



MAREEBA COMMUNITY HOUSING COMPANY LTD

212 Walsh Street
PO BOX 2017
MAREEBA QLD 4880
www.mchc.org.au

Phone: 07 4092 7042 or 07 4092 6899
Fax: 07 4092 6877
ACN: 166451118
Email: admin@mchc.org.au

TENANCY APPLICATION FORM

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

Failure to complete all sections of the application correctly will result in a processing delay.

Requirements:

- 100 points of identification with one source being photo ID (as set out below)**
- 2 recent pay slips/centerlink statement**
- Details of prior tenancy history (where previous history exists)**
- Privacy policy acknowledgement statement signed**

Details of Property Applying for	
Property Address:	_____
Rent per week:	_____
Lease Start Date:	_____
Bond Amount:	\$ _____ Bond Loan Required? YES / NO
Number of persons applying for occupancy:	Adults: _____ Children: _____

Personal Details	
Mr/Mrs/Ms/Miss:	_____
Surname:	_____
First Name:	_____
Date of Birth:	_____
Family Members to occupy property:	_____
Contact Phone 1:	_____
Contact Phone 2:	_____
Email address:	_____

Current Address Details	
Current Address:	_____
How long have you lived at your current address?	_____ Years _____ Months Weekly rent \$ _____
Lessor / Agent Name:	_____
Lessor / Agent Phone:	_____
Lessor / Agent Email:	_____
Reason for leaving:	_____
Do you have any pets?	YES or NO
If yes, What type:	_____
How many:	_____
Registration details:	YES or NO Details: _____



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Previous Rental History	
Property Address:	
How long did you live at this address?	<div style="display: flex; justify-content: space-between;"> _____ Years _____ Months </div>
Weekly Rent \$	_____
Lessor / Agent Name:	
Lessor / Agent Phone:	
Lessor / Agent Email:	
Reason for leaving:	
Was the bond paid in full?	YES or NO
If NO, provide details of claim:	
Emergency Contacts (please provide 2)	
1. Full Name:	
Address:	
Phone Number:	
2. Full Name:	
Address:	
Phone Number:	
Employment Details:	
Are you employed?	YES / NO If no, please go to the next section.
Fulltime/part-time/casual?	
Period of Employment:	<div style="display: flex; justify-content: space-between;"> _____ Years _____ Months </div>
Occupation:	
Employer Name:	
Employer Phone:	
Employment Address:	
Net Income per week	\$ _____ (please provide proof of income)
Income Details	
Income Source:	
Payment type:	
Weekly payment amount:	\$ _____ (please provide proof of income)

IDENTIFICATION TYPE:	POINTS	✓ to equal 100 points or more
Drivers Licence	40	
18+ card	40	
Birth Certificate	40	
Medicare Card	30	
Bank Statement	20	
Electricity Account	20	
Telephone Account	20	



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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 _____ 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 apply for Tenancy for a period of ____ months at \$_____ per week commencing on ____/____/____
- I will be required to pay 2 weeks rental in advance and a rental bond of \$_____
- I have viewed a copy of the General Tenancy Agreement, Terms and any Special Terms to read before submitting this application
- Personal contents insurance is not covered under the lessor insurance and it is my responsibility to insure personal goods

- I understand the lessor/agent have collected information for the purpose of determining my suitability as a tenant for the property and **I authorise the Agent to collect information about me from:**
 - The persons/agent/lessor named in the application and undertake enquires as the company considers reasonably necessary;
 - In doing so, I understand that information provided by me may be disclosed to and further information obtained from referees outlined in this application
 - Any Tenancy Default Database which may contain personal information about me. I also authorise the Agent to disclose details about any defaults made by me under the tenancy to which this application relates to

- And accept if this application is denied the Company is not legally obliged to provide reasons as to why
- I consent to and understand should my tenancy be successful during the tenancy agreement there will be cause for the Company to pass my 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 Transaction Act 1999 (Cth)

I declare that information contained in this application is true and correct to the best of my knowledge and has been supplied of my own free will.

Signed:

Date: ____/____/____