

RENTING  
WITH MMJ.



## Tenancy Application

Your Partners in Property

MMJ SOUTH

231 Windang Road,  
WINDANG NSW 2528

02 4296 4444  
[mmjsouth@mmj.com.au](mailto:mmjsouth@mmj.com.au)



Real Estate

[mmj.com.au](http://mmj.com.au)



Surname		Date Viewed
Property Address	1:	
Property Address	2:	

# Rental Application Checklist

PLEASE READ THE FOLLOWING POINTS AND TICK THAT YOU HAVE COMPLIED WITH EACH BEFORE LODGING YOUR RENTAL APPLICATION

- ☐ I have physically viewed this property (if not, advise details) : \_\_\_\_\_ attended on my behalf
- ☐ I have completed all sections of the application form
- ☐ I have signed and dated the application form
- ☐ I have provided photocopies of the "Must provide" documentation (*note that any forms of identification bearing an address must match the applicant's current address*)

## MUST BE PROVIDED AS LEGIBLE PHOTOCOPIES

### MUST PROVIDE

- ☐ Drivers License, Proof of Age Card or Passport
- ☐ i. Employee - 3 most current pay slips or written confirmation from employer (must include start date, net wages, employer name and contact number)
- ☐ ii. Self employed - most recent PAYG statement  
- most recent BAS statement  
- most recent profit & loss statement
- ☐ iii. Other - relevant Centrelink confirmation or benefits
- ☐ Recent bank statement

## ONE OF THE FOLLOWING PAID ACCOUNTS IN YOUR NAME

### Other acceptable notices or accounts include:

- ☐ Electricity
- ☐ Water rates
- ☐ Council rates
- ☐ Home / Mobile phone account
- ☐ Vehicle registration
- ☐ Medicare card / TAFE card / Uni card

# YourPorter

## How do I use the YourPorter FREE CONNECTION SERVICE?

Complete the YourPorter FREE utility connection section on your Tenancy Application form to connect the utilities at your new property. Simply select the services you would like connected and sign the form.

Once YourPorter receives your details, they will call you within 24 hours to confirm your details and the services required.

It is best to request connection for one day prior to moving in, as electricity connections can occur at any time on the requested day.

## What services can YourPorter connect for me?

YourPorter offer a broad range of suppliers offering a variety of services.

YourPorter can connect you:

Electricity
Pay TV
Gas
Phone
Internet
Insurance
Home Loans

## Important Information regarding electricity connection

The main electrical switch at the rental property must be switched 'OFF' before the electricity can be connected (sometimes a second switchboard is installed inside the property, and this must also be switched to OFF'). Connections will not occur if the main switch is left in the 'ON' position on the day of the connection.

Although the Agent can assist with turning the switch 'OFF' on some occasions, ultimately it is the obligation of the tenant, not the agent, to ensure this has been done.

For more information ask your Property Manager or contact YourPorter on **1300 400 600** or visit [yourporter.com.au](http://yourporter.com.au)



# RENTAL TENANCY APPLICATION FORM

231 Windang Road, PO Box 31, Windang NSW 2528

www.mmj.com.au

Ph: 02 4296 4444

Fax: 02 4297 1547

ALL ACCOMPANYING IDENTIFICATION MUST BE SUBMITTED WITH THIS APPLICATION  
THIS APPLICATION CANNOT BE PROCESSED UNTIL ALL DETAILS ARE COMPLETED IN FULL

## PROPERTY DETAILS - Property you would like to rent

Proposed Property:

Names of all additional people applying for this property

Rent per week proposed Property \$  per week

Proposed Lease term (circle) 6 months or 12 months

Property Commencement date

How many tenants will occupy the Property?

Adults

Children

Ages

Pets: YES / NO (Circle) Breeds

Smokers: YES / NO (Circle)

## A. PERSONAL DETAILS

Please give us your details

Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other ☐

Given Name(s)

Surname

Date of Birth

Driver's licence number

Driver's licence expiry date

Driver's licence state

Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email address

## B. APPLICATION DETAILS

Your application will not be processed unless you provide photocopies of all of the relevant documents as detailed on the front page. If you require our office to photocopy any documents there will be a charge of \$1 per page.

*\* for occupants over the age of 18 yrs, it is essential that each person who wishes to reside on the premises complete an application form in full.*

### Terms & Conditions

I authorise that the above information may be used to carry out a credit check on me. I also agree that should I be in breach of any express or implied provisions of the tenancy agreement or any provisions of the residential Tenancies Act, that I will pay the Landlord's cost incurred in undertaking collection action to recover his or her losses.

## C. CURRENT APPLICATION ADDRESS

What is your current address?

Postcode

How long have you lived at your current address?

Years

Months

Why are you leaving this address?

Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$

## D. PREVIOUS APPLICATION ADDRESS

What was your previous residential address?

Postcode

How long did you live at this address?

Years

Months

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$

E. EMPLOYMENT HISTORY	
<b>Please provide your employment details</b>	
What is your occupation?	
<div></div>	
What is the nature of your employment? (FULL TIME/PART TIME/CASUAL)	
<div></div>	
Employer's name (inc. accountant if self employed or institution if student)	
<div></div>	
Employer's address	
<div></div>	
Postcode	
Contact name	Phone no.
<div></div>	<div></div>
Length of employment	Net Income
<div></div> Years <div></div> Months	\$ <div></div>

F. PREVIOUS EMPLOYMENT HISTORY	
<b>Please provide your previous employment details</b>	
What is your occupation?	
<div></div>	
What is the nature of your employment? (FULL TIME/PART TIME/CASUAL)	
<div></div>	
Employer's name (inc. accountant if self employed or institution if student)	
<div></div>	
Employer's address	
<div></div>	
Postcode	
Contact name	Phone no.
<div></div>	<div></div>
Length of employment	Net Income
<div></div> Years <div></div> Months	\$ <div></div>

H. CONTACTS / REFERENCES	
<b>Please provide a contact in case of emergency</b>	
Surname	Given name/s
<div></div>	<div></div>
Relationship to you	Phone no.
<div></div>	<div></div>
<b>Please provide 2 personal references (not related to you)</b>	
1. Surname	Given name/s
<div></div>	<div></div>
Relationship to you	Phone no.
<div></div>	<div></div>
2. Surname	Given name/s
<div></div>	<div></div>
Relationship to you	Phone no.
<div></div>	<div></div>

H. UTILITIES CONNECTION	
<div><div>YourPorter</div><div>Telephone: 1300 400 600 Fax: 1300 326 468 www.yourporter.com.au</div></div>	
<b>YourPorter is a FREE service connecting utilities and other services.</b> If the Agent approves this application, YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.	
<input type="checkbox"/> Electricity	<input type="checkbox"/> Telephone
<input type="checkbox"/> Gas	<input type="checkbox"/> Internet
<input type="checkbox"/> Car Insurance	<input type="checkbox"/> Home Loans
<input type="checkbox"/> Life Insurance	<input type="checkbox"/> Home & Contents Insurance
<input type="checkbox"/> Pay TV	<input type="checkbox"/> Health Insurance

**DECLARATION AND ACCEPTANCE:**

I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service providers to contact me for the connection of services as offered by YourPorter.

I/We acknowledge that if I/We do not provide my/our personal information, YourPorter will not be able to provide these services to me/us. YourPorter will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

I/We acknowledge that YourPorter may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter will otherwise collect, hold, use and disclose personal information in accordance with their privacy policies, which are available at [www.yourporter.com.au/general/privacy-policy/](http://www.yourporter.com.au/general/privacy-policy/). YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees).

I/We acknowledge that neither YourPorter nor the Agent accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application, I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

Signature	Date
<div></div>	<div></div>

I. PRIVACY STATEMENT	
1.	I declare that all the information contained in this application is true and correct, and that the information is provided of my own free will, and am not bankrupt. I further authorise the Agent to contact any of the referee or references supplied by me in this application for verification of the details provided.
2.	I authorise the Agent to obtain personal information from any record listing or database of defaults by tenants. If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.
3.	I am aware that the Agent will use and disclose my personal information in order to communicate with the owner and select a tenant, prepare lease/tenancy documents, allow tradespeople or equivalent organisations to contact me, notify relevant Bond Authority, refer to Tribunals/Courts and Statutory Authorities, refer to collection Agents/Landlords.
4.	I agree and understand that in the event of this application being rejected by the landlord, there is no requirement at for the Agent to disclose to me any reason for such rejection.
5.	I agree that after being approved for the property all initial monies will be paid by BANK CHEQUE or MONEY ORDER and no keys for that property will be provided to me until all monies are paid in full.
6.	I am aware that once this application has been approved I need to pay a holding deposit of one weeks rent as directed by the agent. This deposit will be become the first weeks rental upon the lease being signed and rent commencing. If for any reason the lease is not signed the deposit will be held on a daily basis from the day it was received to cover the holding period incurred by the landlord

Signature	Print Name
<div></div>	<div></div>
Date	
<div></div>	