



TENANCY APPLICATION FOR THE PROPERTY AT

AN APPLICATION MUST BE COMPLETED IN FULL BY EACH PERSON OVER 18. A TENANCY APPLICATION FORM MUST BE COMPLETED BY ANY AND ALL OTHER PERSONS WISHING TO RESIDE AT THE PROPERTY.

I accept, if this application is declined, Jays Real Estate is not legally obliged to give reasons why this application has been declined. I agree to refrain from asking for any further details. I/we accept this application form & all attached documentation provided is not retained by Jays Real Estate and will be shredded within 24 hours of being declined. Please initial _____

I acknowledge that if this application is approved for tenancy by Jays Real Estate **a deposit equal to a minimum of one weeks rent must be paid within 24 hours of the approval being communicated.** We will continue to advertise, show the property & process applications until we receive a deposit. Your deposit is payable towards the rental bond and is a non refundable deposit should you change your mind in accepting the tenancy. Please initial _____

The processing of applications will take a minimum of 48 hours. Jays Real Estate will contact you once your application has been processed. Should you find alternative accommodation in the interim, please contact this office and advise. Please initial _____

PRIVACY NOTICE & CONSENT

Consent

I, _____
(Full name)
of _____
(Residential Address)

Have read and understood the attached information. I authorise employees of Jays Real Estate, and independent contractors of Jays Real Estate including their directors, officers and employees, to obtain relevant information from, and release relevant information to, the parties described on page 2 to assist with my involvement with Jays Real Estate. I understand that I can revoke my authority at any time. I acknowledge that if I revoke my authority, or if I decline to provide information as requested by Jays Real Estate, Jays Real Estate may be unable to provide the products or services I have requested.

Signed _____

Date _____

Parent/Guardian Signature (if under 18 years of age) _____

Privacy

Kelell Pty Ltd (ACN 132 327 425) trading as **Jays Real Estate** is committed to protecting your privacy in compliance with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (APPs). This document sets out Jays Real Estate's condensed Privacy Notice. **Jays Real Estate** also has a full Privacy Policy, which contains information about how you can complain about any breach by Jays Real Estate of the APPs or an applicable APP Code. A full copy of our Privacy Policy can be accessed at Jays Real Estate office.

Information Collection, Use and Disclosure

During the course of your involvement with Jays Real Estate, we may collect, use or disclose personal information about you for the following purposes:

- Assisting you to sell your property;
- Assisting you to purchase a property;
- Assisting you to lease a property (either as lessor or lessee);
- Assisting you to obtain a loan;
- Assisting you with payment or refund of a bond;
- Assisting you with tenancy disputes;
- Coordinating repairs or maintenance of a property owned or leased by you;
- Recording or accessing information at the Titles Registry Office or other government agency;
- Recording or accessing information at the Residential Tenancies Authority;
- Recording or accessing information on tenancy information services or databases;
- Client and business relationship management;
- Marketing of products and services to you;

The types of personal information we may collect, use or disclose about you includes but is not limited to:

- Your full name;
- Your date of birth;
- Your residential address;
- Your postal address;
- Your email address;
- Your home telephone number;
- Your work telephone number;
- Your mobile telephone number;
- Your occupation and business address;
- Financial information including details of your employer, income, name of bank or financial institution;
- Details of your spouse, de facto, dependent children, and roommates;
- Details of properties owned by you;

In order to provide products and services to you, we may disclose your personal information to the persons/organisations described below:

- In the event that you are a seller or a lessee, we may disclose your personal information to prospective buyers of the property owned or leased by you;
- In the event that you are a buyer or a lessee, we may disclose your personal information to the sellers of the property you are purchasing or leasing;
- Your legal advisor(s) and the legal advisor(s) representing the other party(s) involved in your transaction;
- Your financial institution and/or financial advisor;
- Insurance providers and brokers;
- Utility providers and utility connection service providers;
- Persons or organisations involved in providing, managing or administering your product or service including independent contractors engaged by us as real estate agents;

- Tradespeople engaged by us to repair or maintain a property owned or leased by you;
- Organisations involved in maintaining, reviewing and developing our business systems, procedures and infrastructure including maintaining or upgrading our computer systems;
- Persons or organisations involved in purchasing part or all of our business;
- Our related companies;
- Organisations involved in the payments systems including financial institutions, merchants and payment organisations;
- The Titles Registry Office or other government agencies;
- The Residential Tenancies Authority;
- Police;
- Tenancy information services or databases;
- Real estate websites;
- Real estate peak bodies;

Whenever it is reasonable or practicable to do so, we will collect your personal information directly from you. Sometimes it will be necessary for us to collect information from a third party or a publicly available source, such as a credit reporting agency, your legal adviser, your past or current employers, your previous lessors or property managers, and tenancy information services or databases.

In the course of providing services to you, it may be necessary for us to enter your personal information into forms generation software and real estate websites. Depending on the terms of use of such software and websites, a third party may acquire rights to use or disclose information entered into the relevant forms or websites.

We may disclose your personal information to recipients within Australia or to overseas recipients . Should information be required to be sent interstate or overseas, we will take steps to protect the privacy of your information.

We need your permission to collect, use and disclose your personal information, and we therefore ask that you sign the consent on the first page of this document to indicate your consent.

In the event that you do not consent to Jays Real Estate collecting and releasing your personal information as described above, we may be unable to provide the services requested by you.

Access to, and correction of personal information

You have the right to request access to your information and to request that Jays Real Estate update or correct your personal information. A charge may apply for providing access to your information.

Our Privacy Policy contains further information about how you may request access to, and correction of, your personal information.

Contacting Us

You may contact us by mail, email or telephone as follows:



PO Box 747
Mount Isa QLD 4825



(07) 4744 8000



admin@jaysre.com.au



Application for Residential Tenancy

(One Application to be completed per person)

Agent For Lessor.....
Property Address.....

Application Details

Full Name.....
Have you been known by any other name? Yes No If Yes, what other name have you been known by?.....
Have you any dependants? Yes No Dependants Name/s.....
Age/s of dependants..... Total number of applicants applying for property.....
Driver's Licence Number or Passport Number..... State..... Date of Birth.....
Registration Number of Vehicle/s..... Number of Cars.....
Are you a smoker? Yes No

Contact Details

Current Address.....
.....
Phones: Work..... Home.....
Mobile..... Email.....

Current Agent/Lessor.....

Time period at premises: Years.....Months.....
Phone.....
Rent per week \$.....

Previous Agent/Lessor

Phone.....
Previous address.....
.....
Rent per week \$.....

Pets – List any pets owned.....

Number of Pets.....
Type of Pet/s.....
.....
Are your Pets registered with the council? Yes No
Please state which council

Are you employed? Yes No

Full Time/Casual/Part Time/Centrelink/Contract/Other
Occupation.....
Net weekly Income \$.....
Length of Employment

Name of Employer.....
Phone.....
Address of Employer.....
.....

If Self Employed.....

Business Name.....
How long Self employed?.....
ABN.....
Address of Business.....
.....
Accountant's Name.....
Phone.....

If you are a **Student**, what University, Tafe or School do you attend?.....
Student Identification Number..... Overseas student: Yes No Visa Expiry Date.....

Next of Kin (Please Provide Details of preferred person to be contacted in the event of an emergency)

NameContact number/s.....
Address.....
.....

Personal References (please do not list relatives or partners and provide business hours contact numbers)

Name.....Relationship.....Phone.....
 Address.....
 Name.....Relationship.....Phone.....
 Address.....

Please advise the following by ticking either Yes or No

Have you ever been evicted by an agent/lessor? Yes No

Is there any reason known to you that would affect your ability to pay rent? Yes No

Was your rental bond at your last address refunded in full? Yes No

If No, please advise what deductions were made from your bond?.....

Are you in debt to another agent/lessor? Yes No

If Yes, why are you in debt to your past agent/lessor?.....

You are required to meet a 100 point identification criterion upon submission of your application, and the agent/lessor may photocopy any item to retain as part of your application.

10 Points: Medicare Card, Birth Certificate, Motor vehicle registration papers
30 Points: Bank statement, recent utility accounts eg. phone, electricity or gas
40 Points: Drivers Licence, Passport, 18+ card, Photo ID, last four rent receipts, tenant ledger

You are also required to supply the agent/lessor with proof of your income upon submission of your application

Employed: Last two pay slips
Self Employed: Bank statements, Group Certificate or letter from accountant detailing income
Un Employed: Centrelink statement

I, the applicant, declare that the above information is true & correct and that I have supplied it of my own free will. I acknowledge that my personal contents insurance is not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings. I understand that you as the agent/lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property - in particular to check my identification, my ability to care for the property, my character and creditworthiness. For such purposes, I authorise you to contact the persons named in this application, and to undertake such enquires and searches (including any tenancy databases searches) as you consider reasonably necessary. In doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties. I acknowledge and accept that if this application is denied, the Agent is not legally obliged to provide reasons as to why. I also consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the agent/lessor to pass my details on to others which include (but is not limited to) insurance companies, body corporate, contractors, other real estate agents, sales people and tenancy default databases.

I wish to undertake a tenancy for a period of to commence on the at a rental price of \$.....per week. I understand that I am to pay a rental bond of \$..... on or before I take possession of the premises and sign a tenancy agreement.

(Please tick Yes or No)

The applicant acknowledges that they have received or have available to them from the agent/lessor the form 17a, 18a, body corporate by-laws (if applicable) before signing this application. Yes No

The applicant acknowledges that they have been made aware of the agency's privacy policy. Yes No

The applicant acknowledges that the lessor and applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agents acceptance of the application. Yes No

Name of Applicant.....
Signature..... **Date**.....

OFFICE USE ONLY			
Name of Employee Taking Application.....			
Application Form Signed by applicant	<input type="checkbox"/>	Proof of Income Supplied	<input type="checkbox"/>
Identification Supplied	<input type="checkbox"/>	Form Fully Completed	<input type="checkbox"/>