



**Jackson & Rowe**

Address 5 Church St, Ryde 2112  
Phone 8878 1900 Fax 9807 3518  
Email rentals@jacksonrowe.com.au

## **Your Application for Tenancy**

Thank you for the time you are about to spend in completing this application and for the information you are about to provide.

There are three things we will be assessing,

1. That you have the financial capacity to pay the rent and that your credit history confirms that you will not be likely to fall into arrears.
2. That you will look after the property and return it in a condition consistent with how it was leased to you.
3. And finally that you are who you say you are, in other words that we have evidence of your identity.

The application form and the information you provide on it needs to be complete and accurate. If not then we cannot properly advise the owner of the property on your suitability as a tenant and accordingly they will usually reject the application. The final approval of your tenancy is at the owner's discretion. They maintain the right to reject an applicant and are under no obligation to declare to us why.

N.B. You will only be given 1 set of keys for each approved applicant

The application is in a number of sections,

- Details of who you are, the property you are applying for, who will be living there, rent etc.
- Where you have been living and what organisation, person etc that we can contact to confirm this
- Where your income is earned or the financial resources that you possess with which to pay the rent
- An appropriate authority signed by you so that we are able to check these references and details with third parties.

We need at the time of submitting the application

- Government photo identity such as driver's licence, proof of age card or passport of which we will take a photocopy.

Our front desk staff will review the application to confirm that we have sufficient information for the property managers to check and discuss with the owner. If there are gaps or information missing then they will pass it back to you identifying what is needed and suggestions on what additional information or documentation that would assist you securing the property.

Our property managers work Monday to Friday and like to be able to give you an answer within 24 to 48 hours. If you don't hear from them by then, please ring us. Generally if we are having a problem with references it will be because someone isn't returning our calls. You may be able to chase them for us so that we can get the information we need.

We look forward to working with you.

Stephen Jackson  
Director



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<b>Date :</b>		<b>Offer:</b>	
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**Address of Property applied for:**

**What date would you like to move into the property?**

**General Information:**

Please provide your full name e.g. Mr. John Smith & underline your surname (family name)

\_\_\_\_\_

Are there other names you would like to appear on the lease? (Applications must be submitted for each name that you want on the lease)

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

Phone number Work: \_\_\_\_\_ Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Do you smoke? \_\_\_\_\_

Are you an Australian resident? \_\_\_\_\_ If not what is your current Visa status? \_\_\_\_\_

Please provide either: Drivers License Number \_\_\_\_\_ or Passport Number \_\_\_\_\_

Do you have any pets? \_\_\_\_\_ What type/ breed? \_\_\_\_\_ How many? \_\_\_\_\_

How long have you owned this pet? \_\_\_\_\_

How many people will be living at the property? Adults \_\_\_\_\_ Children(Ages) \_\_\_\_\_

Car Registration No: \_\_\_\_\_ Make/Model of Car \_\_\_\_\_

Emergency contact

Please provide details of a person (preferably your closest relative not living with you), whom we can contact in case of an emergency

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: H) \_\_\_\_\_ W) \_\_\_\_\_ M) \_\_\_\_\_

Is this application conditional on anything? (the owner is under no obligation to attend to these requests)

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

Where did you see the property advertised?

Realestate.com.au\_\_\_ Domain.com.au\_\_\_ Rental list\_\_\_ Window\_\_\_ Sign\_\_\_



**Rental History**

We will need to know where you have been living for the past 3 years as well as phone details for all references (including private landlords). We may ask you for a copy of a recent rent receipt or for some proof that you have been living there such as a telephone/ electricity account or bank/ credit card statement.

**What is your present address?** \_\_\_\_\_

How long have you been living at this address? From \_\_\_\_\_ To \_\_\_\_\_

How much is the total rent for the property? \_\_\_\_\_ How much is your share? \_\_\_\_\_

Is your name on the lease? \_\_\_\_\_ If not, what name is on the lease? \_\_\_\_\_

Who are the managing agent / landlord? \_\_\_\_\_

Agent/ landlords phone number B) \_\_\_\_\_ M) \_\_\_\_\_

Why are you moving from this property? \_\_\_\_\_

**If you have been living at your current address less than 3 years what was your previous address?**

\_\_\_\_\_

How long did you live there? From \_\_\_\_\_ To \_\_\_\_\_

How much is the total rent for the property? \_\_\_\_\_ How much is your share? \_\_\_\_\_

Is your name on the lease? \_\_\_\_\_ If not, what name is on the lease? \_\_\_\_\_

Who is the managing agent/landlord? \_\_\_\_\_

Agent/landlord's phone number B) \_\_\_\_\_ M) \_\_\_\_\_

Why did you move from this property? \_\_\_\_\_

**If you have been living in your own home rather than renting please provide a copy of a rate notice plus the following information.**

Address of your property \_\_\_\_\_

If your property has been sold recently, or is currently managed by a Real Estate Agent, please tell us which firm has/is representing you and where we can contact them.

Name of Firm \_\_\_\_\_

Contact person \_\_\_\_\_ B) \_\_\_\_\_ M) \_\_\_\_\_



**Income Details**

We need to know that you will be able to pay the rent on time over the term of your tenancy. These questions help us understand your income earning situation, whether its sufficient to pay the rent and that it is consistent and regular. If you receive Government benefits/ pension/ financial assistance from another source, you will need to provide appropriate evidence

Government benefits/ pension: Please supply written confirmation of benefits paid to you. Centrelink are happy to provide this to you over the counter during normal business hours.

Income from sources other than employment: We will need to see evidence of such income such as bank statements/ financial statements from an accountant.

**Where do you work now?**

Employment Status                      Fulltime                      Part time                      Casual  
(please circle)

Name of employer? \_\_\_\_\_

Street address of employer \_\_\_\_\_

What type of work do you do? \_\_\_\_\_ Position held \_\_\_\_\_

Who do you report to? \_\_\_\_\_ Their position \_\_\_\_\_

Main Telephone Number \_\_\_\_\_ Manager / Payroll Number \_\_\_\_\_

How long have you been employed at this company? \_\_\_\_\_ Years \_\_\_\_\_ Months

What is your net weekly income (income after tax)? \_\_\_\_\_

**If you have worked there for less than 3 years, where did you work before?**

Name of employer? \_\_\_\_\_

Street address of employer \_\_\_\_\_

What type of work do you do? \_\_\_\_\_ Position held \_\_\_\_\_

Who do you report to? \_\_\_\_\_ Their position \_\_\_\_\_

Switch board number \_\_\_\_\_ Your phone number \_\_\_\_\_

How long have you been employed at this company? \_\_\_\_\_ Years \_\_\_\_\_ Months

What is you net weekly income (income after tax)? \_\_\_\_\_



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**NOTICE TO PROSPECTIVE TENANTS:**

The availability of telephone lines, internet services, analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, and the tenant must rely upon their own enquiries. Any expense incurred to make these services functional is solely the responsibility of the tenant.

**PRIVACY ACT 1988**

**COLLECTION NOTICE**

The personal information that you provide in this application and collected from other sources is necessary for Jackson & Rowe to verify your identity, to process and evaluate the your application and to manage the tenancy. Personal information collected about you in this application and during the course of the tenancy if your application is successful may be disclosed for the purpose for which it was collected. These other parties include landlords and their advisers, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the Jackson & Rowe and/or our Landlord. If you enter into a Residential Tenancy Agreement, and if you fail to comply with your obligations under that agreement, that fact and other relevant personal information collected about you during the course of the tenancy may also be disclosed to a future landlord, third party operators of tenancy reference databases or other agents.

If you would like to access the personal information we hold, you can do so writing to Jackson & Rowe to at P. O Box 204 Ryde 1680 or Email: [realestate@jacksonrowe.com.au](mailto:realestate@jacksonrowe.com.au) to make an appointment. Naturally, at that time if any information is inaccurate, incomplete or out-of-date you advise us and as appropriate we will update these records.

I confirm by signing this application form, that the information in this application is true and correct and that I have read and fully understand the above information, including the Jackson & Rowe privacy policy and agree that I am bound by this information after signing. I also acknowledge that I have received a copy of this application and consent to Jackson & Rowe Real Estate contacting persons and entities as nominated on this application to confirm the information provided and obtain references to assist my application for tenancy. I also understand & accept that if any of the information provided in this application is found to be untrue my application will no longer be considered.

Name of Applicant \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**NB: If submitting this application via fax or email, please provide a copy of either your Drivers License (both sides), Passport or Proof of Age Card.**



## Once your application is approved

### Application & Deposits

- If your application is successful you will be asked to bring in a holding deposit the equivalent of 1 week's rental. This is required either in bank cheque or money order.
- If you pay a deposit on a property and change your mind, you will forfeit the full deposit.
- All applications are approved on the basis that all tenants agree to have all rental payments direct debited from a bank account. Jackson & Rowe do not accept payment by cash or credit card. If you do not agree to these terms your application will proceed no further.

### Signing your lease

- Each person whose name appears on the lease must be present at the time of signing. If all parties are not present, our office will not release the keys to you.
- Your lease will be available for you to sign between 9am & 4pm on the day it commences, unless other arrangements are made. **Keys are not available prior to this time under any circumstances.**
- Please allow approximately 30 minutes to sign and read all documentation.

### What you need to bring with you on the day of signing your lease

You will be unable to sign your lease and take the keys to the property if our office does not receive all of these at the time of signing your lease. These things are vital or you will not be able to sign your lease and pick up keys

- You will need to pay 2 weeks rental in advance (minus any deposit paid) This will need to be in the form of a **bank cheque** or **money order** rather than personal or company cheque because these cheques must be guaranteed.
- Bond which is the equivalent to 4 weeks rent again in the form of a **bank cheque** or **money order** rather than personal or company cheque because these cheques must be guaranteed, there are no exceptions. The bond cheque should be made payable to **Department of Fair Trading**.
- As paying your rent by direct debit forms part of the lease, you will need to complete a direct debit form which our office will require at the time of signing the lease. Please ensure that you have all your account details with you or you will not be able to sign your lease.

Direct debit works like an electronic cheque. There is no cost to the tenant for this process and the authority is automatically terminated once you vacate the property. The system allows for rent to be paid as it falls due. If your rent falls due on a day that the banks aren't open, then it is debited the first banking day after.