

P (02) 4226 3000 I

3/168 Gipps Road Gwynneville NSW 2500 I PO Box 7176 Gwynneville NSW 2500

E rentals@jacksonresidential.com.au W [www.jacksonresidential.com.au](http://www.jacksonresidential.com.au/)

**TENANCY APPLICATION FORM**

# WARNING: You Must Read This Information Prior To Completing Your Application Form. If Your Form Is Not Filled In Correctly It Will Not Be Processed And You May Miss Out On The Property.

1. One application for each person that wishes to reside in the property must submit an application.
2. Applications that are not fully complete will not be accepted or processed.
3. Applicants must inspect the property with an agent from Jackson Residential before submitting an application

5. If you are successful you will be required to pay one week’s rent as a non-refundable holding deposit within 24 hours of acceptance.

**CASH OR PERSONAL CHEQUE PAYMENTS WILL NOT BE ACCEPTED**. All parties will be required to attend a sign-up appointment within 24 - 48 hours of acceptance. Upon signing of the lease you will be required to pay a bond of 4 weeks, plus 2 weeks rent in advance.

# Your application must contain copies (no originals as all documents shredded upon decline of any application) of proof of identification and proof of income. No photocopies done in our office. Below are examples of suitable ID’s. If these are not present your application will not be processed.

1. **Identification** We require 100 points of identification as per the options list below

Passport, Birth Certificate, Citizenship Certificate **70 points per item**

Driver’s License, 18+ Card, Student Card **50 points per item**

ATM Card, Credit Card, Medicare Card, Health Care Card, Phone,

Electricity or Gas Account **25 points per item**

# Proof of Income

We require a copy of the following:

Your last 3 consecutive pay slips, or Centrelink confirmation

You’re most recent bank statement (showing the last full month or this month transactions) Employment Contract (if applicable)

University acceptance letter (if applicable)

Letter of Parental Support (if insufficient independent income).Parental payslips & bank statements required.

# Complete the attached form and don’t forget to sign at the top of the last page

**How Long Does It Take To Process An Application? O**ur office will endeavour to have an answer to you within 48 hours. Upon acceptance of your application you will be required to pay a week’s rent as a holding fee.

DISCLOSURE REQUIRED BY THE ACT

I, the Applicant declare that the above information is correct and that I have supplied it on my own free will and I authorise you as the Managing Agent, to contact any of the referee’s or references supplied by me in this application, conduct any enquiries, and/or searches, including any tenancy information databases in ordered to verify the above information. I acknowledge that any false information I provide in this application could jeopardise this application and any subsequent tenancy agreement I enter into, and approval by the Landlord or Agent. Information already held on tenancy reference databases may also be disclosed to the Agent and or/Landlord. I acknowledge and accept that if this application is rejected, the Agent is not legally obligated to give reasons for the rejection. I understand that my application will be destroyed should it not be successful. I, the Applicant declare that I am not bankrupt and that the rental is within my means. I acknowledge that I have inspected the property, and that I am satisfied with its condition and cleanliness. I agree that if my application is approved, that this approval is subject to the property being available on the due date. I understand that if the property is currently tenanted or under construction/reconstruction, the approval will be given subject to the availability of the property on the due date. I agree to take no action against the Owner or Jackson Residential Pty Ltd should any circumstances arise whereby the property is not available for occupation on the due date.

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Don’t waste precious hours of your time ringing around to organise utility connections for your new home. Let Compare & Connect, the moving house utility connection specialists, do it for you.

We coordinate your connections and disconnections while getting you some of the best utility rates in the market from our large panel of suppliers.

What’s even better is that our service is FREE!

|  |
| --- |
| **Compare & Connect manages:**Please tick what services you would like: Electricity Gas Water Telephone Pay TV Internet Home Insurance Cleaning Removalists **So we can provide you with on time connections please provide: Personal Information**Dr ¨ Mr ¨ Mrs ¨ Miss ¨ Ms ¨ (please circle)Surname Given Name/s Property Address Suburb Post Code DOB / / Drivers License. State Home Phone Work Phone Mobile Phone Email Date of Connections / / Office: Agent: **Once Compare & Connect has received your application we will make all reasonable efforts to contact you within 24 hours of the nearest business day to identify how we can help.****You agree and acknowledge:**1. That you accept the Compare & Connect Terms and Conditions that may be accessed at [www.compareconnect.com.au/terms-and-conditions](http://www.compareconnect.com.au/terms-and-conditions)
2. You authorise and invite Compare & Connect to contact you by telephone, email, text message, MMS or any other form of communication in order to provide the services requested by you even if your details are registered on the Do Not Call Register.
3. That Compare & Connect may share your details with their suppliers and service providers in order to facilitate the connection and/or disconnection of the requested services.
4. That Compare & Connect may receive a fee from the suppliers and service providers, part of which may be paid to a Compare & Connect referral

partner, and you are not entitled to any part of any such fee.1. That Compare & Connect does not accept any liability on behalf of the suppliers and providers.

**You further authorise Compare & Connect to:**1. Obtain the National Metering Identifier and/or Meter Installation Reference Number of the properties that you are vacating and/or relocating to.
2. Contact you with future promotions and offers.

**By signing this application form** you warrant that you are authorised to make this application and provide the invitation, consents, acknowledgments,authorisations and undertakings set out in this application form on behalf of all of the applicants listed herein**Signature Date** |
| **Please E-Mail all application forms to** **crm@compareandconnect.com.au** **To find out more call 1300 859 258** |
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PROPERTY ADDRESS:

**I have inspected the property listed above and wish to rent the property for a period of months starting on**

 **, at a rental price of $ per week. I will also be required to pay a minimum of rental bond of 4 weeks rent**.

**APPLICANT DETAILS**:

Full name: Date of Birth: Home Phone: Work: Mobile: Email: Driver’s License No: Passport No:

Is someone else applying with you to rent this property: Yes/ No. Do your smoke Yes/No

If yes, please list name/s: Name and age of children to reside at this property: **PRESENT ADDRESS**

Property Address: Name of Agent/ Owner: Phone: Fax: Period of Occupancy: Reasons for Leaving: Rent Paid: $ / week

**PREVIOUS ADDRESS IF PRESENT LESS THAN 2 YEARS**

Property Address: Name of Agent/ Owner: Phone: Fax: Period of Occupancy: Reasons for Leaving: Rent Paid: $ / week

**OCCUPATION**

Occupation: Name of Employer: Work Address: Name of Contact: Phone: Length of Time Employed Full Time/ Part Time (Hours p/w): Net Income after Tax: weekly

**IF SELF EMPLOYED**

Name of Business: Industry: Business Address: Net Income after Tax: weekly

Please provide the following: Bank Statements, Personal/Business Tax Returns, Cert of Business Registration Financial Statements as prepared by an accountant Tax Notice of Assessment

**IF STUDENT**

University: Name and Length of Course: Are you receiving Government assistance? Yes/ No (Proof required)

**PETS**

Will you have pets at the property? Yes/ No. If Yes, How Many: Type:

**PERSONAL REFEREES** (2 people we can contact by phone that are not your relatives, your employer, or your landlord)

Name: Occupation: Relationship:

Home Phone: Mobile Phone: how long has this person known you? :

Name: Occupation: Relationship:

Home Phone: Mobile Phone: how long has this person known you? :

**Person to Contact in case of Emergency (Not Living with You)**

Name: Phone: Relationship to you:



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**PRIVACY ACT ACKNOWLEDGEMENT FOR TENANTS**

In accordance with privacy principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement. I the said applicant declare that I give my permission to the agent to collect my information and pass such information onto TICA Default Tenancy Control Pty Ltd. I further give my permission for my information to be provided to any other tenancy database for the assessment of my tenancy application. I further give consent to the Agency to contact any of my personal referees, landlord/owner, employer, managing agents, and any records, and rental ledgers provided by me in my tenancy application. I agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with tenancy database my information may be recorded as making an inquiry. I understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its member’s access to information accumulated from members about tenants who have breached their tenancy agreements. I agree and understand that should I fail to provide the database member with the information and acknowledgements required the Agency may elect not to proceed with my tenancy application. I acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 190 222 0346. I agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at $5.45 per minute inclusive of GST.

Applicants Name: Signature: Date:

OFFICE USE ONLY

**URGENT REQUEST FOR RENTAL REFERENCE**

Agency: Fax:

Our Agency has received an application for tenancy. The Applicant has provided your details as a current or previous Landlord or Landlord/s Agent, and has authorised us to collect information about the tenancy from you / the Agency. A copy of the applicant's signed Privacy Consent is above.

**Please complete the details below and return the form along with a copy of the tenants ledger to our Agency today, as time is critical to both the Applicant and the Landlord to finalise processing of this application.**

Property Rented:

Period of time rented through your agency / / to / / Rent paid per week $

Termination Notices issued: Yes/No if yes why

Rent Payments: Excellent/Good/Fair/Poor Comments

Routine Inspections: Excellent/Good/Fair/Poor Comments

Final Inspections: Excellent/Good/Fair/Poor Comments

Pets Yes/No If yes were they any complaints or damage due to the pet

Full Bond Refund: Yes/No Comments

Any money outstanding Yes/No Comments

Would you rent to them again Yes/No

Any problem/concerns which have occurred during the tenancy

Name of person supplying details (please print)

Signature Date