


# TENANCY APPLICATION



## PROPERTY YOU WISH TO APPLY FOR -

<b>AGENCY WEB</b>	<a href="http://www.jentaylorproperties.com.au">www.jentaylorproperties.com.au</a>	
<b>ADDRESS</b>	76a Margaret St, East Toowoomba Q 4350	
<b>PHONE</b>	(07) 4548 0433	

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 person.
- This Application cannot be processed until it is completed including copies of supporting documents attached as required for 100 Points Identification Check. Refer to the following list of accepted documents and point value of each. Mandatory documents include either a Drivers Licence, Passport, Proof of Age Card and, also, at least one document from the list below to verify your current address. Submit copies of the documents with your Application.

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK	Points per Document
Submit <u>only one</u> of the following: <input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate	40
<input type="checkbox"/> Drivers Licence <input type="checkbox"/> Proof of Age Card <input type="checkbox"/> Other Photo ID from Government eg Pension Card, Student Card	30
<input type="checkbox"/> 2 recent Rent Receipts <input type="checkbox"/> 2 recent Pay Advices <input type="checkbox"/> Tenancy Ledger	20
Documents on which your name and current address appear: <input type="checkbox"/> Car registration certificate <input type="checkbox"/> Rates Notice <input type="checkbox"/> Electricity Account <input type="checkbox"/> Bank/Credit Card Statement <input type="checkbox"/> Telephone Account <input type="checkbox"/> Gas Account	10

### TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:

Our Agency staff will contact you within 24-48 business hours. If the Application is approved, within 24 hours of acceptance, the General Tenancy Agreement is to be signed by all approved lease holders and an amount, equal to 2 weeks rent and Bond is to be paid by Bank deposit, direct debit (see attached form) or internet transfer (Receipt required for confirmation of transfer) \*\*please note we do not have Eftpos facilities

### Applicant Checklist - Before I submit this Application, I have ...

- Attached photocopies of documents to meet 100 or more points of ID which include mandatory documents (\$1.00 per colour photocopy if not supplied)
- Inspected the Property both internally and externally
- Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent
- Completed the Pet Application & Agreement form if pets are to reside at the Property

## Applicant's Details

Name	Address		
Date of Birth	Place of Birth		
Drivers Licence No.	Expiry	Passport No	Expiry
<input type="checkbox"/> Home	<input type="checkbox"/> Mobile	<input type="checkbox"/> Business	
Email			

## Australian Citizen

Yes  No: Refer to copies of Passport and Visa attached  Visa Expiry Date

## Current Tenancy Details if applicable

Rent per week	\$	Period of occupancy	Years	Months
Agent/Landlord	<input type="checkbox"/> Business		Email	
Do you expect the Bond to be refunded in full	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Why:	

## Previous Address

Address				
Rent per week	\$	Period of occupancy	Years	Months
Agent/Landlord	<input type="checkbox"/> Business		Email:	

## Employment

Current Employer	Your Position			
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Casual	<input type="checkbox"/> Contract	
Length of Employment	Years	Months	Pay day is	h: week / fortnight / month
Payroll / Manager's Name	Email:		<input type="checkbox"/> Business	

## If Self Employed

Company Name	Trading As			
Address	ABN			
Period self employed	Years	Months	Industry/ Nature of Business	
Accountant Details	<input type="checkbox"/> Business			
Creditor Referee	<input type="checkbox"/> Business			

## Income

Source – List below	\$Gross per annum (Verification required)			
• Employment	\$			
• Self Employment	\$			
• Other:	\$			
• Other:	\$			
TOTAL	\$			

## If a 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:				
<input type="checkbox"/> Parent/Guardian Letter	<input type="checkbox"/> Centrelink Document	<input type="checkbox"/> Bank Statements	<input type="checkbox"/> Austudy Document	<input type="checkbox"/> Other

## Details of all Vehicles to be kept at Property

Registration No	Model	Owned / Hire Purchase
Registration No	Model	Owned / Hire Purchase

## Occupancy Details of all Persons to Reside at Property, including Children

Name	Address	Age

**Pets**  No  Yes: Refer to attached Pet Application.

**Smoker**  No  Yes

## Emergency Contact Details of Closest Relatives who will not be Residing with You

1. Name	2. Name
Address	Address
Relationship <input type="checkbox"/> H	Relationship <input type="checkbox"/> H
<input type="checkbox"/> W <input type="checkbox"/> M	<input type="checkbox"/> W <input type="checkbox"/> M

## Personal Referees who are not Relatives

Name	Occupation	<input type="checkbox"/> Business Hours Contact
1.		<input type="checkbox"/> Mob <input type="checkbox"/> Work
2.		<input type="checkbox"/> Mob <input type="checkbox"/> 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 have been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read before submitting this Application.

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 2 weeks rent. 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, then the tenant will be deemed to be in break lease with rent to be paid until a replacement tenant is secured

Pre-moving in costs as itemised below are to be paid by **BANK CHEQUE, MONEY ORDER, DIRECT DEPOSIT OR DIRECT DEBIT payable to Jen Taylor Properties. \*\*note no EFTPOS avail**

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
<b>Rent – first 2 weeks rent</b>	2 x \$	= \$	Must be paid BEFORE lease commences
<b>Bond – 4 times weekly rent</b> NB: If rent is over \$700pw, Bond is as specified on Rent List	4 x \$	= \$	Full Bond must be received as clear funds prior to taking possession of the property
<b>TOTAL PRE-MOVING IN COST</b>		\$	Total to be paid BEFORE lease commences

**APPLICANT'S SIGNATURE**

Date

## Jen Taylor Properties – Tenancy Application

### CONSOLE PAY

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)

### 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;

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.

### ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name	
Applicant Signature	
Date	
Time	

# PET APPLICATION



Property: \_\_\_\_\_

Name/s of applicants: \_\_\_\_\_

How many pets do you have?

What type of pet/s do you have & how many? Dog  How many  Age   
Cat  How many  Age   
Other

What is the breed of your pet/s?

Name of pet/s?

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

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

Do you have a reference for your pet? 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.

Tenant/s Name: \_\_\_\_\_

Tenant/s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Name & Signature \_\_\_\_\_ Date: \_\_\_\_\_



ACN 096 902 813 AFSL 315388

# DIRECT DEBIT REQUEST

Ph: 07 4548 0433  
ABN/ACN: 87 158 540 268

# NEW CUSTOMER FORM

## YOUR DETAILS | Please complete this form using a BLACK PEN. \* Indicates a MANDATORY FIELD

Business: Jen Taylor Properties Pty Ltd ABN/ACN: 87 158 540 268 **100-635-493**

Customer Reference:

\* Surname:  \* Given Name:

\* Mobile #:   I authorise Ezidebit to remind me of upcoming debits via SMS

\* Email:

\* Address:

\* Suburb:  \* State:  \* Postcode:

## DEBIT ARRANGEMENT | Including payment details and associated fees/charges detailed below and/or the total amount billed for the specified period for this and any other subsequent agreements or amendments between me/us and the Business and/or Ezidebit

Once Only Debit On Date:  /  /  Debit this amount: \$

D D M M Y Y

Regular Debits Starting on Date:  /  /  Debit this amount: \$

D D M M Y Y

Frequency:  Weekly  Fortnightly  Monthly  4 Weekly

Duration:  Continue regular debits until further notice (Minimum of  Debits)

Administration Fee (once only) N/A up to:	Bank Account Transaction Fee: \$1.50	Credit Card Transaction Fee: VISA/Mastercard: 1.50% (Min \$1.50) AMEX/Diners: 4.40% (Min \$1.50)	Optional SMS Payment Reminder: N/A	Failed Payment Fee: \$14.80
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## CHOOSE YOUR PAYMENT METHOD

Debit from Credit Card

VISA  MasterCard  AMEX  Diners

Card Number:  Expiry Date:  /

M M Y Y

Name of Cardholder:

By signing this form, I/we authorise Ezidebit, acting on behalf of the Business, to debit payments from my specified Credit Card above, and I/we acknowledge that Ezidebit will appear as the merchant on my credit card statement. Furthermore, I/we agree to reimburse and indemnify Ezidebit for any successful claims made by the Card Holder through their financial institution against Ezidebit.

Debit from Bank, Building Society or Credit Union Account

Financial Institution:  Branch:

BSB Number:  -  Account Number:

Account Holder Name:

I/we authorise Ezidebit Pty Ltd ACN 096 902 813 (User ID No 165969, 303909, 301203, 234040, 234072, 428198) to debit my/our account at the Financial Institution identified above through the Bulk Electronic Clearing System (BECS) in accordance with the Debit Arrangement stated above and this Direct Debit Request and as per the Ezidebit DDR Service Agreement (Ver 1.9) provided.

This Authorisation is to remain in force in accordance with the terms and conditions on this Direct Debit Request, the provided Ezidebit DDR Service Agreement (Ver 1.9) and I/we have read and understand same. I/We acknowledge that our personal information will be collected, used, held and disclosed in accordance with the Ezidebit Privacy Policy found at <http://www.ezidebit.com/au/privacy-policy/>

Signature(s) of Nominated Account:

Date:  /  /

D D M M Y Y

## DDR SERVICE AGREEMENT (Ver 1.9)

### DDR Service Agreement (Ver 1.9)

I/We hereby authorise Ezidebit Pty Ltd ACN 096 902 813 (**Direct Debit User ID number 165969, 303909, 301203, 234040, 234072, 428198**) (herein referred to as "Ezidebit") to make periodic debits on behalf of the "Business" as indicated on the attached Direct Debit Request (herein referred to as "the Business").

I/We acknowledge that Ezidebit is acting as a Direct Debit Agent for the Business and that Ezidebit does not provide any goods or services (other than the direct debit collection services to me/us for the Business pursuant to the Direct Debit Request and this DDR Service Agreement) and has no express or implied liability in regards to the goods and services provided by the Business or the terms and conditions of any agreement that I/we have with the Business.

I/We acknowledge that the debit amount will be debited from my/our account according to the terms and conditions of my/our agreement with the Business and the terms and conditions of the Direct Debit Request (and specifically the Debit Arrangement and the Fees/Charges detailed in the Direct Debit Request) and this DDR Service Agreement.

I/We acknowledge that bank account and/or credit card details have been verified against a recent bank statement to ensure accuracy of the details provided and I/we will contact my/our financial institution if I/we are uncertain of the accuracy of these details.

I/We acknowledge that it is my/our responsibility to ensure that there are sufficient cleared funds in the nominated account by the due date to enable the direct debit to be honoured on the debit date. Direct debits normally occur overnight, however transactions can take up to three (3) business days depending on the financial institution. Accordingly, I/we acknowledge and agree that sufficient funds will remain in the nominated account until the direct debit amount has been debited from the account and that if there are insufficient funds available, I/we agree that Ezidebit will not be held responsible for any fees and charges that may be charged by either my/our or its financial institution.

I/We acknowledge that there may be a delay in processing the debit if:-

1. there is a public or bank holiday on the day of the debit, or any day after the debit date;
2. a payment request is received by Ezidebit on a day that is not a banking business day in Queensland;
3. a payment request is received after normal Ezidebit cut off times, being 3:00pm Queensland time, Monday to Friday.

Any payments that fall due on any of the above will be processed on the next business day.

I/We authorise Ezidebit to vary the amount of the payments from time to time as may be agreed by me/us and the Business as provided for within my/our agreement with the Business. I/We authorise Ezidebit to vary the amount of the payments upon receiving instructions from the Business of the agreed variations. I/We do not require Ezidebit to notify me/us of such variations to the debit amount.

I/We acknowledge that Ezidebit is to provide at least 14 days' notice if it proposes to vary any of the terms and conditions of the Direct Debit Request or this DDR Service Agreement including varying any of the terms of the debit arrangements between us.

I/We acknowledge that I/we will contact the Business if I/we wish to alter or defer any of the debit arrangements.

I/We acknowledge that any request by me/us to stop or cancel the debit arrangements will be directed to the Business.

I/We acknowledge that any disputed debit payments will be directed to the Business and/or Ezidebit. If no resolution is forthcoming, I/we agree to contact my/our financial institution.

I/We acknowledge that if a debit is returned by my/our financial institution as unpaid, a failed payment fee may be payable by me/us to Ezidebit. Where a failed payment fee is applicable, the amount will be as detailed in the Debit Arrangement of the Direct Debit request. I/We will also be responsible for any fees and charges applied by my/our financial institution for each unsuccessful debit attempt together with any collection fees, including but not limited to any solicitor fees and/or collection agent fee as may be incurred by Ezidebit.

I/We authorise Ezidebit to attempt to re-process any unsuccessful payments as advised by the Business.

I/We acknowledge that certain fees and charges (including setup, variation, SMS or processing fees) may apply to the Direct Debit Request and may be payable to Ezidebit and subject to my/our agreement with the Business agree to pay those fees and charges to Ezidebit.

#### Credit Card Payments

I/We acknowledge that "Ezidebit" will appear as the merchant for all payments from my/our credit card. I/We acknowledge and agree that Ezidebit will not be held liable for any disputed transactions resulting in the non supply of goods and/or services and that all disputes will be directed to the Business as Ezidebit is acting only as a Direct Debit Agent for the Business. I/We acknowledge and agree that in the event that a claim is made, Ezidebit will not be liable for the refund of any funds and agree to reimburse Ezidebit for any successful claims made by the Card Holder through their financial institution against Ezidebit.

I/We acknowledge that Credit Card Fees are a minimum of the Transaction Fee or the Credit Card Fee, whichever is greater as detailed on the Direct Debit Request.

I/We appoint Ezidebit as my/our exclusive agent with regard to the control, management and protection of my/our personal information (relating to the Business and contained in this DDR Service Agreement). I/We irrevocably authorise Ezidebit to take all necessary action (which Ezidebit deems necessary) to protect and/or correct, if required, my/our personal information, including (but not limited to) correcting account numbers and providing such information to relevant third parties and otherwise disclosing or allowing access to my/our personal information to third parties in accordance with the Ezidebit Privacy Policy.

Other than as provided in this Agreement or the Ezidebit Privacy Policy, Ezidebit will keep your information about your nominated account at the financial institution private and confidential unless this information is required to investigate a claim made relating to an alleged incorrect or wrongful debit, to be referred to a debt collection agency for the purposes of debt collection, or as otherwise required or permitted by law. Further information relating to Ezidebit's Privacy Policy can be found at <http://www.ezidebit.com/au/privacy-policy/>.

I/We hereby irrevocably authorise, direct and instruct any third party who holds/stores my/our personal information (relating to the Business and contained in this DDR Service Agreement) to release and provide such information to Ezidebit on my/our written request.

I/We authorise:

- a. Ezidebit to verify and/or correct, if necessary, details of my/our account with my/our financial institution; and
- b. my/our financial institution to release information allowing Ezidebit to verify my/our account details.