



TENANCY APPLICATION FORM

Jo Jones Property Specialists
11b/80 Tallwood Avenue
Mollymook NSW 2539
0412 331 130
pm.debshort@gmail.com

PROPERTY DETAILS

| | | |
|--------------------------------|--|----------------------------------|
| Street Address: | | |
| Suburb: | | |
| Lease term: | years | months |
| Lease commencement date: | | |
| Rent: \$ | <input checked="" type="checkbox"/> weekly | <input type="checkbox"/> monthly |
| Names of all other applicants: | | |
| Number of Occupants | | |
| Adults: | Children: | |
| Ages of Children: | | |

PERSONAL DETAILS

| |
|----------------|
| Given name(s): |
| Surname: |
| Mobile: |
| Home Phone: |
| Work Phone: |
| Fax: |
| Email: |
| Date of Birth: |

IDENTIFICATION

| | |
|---------------------------|--------|
| Drivers Licence No: | State: |
| Passport Number: | |
| Passport Issuing Country: | |

EMERGENCY CONTACT DETAILS OF PERSON NOT RESIDING IN PROPERTY

| |
|---------------|
| Name: |
| Relationship: |
| Address: |
| Mobile: |
| Home Phone: |
| Work Phone: |

CURRENT TENANCY DETAILS

| | |
|-------------------------|--|
| Street Address: | |
| Suburb: | |
| Time at Address: | years months |
| Rent paid: \$ | <input type="checkbox"/> weekly <input type="checkbox"/> monthly |
| Reason for Leaving: | |
| Name of Landlord/Agent: | |
| Landlord/Agent Phone: | |
| Landlord/Agent Email: | |

PREVIOUS TENANCY DETAILS

| | |
|--|--|
| Street Address: | |
| Suburb: | |
| Time at Address: | From: To: |
| Rent paid: \$ | <input type="checkbox"/> weekly <input type="checkbox"/> monthly |
| Name of Landlord/Agent: | |
| Landlord/Agent Phone: | |
| Was the bond refunded in full?: <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If No, please specify reasons why: | |

INCOME

| | | |
|-------------------------|---------------------------------|-----------------------------------|
| Employment Income: | <input type="checkbox"/> weekly | <input type="checkbox"/> annually |
| Other Income: | <input type="checkbox"/> weekly | <input type="checkbox"/> annually |
| Other Income source(s): | | |

CURRENT EMPLOYMENT DETAILS

| | | |
|-----------------------|-----------|--------|
| Position Held: | | |
| Business Name: | | |
| Street Address: | | |
| Suburb: | Postcode: | |
| Contact Name: | | |
| Contact Phone: | | |
| Length of Employment: | years | months |

PREVIOUS EMPLOYMENT DETAILS

| | | |
|----------------------|-----------|-------|
| Position Held: | | |
| Business Name: | | |
| Street Address: | | |
| Suburb: | Postcode: | |
| Contact Name: | | |
| Contact Phone: | | |
| Length of Employment | To: | From: |

IDENTIFICATION

| | |
|---------------------------|--------|
| Drivers Licence No: | State: |
| Passport Number: | |
| Passport Issuing Country: | |

ADDITIONAL INFO

| | | | | | |
|---------------------------------|------------------------------|-----------------------------|----------|------------------------------|-----------------------------|
| Pets: | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Smokers: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, please state: Pet type: | | | | | |
| Pet breed: | | | | | |



IF SELF EMPLOYED PLEASE COMPLETE

| | |
|----------------------------|-----------|
| Company Name: | |
| Business Type: | |
| Business Address: | |
| Suburb: | Postcode: |
| ABN: | |
| Accountant Name: | |
| Accountant Phone: | |
| Accountant Email: | |
| Accountant Street Address: | |
| Suburb: | State: |

PROFESSIONAL REFERENCE

| |
|-----------------|
| Reference Name: |
| Relationship: |
| Phone: |
| Email: |

PERSONAL REFERENCE 1

| |
|-----------------|
| Reference Name: |
| Relationship: |
| Phone: |
| Email: |

PERSONAL REFERENCE 2

| |
|-----------------|
| Reference Name: |
| Relationship: |
| Phone: |
| Email: |

INCOME

| | | |
|-------------------------|---------------------------------|-----------------------------------|
| Employment Income: | <input type="checkbox"/> weekly | <input type="checkbox"/> annually |
| Other Income: | <input type="checkbox"/> weekly | <input type="checkbox"/> annually |
| Other Income source(s): | | |

CURRENT EMPLOYMENT DETAILS

| | | |
|-----------------------|-----------|--------|
| Position Held: | | |
| Business Name: | | |
| Street Address: | | |
| Suburb: | Postcode: | |
| Contact Name: | | |
| Contact Phone: | | |
| Length of Employment: | years | months |

PREVIOUS EMPLOYMENT DETAILS

| | | |
|----------------------|-----------|-------|
| Position Held: | | |
| Business Name: | | |
| Street Address: | | |
| Suburb: | Postcode: | |
| Contact Name: | | |
| Contact Phone: | | |
| Length of Employment | To: | From: |

IDENTIFICATION

| | |
|---------------------------|--------|
| Drivers Licence No: | State: |
| Passport Number: | |
| Passport Issuing Country: | |

ADDITIONAL INFO

| | | | | | |
|---------------------------------|------------------------------|-----------------------------|----------|------------------------------|-----------------------------|
| Pets: | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Smokers: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, please state: Pet type: | | | | | |
| Pet breed: | | | | | |



IF SELF EMPLOYED PLEASE COMPLETE

| | |
|----------------------------|-----------|
| Company Name: | |
| Business Type: | |
| Business Address: | |
| Suburb: | Postcode: |
| ABN: | |
| Accountant Name: | |
| Accountant Phone: | |
| Accountant Email: | |
| Accountant Street Address: | |
| Suburb: | State: |

PROFESSIONAL REFERENCE

| |
|-----------------|
| Reference Name: |
| Relationship: |
| Phone: |
| Email: |

PERSONAL REFERENCE 1

| |
|-----------------|
| Reference Name: |
| Relationship: |
| Phone: |
| Email: |

PERSONAL REFERENCE 2

| |
|-----------------|
| Reference Name: |
| Relationship: |
| Phone: |
| Email: |

SUPPORTING DOCUMENTS

Provide 100 points of identification photocopied and attached to this application.

☐ 40 pts Drivers License

☐ 40 pts Passport Photo Page

☐ 20 pts Other Photo ID

☐ 20 pts Current Payslip

☐ 20 pts Previous 2 Rent Receipts

☐ 20 pts Previous Tenancy Ledger

☐ 20 pts Medicare Card

☐ 20 pts Debit/Credit Card

☐ 20 pts Bank Statement

☐ 20 pts Utility Bill

HOLDING FEE

Complete for properties in NSW if you wish to reserve the property for a period of time. The Holding Fee is equivalent to one week's rent to hold the property for a period of 7 days only, starting from the funds are received. The Agent undertakes that:

- A Holding Fee may only be requested following approval of the application by the landlord;
- A receipt for the amount, property, landlord and tenant names and holding period must be provided to the tenant,
- Where a Holding Fee has been paid, a landlord must not enter into another tenancy agreement for that period with another tenant.
- Should the tenant withdraw from the tenancy application, the landlord may retain the whole Holding Fee,
- A Holding Fee should be attributed to rent upon the tenancy commencing.
- The Applicant understands that, should they decide not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Holding Period, the landlord may retain the whole Holding Fee representing the rent that would have been paid during the Holding Period.

PAYMENT DECLARATION

I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be approved, I acknowledge that I will be required to pay the following amounts:

| | |
|--|--|
| Rent amount: \$ | <input type="checkbox"/> weekly <input type="checkbox"/> monthly |
| First payment of rent in advance: | \$ |
| Rental Bond: | \$ |
| Subtotal: | \$ |
| Less Holding Fee: | \$ |
| Amount payable upon signing Tenancy Agreement: | \$ |



PRIVACY POLICY

Jo Jones Property Specialists is an independently owned and operated business. If you believe that your privacy has been breached, please contact us using the contact details on our website and provide details of the incident so that we can investigate it. Our procedure for investigating and dealing with privacy breaches is set out in our current complaints handling procedures.

We collect personal information in this form to assess your application for a residential tenancy. You also consent to us using your information for the purposes of direct marketing, business research and customer satisfaction enquiries. We may need to collect information about you from your previous landlord or letting agents, your current or previous employer and referees. Your consent to us collecting this information is set out below.

We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the owner's insurers. We may also send personal information about you to the owners of any properties at your request.

You have the right to access personal information that we hold about you by contacting our privacy officer or the contact details on our website.

If you do not complete this form or do not sign consent below then your application for a residential

CONSENT

I, the Applicant, authorise Jo Jones Property Specialists and the Agent to collect information about me from:

1. My previous letting agents, landlords, current and previous employers
2. My personal referees
3. Jo Jones Property Specialists may use one or more of the following residential tenancy databases (RTDs) to check my tenancy history for the purpose of deciding whether the landlord should enter into a tenancy agreement with me:
4. Personal information collected about me to the owner of the property even if the owner is resident outside Australia.
5. Personal information collected about me to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases to which it is reasonably necessary to disclose in relation to the tenancy arrangement.

As your information may be emailed or stored in the cloud, we cannot ensure that overseas recipients to whom your information is disclosed will not breach the Australian Privacy Principles in relation to your information. Acknowledging that this is so, you consent to your information being emailed and stored in the cloud.

I ACKNOWLEDGE THAT THIS APPLICATION IS SUBJECT TO THE APPROVAL OF THE OWNER. I DECLARE THAT ALL INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT AND GIVEN OF MY OWN FREE WILL.

Signature:

Date: