

pj murphy

TENANCY APPLICATION



Residential Tenancy Application

100 Point identification requirements:

- ☐ Birth certificate or current passport (40 points) ☐ Driver's license (40 points) ☐ Current payslip or Centrelink statement (30 points)
☐ Bank card or Medicare card (30 points) ☐ Bank statement (20 points) ☐ Utility bill (20 points) ☐ Rates notice (20 points) (if applicable)

Property address: _____

Commencement Date: ____/____/____ Bond: OWN / GOVERNMENT (please circle)

Preferred Lease Term: 6 Months / 12 Months

Number of Adults: ____ Number of children: ____ Ages of children: _____

Pets: Yes / No Breed: _____ Age of pet: _____

Other applicants: _____

Personal details:

Date of birth: ____/____/____

Full name: _____ Maiden name: _____

Phone: _____ Mobile: _____ Work _____

Email: _____

Car Make/Model: _____ Rego: _____ No. of vehicles at premises: _____

Current housing:

Address: _____ Renting / Boarding / Owned

Current landlord / Agent: _____ Phone: _____

Rental Amount: \$_____ p.w. Period of occupancy: From: ____/____/____ To: ____/____/____

Reason for Leaving: _____

Previous rental/housing history:

Address1: _____ Town: _____ Postcode: _____

Current landlord / Agent: _____ Phone: _____

Rental Amount: \$_____ p.w. Period of occupancy: From: ____/____/____ To: ____/____/____

Reason for Leaving: _____

Was bond returned in full? Yes / No If not, why? _____

Student (if applicable):

Name of college, TAFE or Uni: _____

Course: _____

Student from: ____/____/____ to: ____/____/____ Income: \$_____p.w.

Employment:

Current employment: _____ From: ____/____/____ To: ____/____/____

Contact person: _____ Phone: _____

Position held: _____ full time / part time / casual

Current income: \$_____ net (per week / month)

Previous employment: _____ From: ____/____/____ To: ____/____/____

Contact person: _____ Phone: _____

Position held: _____ full time / part time / casual

Previous income: \$_____ net (per week / month)

If self-employed:

Business name: _____ Industry: _____

Income: _____ How long: _____

Address: _____ Accountant phone: _____

If you receive Centrelink payments:

Yes/No (please circle)

Type of payment: _____

Amount received: _____ net (per week / fortnight / month)

If you receive income from an investment property:

Address: _____ Town: _____ Postcode: _____

Amount received: _____ (per week / fortnight / month)


Emergency contact (other than living with you):

1. Name: _____ Relationship / known for: _____

Address: _____

Phone: _____ Mobile: _____ Work: _____

FREE Utility Connection Service







MyConnect offer a completely FREE service for home movers.





MyConnect will call you to arrange the connection of your required utilities at your new property.

☒ **Yes, please contact me**
☐ **Interpreter required**







☐ OR Tick here to opt out







We connect

 Electricity
  Gas
  Phone
  Internet

 Pay TV
  Truck hire
  Removals
  Insurance

Our retailers

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 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.

1300 854 478

enquiry@myconnect.com.au

myconnect.com.au

- I agree the Bond payable is equivalent to one month's rent (VIC) or four weeks rent (NSW) and two week's rent in advance before keys are collected for the tenancy.
- If accepted, I agree to pay one of the two week's rent in advance to the Managing Agent within 24 hours of acceptance, and sign a Residential Tenancy Agreement. I understand the property may not be held for me without this payment.
- If accepted and a Tenancy Agreement is prepared, should I wish to withdraw the application, I agree pay a lease preparation fee of \$55.00 and lose my holding deposit of one week's rent.
- I declare that I will inform the Managing Agent if I am bankrupt or an undischarged bankrupt, or associated with a business that is bankrupt, or associated with a business that is bankrupt or under administration. I accept that this does not preclude acceptance of the application, and that the info is treated confidentially.
- I declare that all information provided in this application is true and correct, and permit the Managing Agent to make independent inquiries of the information, and provide information to the Landlord for the purpose of assessing my application.
- Availability and adequacy of telephone and internet services are the responsibility of the applicant, prior to accepting tenancy of the property.
- PLEASE BE AWARE THAT IN THE EVENT THAT YOUR APPLICATION IS UNSUCCESSFUL, THERE IS NO REQUIREMENT FOR PJ MURPHY REAL ESTATE TO PROVIDE A REASON UNDER THE RESIDENTIAL TENANCIES ACT.

Signature: _____

Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

The form provides information about how we, PJ Murphy Real Estate handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application.

As a professional asset manager, PJ Murphy Real Estate collects personal information about you. The information collected can be accessed by you by contacting our office on the above number or address.

Primary Purpose

Before a tenancy is accepted, PJ Murphy Real Estate collects your personal information for the primary purpose of assessing the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property.

In order to assess your application, PJ Murphy Real Estate may disclose your personal information to all or any of the following:

- The Lessor / Owners for approval or rejection of your application
 - TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to record details of your application for tenancy with PJ Murphy Real Estate and assess the risk to our clients and verify the details provided in your application
 - Employers to validate information supplied in your application
 - Other Real Estate Agents or asset managers to assess the risk to our clients
- PJ Murphy Real Estate may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

Secondary Purpose

PJ Murphy Real Estate also has a number of secondary purposes for collecting your information. These purposes are related to your tenancy and as such, will only become applicable if your application for this property is successful.

During and after the tenancy PJ Murphy Real Estate may disclose your personal information to:

- Tradespeople to contact you for repairs and maintenance of the property
- Tribunals or Courts having jurisdiction seeking orders or remedies
- Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you
- TICA Default Tenancy Control Pty Ltd to record details of your tenancy history
- Lessors / Owners insurer in the event of an insurance claim
- Future rental reference to other asset managers / owners

In the event of a successful tenancy application the applicant's personal information may be recorded in the PJ Murphy Real Estate TICA Virtual Manager System, which will allow PJ Murphy Real Estate to be advised of any future tenancy applications you make. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to PJ Murphy Real Estate on a truthfully completed tenancy application form.

If you fail to provide your personal information and do not consent to the uses set out above, PJ Murphy Real Estate cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently, PJ Murphy Real Estate cannot provide you with the property you request to rent.

Signed by the Applicant/s

Name: _____ Signature: _____

Date: _____