


# Tenancy Application

<b>AGENCY NAME</b>	JLC Real Estate Pty Ltd	
<b>ADDRESS</b>	PO BOX 253 DRAYTON NORTH	
<b>PHONE</b>	0423688055	
<b>FAX</b>		
<b>EMAIL</b>	<a href="mailto:jamie@jlcrealestate.com.au">jamie@jlcrealestate.com.au</a>	

Our agency welcomes your application and any queries you may have about the property, tenancy or process. The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly.

**Please read prior to completing your application.**

- One application is to be completed per adult.
- This application cannot be processed until it is completed including copies of supporting documents attached as required for 100 Points Identification Check which must include 1 item of Photo ID. **Proof of income is also required.** Refer to list below:

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK	Points per Document
• Passport /Birth Certificate	70
• Drivers Licence/ Proof of Age Card	40
• 2 recent Rent Receipts	25
Documents on which <u>your name</u> and <u>current address</u> appear: Car registration certificate /Rates Notice/ Electricity Account Bank/Credit Card Statement/ Telephone Account Gas Account	25

**TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:**

DOCUMENTS ACCEPTED FOR PROOF OF INCOME

- 2 most recent payslips
- Letter from accountant (if self- employed)/ Bank statements

- Our agency will contact you within 24-48 hours. If the application is successful, you will be required to pay six weeks rent (2 weeks rent + 4 weeks bond) within 24 hours and sign the General Tenancy Agreement signed by all approved leaseholders.

**Applicant Checklist** - before I submit this application, I have:

<input type="checkbox"/>	Attached photocopies of documents to meet 100 or more points of ID which include mandatory documents
<input type="checkbox"/>	Inspected the Property both internally and externally
<input type="checkbox"/>	Completed the application form <b>fully</b> , including the Privacy Disclosure Statement, Privacy Consent
<input type="checkbox"/>	Attached proof of income and/or savings
<input type="checkbox"/>	

Property address applying for:
Applicant name:
Best contact details (email or phone):

**\*Applicant's details ( \* denotes required information)**

*Name in full	Other name/s you have been known by		
*Date of birth	Place of Birth		
*Drivers licence no.	Expiry	Passport No	Expiry
☑ Home	☑ Mobile	☑ Business	
Email			

**\*Australian citizen**

Yes	No: attach copies of Passport and Visa	Visa Expiry Date		
<b>*Current Address</b>				
Renting	Owned	With friends/family	Sharing, not on lease	Other
*Address in full:				
*Rent per week:	\$	*Period of occupancy:	years	months
*Agent/Landlord:	*Fax/email:	Business		
*Reason for leaving				

**\*Previous Address**

*Address in full:	Renting	Owned	With friends/family	Sharing, not on lease	Other
*Rent per week:					
*Agent/Landlord:	\$	*Period of occupancy:	years	months	
*Reason for leaving	*Fax/email:	Business			

**Employment**

*Current Employer Business Name:			
Full Time	Part Time	*Your position:	
		Casual	Contract

\*Length of employment                      years                      months                      Pay day is                      of each: week / fortnight / month

\*Payroll/Manager's name                      \*Fax/email:                      t Business

**If Self Employed**

Company Name                      Trading As

Address                      ABN

Period self employed                      Years                      Months                      Industry/Nature of Business

Accountant Details                      t Business

Creditor Referee                      t Business

**\*Income – must provide verification**

• Employment	\$	gross per annum	\$	net weekly
• Self Employment – provide Accountant letter to verify	\$	gross per annum	\$	net weekly
• Other Source:	\$	gross per annum	\$	net weekly
*TOTAL	*\$	gross per annum	\$	net weekly

**If student or not currently employed**

Student ID #                      Institution                      Course                      Duration

Refer to the following selected documents attached to application to verify my source of income:

Parent/Guardian Letter                      Centrelink Document                      Bank Statements                      Austudy Document                      Other

**Vehicles to be kept at property**

Registration No                      Model                      Owned / Hire purchase

Other

**\*Occupancy details** of persons to reside at property other than applicant, including dependants and other applicants

Name	Date of Birth	Relationship	Name	Date of Birth	Relationship

\*Smoker    Yes                      No

\*Pets    Yes                      No                      Type of pet:                      Number of pets:

**\*Emergency contact details** of closest friends/relatives who will not be residing with you. Must be Australian numbers

1. Name	2. Name
Address	Address
Relationship to you:	Relationship to you:
M                      H	M                      H

**\*Referees (1 x professional, 1 x personal)** who are not relatives. Must be contactable within the next 48 hours.

Name	Business Hours Contact
1.	Mob                      Work
2.	Mob                      Work

**Declarations – applicant to complete and provide details as required**

Have you ever been evicted by any lessor or agent?                      No                      Yes:

Are you in debt to another lessor or agent?                      No                      Yes:

Is there any reason known to you that would affect your ability to pay rent when due?                      No                      Yes:

Was your bond at your last address refunded in full? Yes No:

Was the property in a satisfactory condition when you inspected it? If not, list requests. Yes No:

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records. I declare I am not bankrupt or an undischarged bankrupt.

I apply for tenancy for a period of \* \_\_\_\_\_ months, at a rental of \*\$ \_\_\_\_\_ per week commencing on \* \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_.

I understand that if the nominated applicant is advised this application is approved then within 24 hours, all approved applicants are to sign the General Tenancy Agreement and pay 6 weeks rent (2 weeks rent + 4 weeks bond). The tenant is then bound to the Terms of the Agreement and the property will cease to be available for rent. If the tenancy does not proceed, steps to apply for a refund of the bond will be taken by the agent for monies owed for rent until a replacement tenant is secured.

I understand the agent uses DEFT Payment Systems for rent payments and if used the tenant may incur a fee per transaction.

Pre-moving in costs as itemised below are to be paid by **BANK CHEQUE made payable to JLC Real Estate.**

<b>ITEM</b>	<b>CALCULATION</b>	<b>\$ PAYABLE</b>	<b>IMPORTANT NOTES</b>
* <b>Rent – first 2 weeks rent</b>	2 x \$	= \$	<i>Within 24 hours of application approval</i>
* <b>Bond – 4 times weekly rent</b>	4 x \$	= \$	<i>Within 24 hours of application approval</i>
<i>NB: If rent is over \$700pw, Bond is as specified on rent List</i>			
<b>TOTAL PRE-MOVING IN COST</b>			<b>\$</b> <span style="background-color: #cccccc; padding: 2px 20px;"></span> <i>Within 24 hours of application approval</i>

**\*APPLICANT'S SIGNATURE**

**\*Date**



**PO BOX 253 DRAYTON NORTH TOOWOOMBA 4350**

**P: 0423688055**

**E: rentals@jlcrealestate.com.au**

**PRIVACY DISCLOSURE STATEMENT**

**Please acknowledge the following by selecting either Yes or No**

I, the applicant,

- |  |     |    |
|--|-----|----|
| 1. acknowledgement that my personal contents insurance is not covered under any lessor insurance policy/s and understand that is my responsibility to insure my own personal belongings.   | Yes | No |
| 2. understand that you as the agent/lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property – in particular to check my identification, my ability to care for the property, my character and my creditworthiness  | Yes | No |
| 2.1 for such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary  |     |    |
| 2.2 in doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties.   | Yes | No |
| 3. Acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons why.   | Yes | No |
| 4. Consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the agent/lessor to pass my details onto other which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases. | Yes | No |
| 5. Acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18a), the standard terms and any special terms before completing this application.  | Yes | No |
| 6. Acknowledge that I have signed the agency's Privacy Notice and Consent .  | Yes | No |
| 7. Acknowledge that the lessor and applicant (tenant) are bound by this agreement immediately upon communication of either the lessor's acceptance of the application  | Yes | No |
| 8. Consent to the use of email or facsimile and the method of receiving advice or notification by SMS is accepted.   | Yes | No |
| 9. Declare that the above information is true & correct and that I have supplied it of my own free will.   | Yes | No |

**MARKETING CONSENT**

I understand that the agency may need to contact me about property related information e.g. properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree **JLC Real Estate** to use the phone details provided to contact me for marketing purposes until I advise otherwise.

Period of Contact: Indefinite until advised in writing otherwise Other:

**ACKNOWLEDGEMENT AND CONSENT BY APPLICANT**

<b>*Applicant Name</b>	
<b>*Applicant Signature</b>	
<b>*Date</b>	

