



TENANCY APPLICATION FORM

Jen Taylor Properties

76A Margaret Street, East Toowoomba

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Email: admin@jentaylorproperties.com.au

PROPERTY DETAILS

Address:.....

Rent per week: \$..... Bond: \$..... Lease Start Date: Term:

SUPPORTING DOCUMENTS

IDENTIFICATION CHECKLIST

You are required to meet a 100 point identification criterion upon submission of your application.

Please tick the identifying documents you have provided with your application

IMPORTANT: At least one form of Photo Identification MUST be provided.

70 points

☐ Passport

☐ Full birth certificate

☐ Citizenship certificate

40 points

☐ Australian Driver's Licence

☐ Student Photo ID

☐ Department of Veterans Affairs card

☐ Centrelink card

☐ Proof of age card

☐ State/Federal Government Photo ID

25 Points

☐ Medicare card

☐ Council rates notice

☐ Motor vehicle registration

☐ Recent Utility Bill

☐ Tenancy History Ledger

☐ Bank Statement

PROOF OF INCOME

You are also required to supply the Agent/Lessor with proof of your income upon submission of your application.

Employed: Last THREE pay slips

Self employed: Bank statements, Group Certificate, Tax Return or Accountant's letter.

Not employed: Centrelink Income Statement.

APPLICATION CHECKLIST

Before submitting this application, you must tick off the checklist as you complete:

- ☐ I have inspected the property both internally and externally and agree to take the property as is
- ☐ I have submitted an application form for each adult over 18 years intending to reside at the property
- ☐ I have provided all contact details requested for my references and employment
- ☐ I have provided all requested documentation of income and identification
- ☐ I have read and signed the Declaration and Privacy disclosure/consent on page 4.

Applicants Signature:Date:

OFFICE USE ONLY

☐ 100 points of identification & Proof of Income attached

☐ Application fully completed and signed by applicants

Received by: Date:

APPLICANT DETAILS

CONTACT DETAILS – one application to be completed per person over 18

Applicants Full Name:

Date of Birth: Have you been known by any other name(s)? ☐ Yes ☐ No

If yes, what other name(s) have you been known by?

Work phone: Home phone:

Mobile: Email:

Drivers Licence/passport number: Are you a smoker? ☐ Yes ☐ No

DEPENDENTS

Do you have any dependents? ☐ Yes ☐ No

Dependent full name/s	Relationship to Applicant	Dependent Date of Birth

VEHICLES

List all vehicles that will be at the property including trailers/caravans:

VEHICLE TYPE	REGISTRATION NUMBER/S

ADDRESS HISTORY

CURRENT RESIDENTIAL ADDRESS:

☐ Renting ☐ Owner ☐ Other:

Agent/Lessor: Phone:

Email: Period at premises: Years Months

Lease end date: Rent per week:

Reason for leaving:

PREVIOUS RESIDENTIAL ADDRESS:

☐ Rented ☐ Owned ☐ Other:

Agent/Lessor: Phone:

Email: Period at premises: Years Months

Lease end date: Rent per week:

Reason for leaving:

EMPLOYMENT DETAILS

Are you employed? ☐ Yes - Circle: Full time/ Casual/ Part Time Length of Employment: ☐ No

Occupation: Company:

Payroll Officer/Manager:..... Phone Number:.....

Email Address: Net weekly Income: \$.....

Previous Employment (If less than 6 months ago)

Circle: Full time/ Casual/ Part Time Length of Employment:

Occupation: Company:

Payroll Officer/Manager:..... Phone Number:.....

Email Address: Net weekly Income: \$.....

Self Employed

Circle: Full time/ Casual/ Part Time Length of Employment:ABN:

Occupation: Company:

Accountants Name:..... Phone Number:.....

Email Address: Net weekly Income: \$.....

Centrelink Payments

Name of Entitlements:

Fortnightly payment 1 received:\$ Fortnightly payment 2 received: \$.....

Will you be receiving rent assistance? ☐ Yes – approx amount fortnightly \$ ☐ No

Do you receive child support? ☐ Yes – approx amount fortnightly \$ ☐ No

Student Details

Are you a student? ☐ Yes - Circle: Full time/ Part Time ☐ No

Name of University/TAFE:..... Student ID Number:

Are you an overseas student?..... If yes, Visa expiry date:.....

PERSONAL REFERENCES (please do not list relatives, another applicant or partners)

Name:..... Relationship:

Business Hours Phone:..... Email:

Name:..... Relationship:

Business Hours Phone:..... Email:

EMERGENCY CONTACT (please do not list another applicant or partners)

Name:..... Relationship:

Business Hours Phone:..... Email:

Name:..... Relationship:

Business Hours Phone:..... Email:

DECLARATION

I, the Applicant.....

1. Have never been evicted by an Agent/Lessor ☐ True ☐ False
2. Have no known reasons that would affect my ability to pay rent ☐ True ☐ False
3. Was refunded the rental bond for my last address in full ☐ True ☐ False
If false, please advise what deductions were made from your bond?
4. Have no outstanding debt to another Agent/Lessor ☐ True ☐ False
If false, why are you in debt to your past Agent/Lessor?

PRIVACY DISCLOSURE/CONSENT

Privacy Disclosure Statement

We are an independently owned and operated business and are bound by the National Privacy principles. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section.

Privacy Consent

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of Jen Taylor Properties. I authorise Jen Taylor Properties to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which Jen Taylor Properties subscribes. I can refer to their Privacy Disclosure Statements via: www.barclaymis.com.au

I authorise Jen Taylor Properties to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, Body Corporate, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

Collection Notice

The personal information you provide in this Application or our Agency collects from other sources is necessary for **our Agency** to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application and during the course of your Tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor, Referees, other Agents and third party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the Lessor, third party operators of Tenancy Databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one month only. If you decide not to collect your Application we will destroy your documents to comply with Privacy Legislation.

If you do not complete this form or do not sign the consent below then your Application for Tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the Application.

Marketing Consent

I understand that the Agency may need to contact me about Property related information eg 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 Jen Taylor Properties can use the phone details provided below to contact me for marketing purposes until I advise otherwise.

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

Electronic Transmission

☐ It is agreed by ticking this box, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

Applicant Name:

Applicant Signature: Date:

PETS

Will there be pets at the property? ☐ Yes ☐ No

TYPE/BREED	NUMBER	INSIDE/OUTSIDE

Is the pet/s registered with the local council? ☐ Yes ☐ No

Have you ever lease a property with your pet/s before? ☐ Yes ☐ No

Should the application be approved, the tenants agree to the following:

1. If an outside pet, the tenant/s agree not to allow the pet inside the house at any time.
2. The tenant/s agree to have flea control treatment for the keeping of dogs & cats & lice control treatment for birds which is to be carried out by a registered pest control company upon vacating the property. A receipt is to be produced as proof of having this done.
3. Should there be evidence of fleas and lice during the tenancy, the property must be fumigated by a registered pest control company at the tenant/s expense and a receipt is to be produced.
4. The tenant/s agree to move the pet droppings from the property on a weekly basis.
5. The tenant/s agree that the dog will be registered in accordance with the local council by laws & kept in a fenced area and not to cause a disturbance to the neighbours
6. The tenant/s hereby indemnify and keep the lessor/agent indemnified in respect of all damages, injuries, loss, costs or any other expenses, where caused directly or indirectly from the tenant/s dog, including but not limited to, the tenants dog escaping the property & causing loss, damage injury or costs to any third party
7. The tenant/s agree that any damages caused by the pet during the tenancy will be repaired immediately, at the tenants expense
8. The tenant/s agree that no unauthorised pets will be kept at the property, even on a short-term or temporary basis
9. The tenant/s agree that this agreement is only for the specific pet/s listed above, and that the tenant/s will not harbour, substitute or 'petsit' any other pet.
10. The tenant/s agree that the pet shall not cause any sort of nuisance or disturbance to neighbours, and agree to do whatever is necessary to keep the pet from making noise that would annoy others, and will take steps immediately to rectify complaints made by neighbours or other tenants.
11. The tenant/s agree that if they keep fish in a fish tank, they accept responsibility for any damage caused by leakage or spillage of water.

The tenant/s understands that failure to comply with these terms shall give the owner the right to revoke permission to keep the pet & is also grounds for further action.

Applicant Name:

Applicant Signature: **Date:**

OPTIONAL SERVICES OFFERED

Console Pay – Direct Debit

Console Pay is an automated way to pay your rent on time, every time via direct debit set up by your Property Manager on an agreed schedule (weekly, fortnightly or monthly). You can nominate to have your rent direct debited from your bank account or by a credit card (Bank account transaction fee \$1.50. Credit card transaction fee 1.5%) This means flexible payment options and an improved payment history with zero chance of rent arrears.

If my Application for Tenancy is accepted I would like to pay my rent using Console Pay (start date & frequency to be agreed via Direct Debit form) ☐ Yes ☐ No

Myconnect – Free Utility Connection Service

Myconnect is a free utility connection service. In one phone call Myconnect will discuss your move in date with you and organise the connection of all your utilities, saving you time, effort and money. Myconnect also offers a free interpreter service.

☐ Yes please send my contact details to Myconnect ☐ Interpreter required ☐ Request a Myconnect Flyer