



**JSF Property Management Pty Ltd**  
 Unit 6/2 Emerald Place,  
 Bridgeman Downs QLD 4035  
 Ph: 1300 573 000  
 admin@jsfproperty.com.au



# APPLICATION

PROPERTY ADDRESS FOR RENT: \_\_\_\_\_

2nd Choice: \_\_\_\_\_

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.
- 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 Credit Card.
- 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.
- If faxing or emailing your Application and documents, please call our office to confirm all documents have been received.

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	70
<input type="checkbox"/> Drivers Licence <input type="checkbox"/> Proof of Age Card	40
<input type="checkbox"/> Other Photo ID from Government eg Pension Card, Student Card	
<input type="checkbox"/> 2 recent Rent Receipts <input type="checkbox"/> 2 recent Pay Advices <input type="checkbox"/> Tenancy Ledger	25
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	25
<input type="checkbox"/> Bank/Credit Card Statement <input type="checkbox"/> Telephone Account <input type="checkbox"/> Gas Account	
<b>TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:</b>	

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
- Provided 2 recent pay advices
- 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 our Agency ASAP
- Completed the Application form fully, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent

**Pets**     No     Yes:    Type: \_\_\_\_\_

- 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"/> Application is completed including Consent			am/pm
NAME OF NOMINATED APPLICANT FOR CONTACT REGARDING APPLICATION STATUS			
Name		Phone	

## How did you find out about this Property

Website     Realestate.com     Agency contact     Sign     Referral     Domain     Other

## Applicant's Details

Name in Full \_\_\_\_\_ Other Name You have been known by \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Drivers Licence No. \_\_\_\_\_ Expiry \_\_\_\_\_ Passport No \_\_\_\_\_ Expiry \_\_\_\_\_

Home     Mobile     Business

Email \_\_\_\_\_

## Current Address

Owned     Rented

## Current Tenancy Details if applicable

Rent per week    \$ \_\_\_\_\_    Period of occupancy \_\_\_\_\_    Years \_\_\_\_\_    Months \_\_\_\_\_

Agent/Landlord \_\_\_\_\_     Business    Fax \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Do you expect the Bond to be refunded in full     Yes     No    Why: \_\_\_\_\_

## Previous Address

Address \_\_\_\_\_

Rent per week    \$ \_\_\_\_\_    Period of occupancy \_\_\_\_\_    Years \_\_\_\_\_    Months \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Agent/Landlord \_\_\_\_\_     Business    Fax \_\_\_\_\_

## Employment

Current Employer \_\_\_\_\_    Your Position \_\_\_\_\_

Full Time     Part Time     Casual     Contract

Length of Employment    Years \_\_\_\_\_    Months \_\_\_\_\_    Pay day is \_\_\_\_\_    of each: week / fortnight / month

Payroll / Manager's Name \_\_\_\_\_    Fax \_\_\_\_\_     Business

## If Self Employed

Company Name \_\_\_\_\_    Trading As \_\_\_\_\_

Address \_\_\_\_\_    ABN \_\_\_\_\_

Period self employed    Years \_\_\_\_\_    Months \_\_\_\_\_    Industry/ Nature of Business \_\_\_\_\_

Accountant Details \_\_\_\_\_     Business

Creditor Referee \_\_\_\_\_     Business

## Income – specify \$Gross per annum and provide verification

• Employment    \$ \_\_\_\_\_

• Self Employment – provide Accountant letter to verify    \$ \_\_\_\_\_

• 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:

Parent/Guardian Letter     Centerlink Document     Bank Statements     Austudy Document     Other

## Vehicles to be kept at Property

Registration No

Model

Owned / Hire Purchase

## Occupancy Details of Persons to Reside at Property other than Applicant, including Dependants and other Applicants

Name	Date of Birth	Relationship	Name	Date of Birth	Relationship

## 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?	<input type="checkbox"/> No	<input type="checkbox"/> Yes:
Are you in debt to another Lessor or Agent?	<input type="checkbox"/> No	<input type="checkbox"/> Yes:
Is there any reason known to you that would affect your ability to pay rent when due?	<input type="checkbox"/> No	<input type="checkbox"/> Yes:
Was your Bond at your last address refunded in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No:
Was the Property in a satisfactory condition when you inspected it? If not, provided details .	<input type="checkbox"/> Yes	<input type="checkbox"/> 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 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 as Part Bond. 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, steps to apply for a refund of the Bond will be taken by the Agent for monies owed for rent until a replacement Tenant is secured.

**I understand the Agent uses Direct Credit/EFT for rent payments and if used the Tenant may incur a bank fee per transaction. (Please check with your Financial Institution)**

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
Rent – first 2 weeks rent	2 x \$	= \$	Must be paid BEFORE lease commences
Bond – 4 times weekly rent <small>NB: If rent is over \$700pw, Bond is as specified on Rent List</small>	4 x \$	= \$	Full Bond must be paid within 24 hours of Application approval
<b>TOTAL PRE-MOVING IN COST</b>			<b>\$</b> Total to be paid BEFORE lease commences

APPLICANT'S SIGNATURE

Date

In Presence of Agency Representative

Date

**JSF Property Management Pty Ltd**  
**Unit 6/2 Emerald Place, Bridgeman Downs QLD 4035**  
**Ph: 1300 573 000**

**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 **JSF Property Management Pty Ltd** 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 JSF Property Management. I authorise JSF Property Management Pty Ltd 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 JSF Property Management subscribes. I can refer to their Privacy Disclosure Statements via: [www.tica.com.au](http://www.tica.com.au) and [www.ntd.com.au](http://www.ntd.com.au)

I authorise JSF Property Management Pty Ltd 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 JSF Property Management Pty Ltd to 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 – DIRECT CONNECT**

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**

<b>Applicant Name</b>	
<b>Applicant Signature</b>	
<b>Date</b>	
<b>Time</b>	



MAKES MOVING EASY  
Your **FREE** No Obligation Connection Service



6/2 Emerald Place Qld 4035  
Ph: 1300 573 000

E: [admin@jsfproperty.com.au](mailto:admin@jsfproperty.com.au)

Direct Connect can help arrange for the connection or provision of the following utilities and other services:

- |             |            |                   |          |        |
|-------------|------------|-------------------|----------|--------|
| Electricity | Gas        | Phone             | Internet | Pay TV |
| Insurance   | Removalist | Truck or van hire | Cleaners |        |

Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.

<b>Name of Applicant</b>
<b>Address For Connection</b>
<b>Postcode</b>

Contact Phone Number

Date Of Birth

CONNECTION DATE



***This is a FREE service that connects all your utilities and other services.***

We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information.

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

- Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
- Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement
- Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
- Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
- Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
- Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature

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