1300 854 479

Email: enquiry@myconnect.com.au

Web: www.myconnect.com.au

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.

☐ Tick here to opt out

**Employment History - Applicant 1**

Current Occupation: \_\_\_\_\_

Nature of your Employment: **FULL TIME / PART TIME/ CASUAL** (circle)

Current Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Employment: \_\_\_\_ Yrs \_\_\_\_ Mths Income: \$ \_\_\_\_\_ Net weekly

**Employment History - Applicant 2**

Current Occupation: \_\_\_\_\_

Nature of your Employment: **FULL TIME / PART TIME/ CASUAL** (circle)

Current Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Employment: \_\_\_\_ Yrs \_\_\_\_ Mths Income: \$ \_\_\_\_\_ Net weekly

**Previous Employment History - Applicant 1**

Previous Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Previous Employer's Ph: \_\_\_\_\_ Time Employed: \_\_\_\_

**Previous Employment History - Applicant 2**

Previous Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Previous Employer's Ph: \_\_\_\_\_ Time Employed: \_\_\_\_

**If you are a Student - Applicant 1**

Institution: \_\_\_\_\_ Dept: \_\_\_\_\_

Union No: \_\_\_\_\_ Student ID: \_\_\_\_\_

Income Source: \_\_\_\_\_ Income: \$ \_\_\_\_\_ Net PW

**If you are a Student - Applicant 2**

Institution: \_\_\_\_\_ Dept: \_\_\_\_\_

Union No: \_\_\_\_\_ Student ID: \_\_\_\_\_

Income Source: \_\_\_\_\_ Income: \$ \_\_\_\_\_ Net PW

**If you receive a Centrelink Payment**

Type: \_\_\_\_\_ Cust No: \_\_\_\_\_

Amount \$: \_\_\_\_\_ Per Fortnight

**If you receive a Centrelink Payment**

Type: \_\_\_\_\_ Cust No: \_\_\_\_\_

Amount \$: \_\_\_\_\_ Per Fortnight

**If Self Employed**

Accountant Name: \_\_\_\_\_ Ph: \_\_\_\_\_

Company Name: \_\_\_\_\_ ABN: \_\_\_\_\_

**If Self Employed**

Accountant Name: \_\_\_\_\_ Ph: \_\_\_\_\_

Company Name: \_\_\_\_\_ ABN: \_\_\_\_\_

**Emergency Contact - Applicant 1**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Mob Phone:** \_\_\_\_\_

**Relationship to you:** \_\_\_\_\_

**Emergency Contact - Applicant 2**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Mob Phone:** \_\_\_\_\_

**Relationship to you:** \_\_\_\_\_

**References - Applicant 1**

**1) Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Mobile Phone:** \_\_\_\_\_

**2) Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Mobile Phone:** \_\_\_\_\_

**References - Applicant 2**

**1) Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Mobile Phone:** \_\_\_\_\_

**2) Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Mobile Phone:** \_\_\_\_\_

**DECLARATION & AUTHORITY**

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.

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 declare that I have inspected the premises and am not bankrupt.

I also authorize the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence.
- (b) My personal referees and employer/s
- (c) Any record listing or database of defaults by tenants.
- (d) My Accountant or Payroll officer.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) Communicate with the owner and select a tenant.
- (b) Prepare lease/Tenancy documents.
- (c) Allow tradespeople 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 credit check with NTD (National Tenancies Database). If you wish to view your records or the information is not accurate, you can contact NTD on 1300 563 826 or [www.ntd.net.au](http://www.ntd.net.au) to amend or dispute the record.
- (h) Transfer water account details into my name.
- (i) Connect utilities through MyConnect.

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to the tenancy default database, and to agents/landlords of properties I may apply for in the future. I am aware that if the 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 the I may access personal information on the contact details above.

Applicant Signature: \_\_\_\_\_ Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant/Partner: \_\_\_\_\_ Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_