

Email to: property.management@mariaselleck.com.au

APPLICATION FOR TENANCY

PLEASE NOTE: Each person over the age of eighteen (18) years who intends to occupy the premises MUST supply a separate application tenancy form. Your application must be fully completed, signed and dated before submitting.

Failure to do so will result in your application not being processed.

Applications will take approximately 48 hours (Mon-Fri) to process.

Property Address: _____
Date Viewed: ____/____/____ Commencement of Tenancy: ____/____/____
Rental Amount: \$_____ Length of Lease: _____

Who will occupy the premises: (Please circle and/or indicate the number of people below)		
Single	Couple	Family _____ people
		Multi-tenant _____ people
Name:	Age:	Relationship to other lease holders:
1.		
2.		
3.		

Applicant Details:

Title: Mr/Mrs/Ms/Miss/Dr	Name (first, middle & surname):		
Current Address:			
Home phone:	Work phone:	Mobile:	Fax:
Email address/s (work and personal):			
(w)		(p)	
Driver's licence number:	Date of birth:	Vehicle Registration: State:	

Current Rental Reference:

Property Address:		
Agency Name/Private Lessor:		Contact name:
Contact number/s: (w) _____ (m) _____		Period rented:
Rent paid: \$_____ per week	Reason for vacating:	Have you provided notice? <input type="checkbox"/> Yes <input type="checkbox"/> No

Initials: _____

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Previous Rental Reference (if current address less than 3 years):

Property Address:	
Agency Name/Private Lessor:	Contact name:
Contact number/s: (w) _____ (m) _____	Period rented:
Rent paid: \$ _____ per week	Reason for vacating:
If you do not have rental reference/s, please state why:	
Office Use Only:	

Current Employment:

Name of Employer/Company:	Company Address:
Position Held:	Contact Name & Number:
Length of employment:	Income: \$ _____ <input type="checkbox"/> week <input type="checkbox"/> fortnight <input type="checkbox"/> month
<input type="checkbox"/> Permanent <input type="checkbox"/> Casual <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	
If you are currently not employed, please state reason/s:	
Office Use Only:	

Previous Employment (if current employment less than 3 years):

Name of Employer/Company:	Company Address:
Position Held:	Contact Name & Number:
Length of employment:	Income: \$ _____ <input type="checkbox"/> week <input type="checkbox"/> fortnight <input type="checkbox"/> month
<input type="checkbox"/> Permanent <input type="checkbox"/> Casual <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	
Reason for leaving:	

Initials: _____

Email to: property.management@mariaselleck.com.au**Pets – please complete if you intend to have pets in or on the premises:**

Number of pets:	Type & Breed:	Sex:	Age:	Desexed: Yes / No
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Reference (not relatives and other than employment ref already provided):

Name:	Relationship:
Email:	Mobile:

Emergency contact (cannot be other applicants):

Name:	Relationship:
Email:	Mobile:

Upon submitting this application, please understand the following:

You agree to take the property as it was inspected (unless otherwise advised)

(Please circle) I wish to pay my rent

Fortnightly

Calendar Monthly

If your application is successful, you must be available to sign a tenancy agreement within **24 hours**, or at another agreed time

At the signing of the lease, you will be required to provide (depending upon your rent payment preference), one calendar months' rent in advance. This is to be paid by direct deposit into our Trust Account or either in a bank cheque or money order (no cash or personal cheques) made out to **ACT Property Management Trust**.

The amount equal to 4 weeks rent as your bond is due. This must be paid via direct deposit into our trust account, via credit card directly to ACT Bonds Office, a bank cheque or money order (no cash or personal cheques) made out to **ACT Property Management Trust**.

Keys will not be available for pick up until the lease start date, all required monies are paid in full (bond plus rent in advance), all relevant documents are completed and only during office hours.

Signed: _____

Dated: _____

Initials: _____

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The following must be completed before your application can be processed (please initial each section)

I, the applicant acknowledge that I will make no claim or demand nor commence litigation against the lessor or his agent should the premises be found to be unavailable due to occupation by another occupier. Initial: _____

I give permission for Maria Selleck Properties to conduct application reference checks at its discretion for the sole purpose of establishing credentials and suitability to enter into a tenancy agreement for the aforementioned property. Initial: _____

I am aware that the "The Renting Book" is available for my reference as a guide to the rights and responsibilities as a tenant, property owners or Real Estate Agent from the ACT Office of Fair Trading. Initial: _____

I, the applicant, do solemnly and sincerely declare that I am not bankrupt or an undischarged bankrupt. Initial: _____

If the property has lawns/gardens I understand that it is my responsibility to maintain the lawn/garden including watering and lawn mowing. Initial: _____

I, the applicant am aware that all rent in advance, after the initial rent payment, will be accepted by Direct Credit only and it is my responsibility to make any necessary arrangements with my bank prior to this. Initial: _____

I, the applicant am aware that Maria Selleck Properties uses a Residential Tenancy Database by the name of TICA. I understand the reason for this is to check my tenant history. I also understand I am able to obtain further information regarding TICA on their website at www.tica.com.au. Initial: _____

Maria Selleck Properties Privacy Act 1988 Collection Notice

The personal information the prospective tenant provides in this application or collected from the sources is necessary for the Agent to verify the Applicants 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 parties including the lessor, referees, and other agents and third party operators of tenancy reference data bases. Information already held on tenancy databases may also be disclosed to the Agent and/or lessor. 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 the tenancy reference databases and/or other agents.

If the applicant would like to access personal information the Agents holds, they can do so by contact Maria Selleck Properties – Property Management Division on ph: 02 6162 1234. The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, the Agency may not be able to process the applicant and manage the tenancy.

I, the Applicant acknowledge that I have read the about Privacy Collection Notice issued by Maria Selleck-Property Management Division. Initial: _____

I, the applicant if approved, will require a Defence Fair Clause if I am posted outside of the Canberra Region due to my defence employment to apply within this tenancy, giving four (4) weeks notice. I also understand that I am required to submit a copy of the defence posting. YES / NO Initial: _____

Name of Applicant: _____ Signature: _____ Date: _____

In the presence of: _____ Signature: _____ Date: _____

You are required to include evidence of your salary (which can consist of most recent pay advice, a letter from your employer, a bank account statement or other financial evidence) plus 100 points of identification, which at least one must be a photo ID.

Drivers licence	40 points	Previous 2 rent receipts	20 points	Motor vehicle rego certificate	10 points
Passport	40 points	Bank statement	10 points	Telephone account	10 points
Birth Certificate	30 points	Electricity account	10 points	Gas account	10 points
Medicare Card	20 points	Other photo id	30 points		

Initials: _____