



MAREEBA COMMUNITY HOUSING COMPANY LTD

212 Walsh Street
PO Box 2017
Mareeba QLD 4880
www.mchc.org.au

Phone: 07 40927042 or 07 40926899
ACN: 166451118
Email: reception@mchc.org.au

Affordable Real Estate Tenancy Application

To assist us in considering your application for tenancy, all parts of this application must be completed with relevant documentation attached.

Failure to complete all sections of the application correctly or providing all documentation, will result in a processing delay and therefore you may not be considered.

REQUIREMENTS

- 2 forms of identification (1 being photo) for each person applying
- 2 recent payslips and/or currently Centrelink Income Statement
- Details of prior tenancy history (where possible)
- Privacy Policy Statement and Declaration acknowledgement and signed

PROPERTY DETAILS

Address	Bedrooms	Weekly Rent
Fortnightly Rent	Bond Required	Sign-up Total (2week & bond)
Preferred Lease Start Date	Months	
Other		

APPLICANT ONE DETAILS

Full Name	Date of Birth	
Phone Number	Email	
Current Address		
Vehicle Registration	Colour	Make & Model

EMPLOYMENT

please provide proof

Current Employer

Job Title	Employment Period	years	months	Weekly Income
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EMERGENCY CONTACT

Name	Relationship
Email	Phone Number

RENTAL HISTORY

please provide proof

Address	Phone Number
Property Manager / Owner Name	Rental Dates
Email	Reason
Reason for Leaving	
Address	Phone Number
Property Manager / Owner Name	Rental Dates
Email	Reason
Reason for Leaving	



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APPLICANT TWO DETAILS

Full Name Date of Birth

Phone Number Email

Current Address

Vehicle Registration Colour Make & Model

EMPLOYMENT please provide proof

Current Employer

Job Title Employment Period years months Weekly Income

EMERGENCY CONTACT

Name Relationship

Email Phone Number

RENTAL HISTORY please provide proof

Address

Property Manager / Owner Name Phone Number

Email Rental Dates

Reason for Leaving Reason

Address

Property Manager / Owner Name Phone Number

Email Rental Dates

Reason for Leaving Reason

DEPENDANTS MOVING IN

Full Name Date of Birth

Full Name Date of Birth

REFERENCES

Name Connection

Email Phone Number

Name Connection

Email Phone Number

PETS

Type Sex Microchip Number Date of Birth

Type Sex Microchip Number Date of Birth



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PRIVACY STATEMENT

Personal information we collect about you is subject to the Privacy Act 1988 (Cth) and underpinned by Mareeba Community Housing privacy principles. Applicants will be considered in accordance with the Equal Opportunity Act 1995.

DECLARATION

I / we acknowledge:

The application to lease this property is subject to the owner's approval and the availability of the premises on the due date.

I / we are applying for Tenancy for a period of _____ months at _____ rent per week commencing

I / we understand that:

_____ will be required to pay 2-weeks rent in advance _____ and a rental bond of _____

_____ have viewed a copy of the RTA General Tenancy Agreement, Terms and any Special Terms have been read before submitting this application

_____ personal contents insurance is not covered under the lessor insurance and it is my responsibility to insure personal goods

_____ the lessor/agent have collected information for the purpose of determining suitability as a tenant for the property and authorise you to contact the persons named in the application and undertake enquires as the Company considers reasonably necessary

_____ in doing so, I / we understand that information provided by me / us may be disclosed to and further information obtained from referees outlined in this application

_____ if this application is denied, it is accepted that the Company is not legally obliged to provide reasons as to why

_____ I / we consent to and understand should the tenancy be successful, during the tenancy agreement there will be cause for the Company to pass my / our details onto others but not limited to contractors, other agents and insurance companies

_____ The Company and applicant (tenant) are bound by this agreement immediately upon communication of either the Company or lessor acceptance of the application

_____ Consent to the use of email in accordance with the provisions set out in Chapter 2 of the Electronic Transactions (Queensland) Act 2001 (Qld) and the Electronic Transactions Act 1999 (Cth)

_____ and give approval for Mareeba Community Housing Company to access Tenancy Databases to access tenancy listings from previous owners/lessors/real estate agents to provide proof of listings

_____ Affordable Real Estate scheme eligibility criteria applies to this tenancy application

I / we declare that:

_____ the information contained in this application is true and correct to the best of my / our knowledge and has been supplied of my / our own free will

Bond Loan Required? yes no

Signature:

Date:

FOR MCHC USE ONLY

Received by:

Date:

Email

In-person

Mail