

TENANCY APPLICATION



Jen Taylor Properties

AGENCY WEB www.jentaylorproperties.com.au

ADDRESS 76a Margaret St
East Toowoomba Q 4350

PHONE (07) 4548 0433

EMAIL anne@jentaylorproperties.com.au



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 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 is to be paid by Money Order, Bank Cheque 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
- ☐ Been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read. NB If not, please contact Agency ASAP
- ☐ 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

OFFICE USE ONLY – TO BE COMPLETED AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT

CHECKLIST	STAFF	DATE	TIME
<input type="checkbox"/> Application received		/ /	am/pm
<input type="checkbox"/> Original ID signatures same as Application		/ /	am/pm
<input type="checkbox"/> Tenant given RTA Form 18a to view		Yes / No	<input type="checkbox"/> Completed
<input type="checkbox"/> Application is completed including Consent			am/pm

NAME OF NOMINATED APPLICANT FOR CONTACT REGARDING APPLICATION STATUS

Name _____ Phone _____

PROPERTY YOU WISH TO APPLY FOR -

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

<input type="checkbox"/> Yes	<input type="checkbox"/> No: Refer to copies of Passport and Visa attached	Visa Expiry Date
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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	of each: 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
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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 OR DIRECT DEPOSIT** payable to Jen Taylor Properties. ****note no EFTPOS avail**

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
Rent – first 2 weeks rent	2 x \$	= \$	Must be paid BEFORE lease commences
Bond – 4 times weekly rent 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
TOTAL PRE-MOVING IN COST		\$	Total to be paid BEFORE lease commences

APPLICANT'S SIGNATURE	Date
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Jen Taylor Properties – Tenancy Application

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.

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.

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.tica.com.au and www.ntd.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.

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 -

UTILITY CONNECTIONS

☐ If my Application for Tenancy is accepted I would like assistance at no additional charge, with the connection of telephone, electricity or gas to the Property. Direct Connect is authorized to contact me direct regarding the CONNECTION of these utility services.

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	<input type="text"/>	How many	<input type="text"/>	Age	<input type="text"/>
	Cat	<input type="text"/>	How many	<input type="text"/>	Age	<input type="text"/>
	Other	<input type="text"/>				

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: _____

RENTAL REFERENCE REQUEST

I/we the tenants named below agree that the following information be provided to Jen Taylor Properties to allow the processing of my/our Application for Tenancy.

Tenants Name/s:

Tenants Signature/s:

Date: _____

It would be greatly appreciated if you could complete this Rental Reference at your earliest convenience & return it by email to: anne@jentaylorproperties.com.au and **please include a rent ledger.**

TO: _____

From: Anne Jensen - Jen Taylor Properties

Prospective Tenants/s Name/s:

Rental Property:

Rent Term: _____ Weekly Rent: \$ _____

- | | | |
|---|------------------------------|-----------------------------|
| 1. Is the above applicant/s the actual lessee of the property? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Is the above applicant/s currently in a fixed tenancy agreement? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Did your office terminate the tenancy? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If so, reason for termination: _____ | | |
| 4. Were the rental payments received on time? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Always. Sometimes. Never. | | |
| 5. Was the tenant/s served with notices to remedy? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6. Were periodic inspections satisfactory with no complaints? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| was the property: Tidy & Clean. Untidy & Clean. Untidy & dirty | | |
| 7. Was there any reason to lodge with a Tenancy Default Agency? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8. Were pets kept on the premises? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 9. Were there any deductions from the bond? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If yes: Rent Cleaning Repairs Garden Maintenance | | |
| comments: _____ | | |
| 10. Would your agency rent to this applicant/s again? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| comments: _____ | | |