

Application Form

For your application to be processed you must answer all questions (including the reverse side)

A. AGENT DETAILS



JP Just Properties Pty Ltd
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148 Sydney Road, Coburg Vic 3058

Phone: 03 9385 0000
Web: justproperties.com.au
Email: info@justproperties.com.au

B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

	Postcode

2. Lease commencement date?

	Day		Month		Year
--	-----	--	-------	--	------

3. Lease term?

	Years		Months
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4. How many people will normally occupy the property?

	Adults		Children
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C. PERSONAL DETAILS

5. Please give us your details

Mr Ms Miss Mrs. Other

Given name/s	Surname

Date of Birth	Driver's license number

Driver's license expiry date	Driver's license state

Passport no.	Passport country

Pension no. (If applicable)	Pension type (if applicable)

6. Please provide your contact details

Home phone no.	Mobile phone no.

Work phone no.	Fax no.

Email address

7. What is your current address?

Postcode

D. UTILITY CONNECTIONS

Please be advised that it's the tenants responsibility to ensure that all utilities are connected in there name/s at the date of the lease agreement.

E. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information about me from:

- (a) The owner or the Agent of my current or previous residences;
- (b) My personal referees for this application
- (c) My current and past employers;
- (d) Any person who maintains any record, listing or database of defaults by tenants;

and I authorise and consent to each of those persons providing requested personal information about me to the Agent.

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information within this application in order to:

- (a) communicate with referees, employees, landlords, third party operators of tenancy reference databases, other agents and select a tenant
- (b) communicate with the owner and select a tenant
- (c) prepare lease/tenancy documents
- (d) allow trades people or equivalent organisations to contact me
- (e) lodge/claim/transfer to/from a Bond Authority
- (f) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (g) refer to collection agents/lawyers (where applicable)
- (h) complete a check with a tenancy default database
- (i) 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. I am aware that I may access personal information on the contact details above and that I may be able to correct this information if it is inaccurate, incomplete or out-of-date.

Signature

Date

X

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F. APPLICANT HISTORY

8. How long have you lived at your current address?

	Years		Months
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9. Why are you leaving this address?

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10. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.	Weekly rent paid
	\$

11. What was your previous residential address?

Postcode

12. How long did you live at this address?

	Years		Months
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PLEASE TURN OVER

13. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly rent paid

Was bond refunded in full?

If not why not?

G. EMPLOYMENT HISTORY

14. Please provide your employment details

What is your occupation?

What is the nature of your employment?
(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if a student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

Years

Months

Net income?

15. Please provide your previous employment details

Occupation?

Employer's name:

Length of employment

Years

Months

Net income?

H. CONTACTS / REFERENCES

16. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

17. Please provide two personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

I. OTHER INFORMATION

18. Car Registration

19. Please provide details of any pets:

Breed / type

Council registration / number

RENTAL AMOUNT

Property rental

Per week OR

per month

PRIVACY ACT 1988 COLLECTION NOTICE

The personal information the prospective tenant provides in this application or that which is collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy.

The personal information collected about the Applicant in this application may be disclosed during the course of the tenancy for the purpose for which it was collected, to other parties, including the landlord, referees, financial institutions, trades people, other agents, third party operators of tenancy reference databases and other third parties as required by law. Information already held on tenancy databases may also be disclosed to the Agent and/or landlord. The Agent may also disclose information to other parties on the Internet.

If the Applicant enters into a Residential Tenancies Agreement and if the Applicant fails to comply with their obligations under that Agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to other parties, including those referred to above.

The Agent will only disclose information in this way to other parties to achieve the purposes specified above or as allowed under the Privacy Act 1988.

If the Applicant would like to access his/her personal information held by the Agent they can do so by contacting the Agent at the address and contact numbers contained in this Application. The Applicant can also correct this information if it is inaccurate, incomplete or out of date.

If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

Applicant's Signature

Date

REFERENCES TO SUPPORT YOUR APPLICATION

1. Photo ID such as: Drivers Licence or Passport.
2. Income: Wage Slip or Centre Link Statement.
3. Written rental references from current agent or landlord, or
4. Phone Number and address of current Landlord/Owner and previous landlord if available.
5. Character References if Available.

ALL REFERENCEES WILL BE PHOTOCOPIED.

PLEASE NOTE: If you application is accepted, Bond must be in form of a money order or bank cheque payable to R.T.B.A. (No personal cheques). Rent must be Bank Cheque or Money Order must be payable to JP JUST PROPETES PTY LTD



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