



JLC Real Estate Pty Ltd T/A JLC Real Estate - Toowoomba  
 112 Campbell Street Oakey QLD 4401  
 Tel: 07 46911797 Agent No: 4022266  
 Email: admin@jlcrealestate.com.au

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## APPLICATION FOR RESIDENTIAL TENANCY

### *Residential Tenancies and Rooming Accommodation Act 2008*

#### Rental Property Details

Property \_\_\_\_\_

Available Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Tenancy Term \_\_\_\_\_

[**Note:** The **Personal Information Form** must also be submitted by each Proposed Tenant with this Application]

**Tenant 1**  Personal Information Form attached or  Personal Information Form already supplied

Full name \_\_\_\_\_

Phone work \_\_\_\_\_ Home \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

**Tenant 2**  Personal Information Form attached or  Personal Information Form already supplied

Full name \_\_\_\_\_

Phone work \_\_\_\_\_ Home \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

**Tenant 3**  Personal Information Form attached or  Personal Information Form already supplied

Full name \_\_\_\_\_

Phone work \_\_\_\_\_ Home \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

**Number of persons proposed to occupy the Property** Adults \_\_\_\_\_ Children \_\_\_\_\_

**Intended residents** [*insert children's names/ages*]

\_\_\_\_\_  
 \_\_\_\_\_

#### Rental Details

Rental \$ \_\_\_\_\_ per week

First payment of rent in advance \$ \_\_\_\_\_

Bond equivalent of 4 weeks rent \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

**Amount payable on signing Tenancy Agreement** \$ \_\_\_\_\_

#### Tenant(s) Details

1. I/we apply for the tenancy above.

2. Pets Type of Pet \_\_\_\_\_ Breed \_\_\_\_\_ Number \_\_\_\_\_ Age \_\_\_\_\_

Type of Pet \_\_\_\_\_ Breed \_\_\_\_\_ Number \_\_\_\_\_ Age \_\_\_\_\_

3. I/we have or will need a residential tenancy bond from a State Government Dept?  Yes  No

If Yes, \$ \_\_\_\_\_ Branch \_\_\_\_\_

4. Special conditions requested and/or my special needs

\_\_\_\_\_  
 \_\_\_\_\_

[**Note:** The landlord is not obliged to accept any of the tenant's requests or requirements for special conditions.]

**Tenant(s) Acknowledgements**

- 5. None of us are bankrupt and all of the information supplied in this Application is true and correct and is not misleading in any way and we will bring any information relevant to the landlord's attention.
- 6. I/we acknowledge that we will accept possession of the premises in the condition it is as at the date of inspection.

**If you are advised the Application is successful - it is still not binding unless all matters are finalised as below**

- 7. I/We acknowledge if the application is successful the landlord will provide a proposed Residential Tenancy Agreement which I/we must then sign or decline and a Residential Tenancy Agreement is only operative and binding if I/we sign the Residential Tenancy Agreement and return all the document to the Property Manager in the required time, and pay immediately in full the required rent and bond and **a Residential Tenancy Agreement will only operate once the landlord signs it** or advises their acceptance. If these things are not done within the time stipulated and/or not accepted by the landlord then no agreement will arise and the landlord may let the property elsewhere. Time is of the essence.

Name Tenant 1 \_\_\_\_\_

\_\_\_\_\_  
**Signature – Tenant 1**

\_\_\_\_\_  
 Date

Name Tenant 2 \_\_\_\_\_

\_\_\_\_\_  
**Signature – Tenant 2**

\_\_\_\_\_  
 Date

Name Tenant 3 \_\_\_\_\_

\_\_\_\_\_  
**Signature – Tenant 3**

\_\_\_\_\_  
 Date

**ACKNOWLEDGEMENT and CONSENT**

We agree and the parties all acknowledge and consent to either of them or their attorneys and representatives signing this form and any agreements and notices (in relation to the tenancy agreement or under the Act) by electronic and/or digital signatures under the *Electronic Transactions Act (Cth and NT)* and delivering this form and any application and notices by email.

OFFICE USE ONLY					
Tenant 1	<input type="checkbox"/>	Personal Details with Verification of Identity received	Date	/	/
Tenant 2	<input type="checkbox"/>	Personal Details with Verification of Identity received	Date	/	/
Tenant 3	<input type="checkbox"/>	Personal Details with Verification of Identity received	Date	/	/
References	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Previous Agent called	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employment	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Residential Tenancy Agreement Signed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ID verified	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Database check	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Rent Paid	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Bond	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Accepted	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Bond Lodged	Date	/ /
Comments:					



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## TENANT'S PERSONAL INFORMATION FORM

for Tenancy Application *Residential Tenancies Act and Rooming Accommodation Act 2008*

TO BE COMPLETED BY EACH TENANT

### Personal Details

First name \_\_\_\_\_ Surname \_\_\_\_\_  
Mobile \_\_\_\_\_ Phone work \_\_\_\_\_  
Email \_\_\_\_\_ Email 2 \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Australian  Yes  No  
Driver's Licence \_\_\_\_\_ State \_\_\_\_\_  
Passport No \_\_\_\_\_ Country \_\_\_\_\_  
Centrelink Ref ID \_\_\_\_\_ Payment Type \_\_\_\_\_  
Vehicle Model/year \_\_\_\_\_ Reg No. \_\_\_\_\_  
Pets \_\_\_\_\_ Type/Breed \_\_\_\_\_

### Tenancy History

Present address \_\_\_\_\_

How long have you lived at your present address? \_\_\_\_\_ Rent Paid \$ \_\_\_\_\_

Reason for leaving this address? \_\_\_\_\_

Agent/Landlord's Name \_\_\_\_\_

Address \_\_\_\_\_ Phone No \_\_\_\_\_

Previous address \_\_\_\_\_

How long did you live at previous address? \_\_\_\_\_ Rent Paid \$ \_\_\_\_\_

Reason for leaving this address? \_\_\_\_\_

Agent/Landlord's Name \_\_\_\_\_

Address \_\_\_\_\_ Phone No \_\_\_\_\_

Was Bond refunded in full?  Yes  No, if No – reasons why \_\_\_\_\_

Self Employed  Yes  No Student  Yes  No

**Employment History**

Employer 1 \_\_\_\_\_ Phone No \_\_\_\_\_  
 Occupation \_\_\_\_\_  Full Time  Part Time  Casual  
 Period of Employment \_\_\_\_\_ Net Weekly Income \$ \_\_\_\_\_ (last 2 payslips required)  
 Previous Employer 2 \_\_\_\_\_ Phone No \_\_\_\_\_  
 Occupation \_\_\_\_\_  Full Time  Part Time  Casual  
 Period of Employment \_\_\_\_\_ Net Weekly Income \$ \_\_\_\_\_

**References – 2 personal/business references (not related to you)**

Name 1 \_\_\_\_\_ Relationship \_\_\_\_\_  
 Address \_\_\_\_\_ Phone No \_\_\_\_\_  
 Name 2 \_\_\_\_\_ Relationship \_\_\_\_\_  
 Address \_\_\_\_\_ Phone No \_\_\_\_\_

**Emergency Contacts**

Name 1 \_\_\_\_\_ Relationship \_\_\_\_\_  
 Address \_\_\_\_\_ Phone No \_\_\_\_\_  
 Name 2 \_\_\_\_\_ Relationship \_\_\_\_\_  
 Address \_\_\_\_\_ Phone No \_\_\_\_\_

**My Financial Institution Details** (for repayments in future and to verify payments in)

Bank \_\_\_\_\_ Account Name \_\_\_\_\_  
 BSB \_\_\_\_\_ Account No \_\_\_\_\_

**Disclaimer / Authority**

I offer to rent the property from the owner on the attached Application and/or any future Application. I acknowledge that any application is subject to the approval of the owner/landlord. I declare that all information contained in this Application is true and correct and given of my own free will.

I AUTHORISE the Agent to obtain personal information about me in accordance with the provisions of the *Privacy Act 1988 (Cth)* from:

- (a) The owner or the Agent of my current or previous residences;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants;

Any record listing or database of defaults by tenants such as TICA, NTD, TRA or Other databases for the purpose of checking tenancy history. I am aware that I may access my personal information by contacting:

TICA Telephone: 1300 720 164 Website: <a href="http://www.tica.com.au">www.tica.com.au</a>	TRA Telephone: (02) 9363 9244 Website: <a href="http://www.tradingreference.com">www.tradingreference.com</a>
NTD Telephone: 138 332 Website: <a href="http://www.ntd.net.au/">www.ntd.net.au/</a> <a href="http://www.tenancydatabase.com.au">www.tenancydatabase.com.au</a>	Other:

I am aware that the Agent will use and disclose my personal information within this application without limiting in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents and complete a check with TICA, NTD, TRA or Others
- (c) allow trades-people or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) transfer water account details into my name.

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. By signing this document I AGREE AND ACKNOWLEDGE the terms above and that I may make applications to enter into a Residential Tenancy Agreement. I understand my applications may not be successful as there may be many applicants and this personal information may be used for any Applications I make.

**ACKNOWLEDGEMENT and CONSENT ELECTRONIC SIGNING**

I agree and the parties all acknowledge and consent to either of them or their attorneys and representatives signing this for m and any agreements and notices (under the agreement application or under the Act) by electronic and/or digital signatures under the *Electronic Transactions Act (Cth and the relevant State applying)* and delivering this form and any application and notices by email.

\_\_\_\_\_  
**Signature Tenant**

Date: \_\_\_\_\_

*my Verification of Identity details are on the next page attached*

## Verification of Identity of

**Name** \_\_\_\_\_

### 100 Point Check – by Agent

Before any application will be considered, each applicant must achieve a minimum of 100 check points. Should you not be able to meet the 100 check points please speak to the Agent. This information needs to be photocopied prior to submitting the application.

**Proof of Identity** – you must provide one of the following:

Australian Citizenship Certificate OR Passport (current or expired within last 2 years but not cancelled ) OR Birth Certificate + Photo ID OR	<input type="checkbox"/> <b>70 points</b>
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Driver's Licence	<input type="checkbox"/> <b>40 points</b>
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**Proof of Income** – you must provide at least one of the following:

Last Pay Advice OR Current Centrelink Statement OR Current Bank Statement (must show sufficient funds to meet rental payments)	<input type="checkbox"/> <b>25 points</b>
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**Supporting Documentation**

you must provide at least **30 points** of the following documentation:

Two Written References (current or previous employers)	<input type="checkbox"/> <b>35 points</b>
Current Rental Ledger (from last Managing Agent)	<input type="checkbox"/> <b>25 points</b>
Last 2 Rent Receipts	<input type="checkbox"/> <b>25 points</b>
Recent Rates Notice	<input type="checkbox"/> <b>25 points</b>
Vehicle Registration papers	<input type="checkbox"/> <b>25 points</b>
Current Electricity/Phone Account	<input type="checkbox"/> <b>25 points</b>
<b>Minimum of 30 points required</b>	

**Note:** If you are renting for the first time or have difficulty achieving 100 check points, call us to discuss alternative verification checks that may be conducted.