

Rental Application Form

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MAYFIELD
real estate

WE ASK FOR YOUR ASSISTANCE IN CORRECTLY COMPLETING THIS APPLICATION FORM TO ENSURE YOUR APPLICATION IS PROCESSED EFFICIENTLY

The following must be complete before an application can be accepted:

- **The property must have been viewed**
- **The application form must be completed in full**
- **Each person over the age of 18 who will be occupying the property must complete an application form**
- **Application form and privacy statement must be signed**
- **One (1) copy of photo identification must be presented ie. Drivers License, Proof of age card**
- **And second form of ID ie. Medicare card, proof of balance, utility account with current address etc**
- **A copy of 2 payslips and/or a copy of Centrelink payment summary.**

APPLICATION PROCESS

Please note in processing applications we thoroughly check references, therefore it is in your best interest to provide business hours contact details and comprehensive information for all references to expediate the process.

When we have completed checking references the application is then discussed with the rental provider. The rental provider may then take time to deliberate on the decision.

We will contact you to advise if your application has been successful once advised by the rental provider

Your application is regarded as a confidential document. If your application is unsuccessful it will be destroyed.

SECURING THE PROPERTY

To secure the property it is a requirement that two (2) weeks rent is paid to our office within 24 hours of being accepted.

This payment is to be in the form of cash, back cheque or direct deposit made to Mayfield Real Estate. Please note we **do not** have EFTPOS facilities. When this payment is made the property will be withdrawn from the rental market. NB Personnel cheques will not be accepted.

BOND

The security bond must be paid prior to the rental agreement commencement date via direct deposit into Mayfield Real Estate Trust Account. Once the bond has been received the bond lodgement will be forwarded to the R.T.B.A.

ONGOING RENTAL PAYMENTS

Ongoing rent is to be paid via direct debit, direct deposit or Centre Pay. It is our office policy that rent is paid in this manner. The direct debit form can be collected when paying first two weeks rent or can be completed at the appointment to collect keys and sign leases.

UTILITIES

The connection of utilities is the responsibility of the tenant and includes electricity, gas, phone and water. Tenants are advised to ensure there is a phone line and internet/NBN lines connected at the property and any costs incurred for this installation is the responsibility of the tenant.

Alternatively by completing the DIRECT CONNECT attachment on this application if your application is approved your information will be faxed / emailed to DIRECT CONNECT who will arrange the connection of your choice of utilities on your behalf.

COLLECTION OF KEYS

On the lease commencement date an appointment will be scheduled after 2.00pm to

- sign rental agreement
- condition report
- collect keys.

Please be aware full bond amount is required to be in the Mayfield Trust Account BEFORE keys are released.