

MAISON

PROPERTY MANAGEMENT

Maison Property Management Group Pty Ltd
40 Gavey Street Mayfield NSW 2304
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maisonpm.com.au

Rental Application Checklist

Please ensure the following information is provided when returning the application to our office:

1. To help us verify your identity:	2. To help us verify your history:	3. To verify your ability to pay:
<ul style="list-style-type: none">- Drivers licence / 18+ Card- Passport- Certified Birth Certificate- All students to supply current Student ID card	<ul style="list-style-type: none">- Rental ledger (s)- Own Home Rates Notices- Written References	<ul style="list-style-type: none">- Pay slips / Employment- Contract- Tax Return if self employed- Bank Statements- Scholarship paperwork if applicable

Application Process

1. Hand in completed application and supporting documentation to Maison Property Management Office
2. Maison Property Management staff will process the application including verifying employment, current address, secure rental references and checking tenancy databases (TICA)
3. Once application is processed, decision is put to the property owner/s for final approval
4. Successful applicant/s will be contacted by Maison Property Management to organise a time and date to sign the lease
5. Reservation fee of 1st weeks rent to be paid to our office within 24 hours – This money then holds the property for the approved applicant until the lease is signed – Conditions Apply

(** Should the applicant withdraw from the property this reservation fee will not be refunded**)

Payments required when signing a lease (Subject to approval)

- Rent in advance – equivalent to 2 weeks' rent
- Bond – 4 weeks of weekly rent (paid direct to Rental Bonds Online)

Questions

Should you have any questions or have any issues completing this application, please do not hesitate to contact our office or come visit us at the office for further assistance.

TENANCY APPLICATION FORM

(One application per adult required to be submitted together along with the relevant supporting documentation listed below)

1. PREMISES DETAILS

Property applied for: _____

Other application/s to accompany this application: _____

Proposed Lease Start Date: _____ (ASAP is not a date- When are you wanting to move into the premises)

Proposed Lease Term: _____ months/years Rent per Week \$ _____

Unfurnished / Furnished (please circle)

The number of persons ordinarily living at the premises will be: Adults _____ Children _____

List the full name(s) and ages of all persons who will be ordinarily living at the premises:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

Pets: YES / NO (Inside / Outside) Type/Breed/ Council registration No: _____

2. APPLICANTS DETAILS

First name: _____ Last Name: _____

Date of Birth: _____

Phone No.: _____ (Mobile) _____ (Home)

Email Address: _____

Drivers Licence number: _____ State of issue: _____ Expiry Date: _____

Passport number: _____ Country of issue: _____ Expiry Date: _____

Concession / Pension Card: _____ Issued by: _____ Expiry Date: _____

All students to supply copy of current Student ID Card: _____ Expiry Date: _____

Car Registration (Number Plate): _____

3. ACCOMODATION HISTORY

Current Address: _____

Period of Occupancy: _____ to _____

Situation: Renting/Owned/Boarding/Other: _____

Landlord/ Agent Name: _____ Phone: _____

Rent: \$ _____ per week/ month Reason for leaving: _____

Previous Address: _____

Period of Occupancy: _____ to _____

Situation: Renting/Owned/Boarding/Other: _____

Landlord/ Agent Name: _____ Phone: _____

Rent: \$ _____ per week/ month Reason for leaving: _____

Are you currently in debt to any landlord / agent? Yes / No

Have you ever been issued with a termination / breach notice? Yes / No

4. EMPLOYMENT / INCOME

Position Held: _____ Wage / Salary: \$ _____

Period Employed: _____ Basis: Full Time / Part Time / Other

Current Employer: _____ Address: _____

Employer Phone: _____ Contact Person: _____

Other Income Source: _____ Amount: \$ _____

If studying, course being studied: _____

5. CHARACTER REFERENCE DETAILS (other than immediate family members)

Name: _____ Phone Number: _____

Relationship to Applicant: _____ Period Known: _____

Name: _____ Phone Number: _____

Relationship to Applicant: _____ Period Known: _____

6. USE OF THE PREMISES & ADDITIONAL TENANCY CONDITIONS / REQUESTS

Will the premises be used for anything other than residential purposes? YES / NO

If yes, attach details.

Detail additional tenancy conditions / requests / property concerns here:

In the case of emergency or urgent matters concerning your tenancy, please state your Emergency Contact below:

Emergency Contact Name: _____ Relationship: _____

Address: _____

Phone Number: _____

7. CONDITIONS & TERMS OF THIS TENANCY APPLICATION

The Applicant declares that:

- All the above details are true and correct and are hereby submitted for the landlord’s approval so that I may become a tenant of the premises;
- The Agent/ Landlord is authorised to cross reference relevant detail against the listed references and check through any reference check organisation that the Agent may be affiliated with; and
- The Applicant is not bankrupt or undischarged bankrupt or insolvent and that the applicant is able to meet all commitments and obligations of the Residential Tenancy Agreement;

The Applicant agrees that:

- The Applicant has inspected the premises applied for on: _____ and accepts its condition as is or stated their concerns in the area provided above; (“item6”);
- On being notified of the landlord’s acceptance of this application, verbally or in writing, to rent the premises from the Landlord under a Residential Tenancy Agreement drawn up by the Agent and, upon signing of the agreement, pay the bond and rent amount due by method acceptable to the Agent. Such payments to be cleared funds prior to occupancy;
- This Tenancy application, unless accepted, creates no legal obligation between parties; and
- The Applicant understands that the Agent/ Landlord is not required to give an explanation to the Applicant for any application not approved.

Privacy Policy

The personal information provided in this Application and collected as a result of checking and verifying this application is necessary for the Agent to verify the Applicant's identity, to process and evaluate the Application and, if successful, to manage the Tenancy. Information collected about the Applicant in this Application and during the course of the Tenancy if the Application is successful may be disclosed for the purpose for which it was collected to other parties including the Landlord, Referees, Other agents, Third Party Operators of the Tenancy Reference Databases including but not limited to 'TICA', Tradespeople and as required by legislative and regulatory requirements. Information already held on Tenancy Databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that Agreement, that fact other relevant information collected about the Application during the course of the tenancy may also be disclosed to the Landlord, Third Party Operators or Tenancy Reference Databases and/or other Agents. Applicants may review the information held by the Agent and can also correct this information if it is inaccurate, information or out of date.

8. RESERVATION FEE

In the event of this Application being approved by the Landlord, the Applicant will pay a Reservation Fee within 24 hours of approval equivalent to ONE (1) WEEKS RENTS to reserve the premises in favour of the Applicant for the period not exceeding 7 DAYS from the date of approval and lease to be signed within 14 DAYS of approval or on the date available. The premises will not be let during the Reservation period pending making of Residential Tenancy Agreement but will be advertised until such time as Lease is signed. If the Landlord decides not to proceed for whatever reason, the Landlord may retain so much of the Reservation Fee as is equal to the amount of rent that would have been paid (based on the proposed rent) during the period the premises were reserved but is required to refund the Applicant the remaining (if any) of the reservation fee. If a Residential Tenancy Agreement is entered into, the Reservation Fee is to be paid towards rent for the residential premises concerned.

Applicant Signature: _____ **Date:** _____

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

PLEASE COMPLETE AND SIGN THE ATTACHED REFERENCE CHECK FORM

PRIVACY STATEMENT: PRIVACY ACT 1988 COLLECTION NOTICE: The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the Applicant in this application and during the course of the tenancy, if the application is successful may be disclosed for the purpose for which it was collected to other parties including to the landlord, referees, other agents and third party operators of the Tenancy Reference Databases. Information already held on tenancy reference databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and/or other agents. If the Applicant would like to access the personal information the Agent holds, they can do so by contacting Maison Property Management at 40 Gavey Street Mayfield NSW 2304, Phone: 0401 619 401, Email: admin@maisonpm.com.au. The Applicant can also correct this information if it is inaccurate, incomplete or out of date. If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

Rental Reference Check

In accordance with the privacy Act (see above), I/We the undersigned authorise the recipient of this fax/email to supply information to Maison Property Management regarding my/our rental history.

APPLICANT TO COMPLETE TOP SECTION ONLY

Address of premise applied for: _____

Applicant name: _____

Current rental address: _____

Period of tenancy: _____ Rent paid per week: \$ _____

Managing agent: _____ Contact name: _____

Phone number: _____ Email: _____

Signature of applicant: _____ Date: _____

AGENT TO COMPLETE

Name and position of person filling out this form: _____

When did the lease commence? _____ Rent paid per week: \$ _____

If vacated, date vacated? _____

Was rent paid on time? YES / NO Specify problems: _____

Were the tenants issued with any Termination Notices: YES / NO

Reasons (please specify details): _____

Were there any inspections? YES / NO Result: _____

Were the lawns and gardens kept neat & tidy? _____

Did the tenants keep pets? YES / NO If yes, please state the number, type & breed: _____

Did the pets cause any damage? _____

Was the bond refunded in full? YES / NO If no, what claims were made and for how much? _____

Would you rent to the tenants again? YES / NO

Any further comments: _____

Signature of Agent: _____ Date: _____