

'people you can depend on'



Shop 3, 115 Vincent Street
Cessnock NSW 2325
Telephone: (02) 4991 4000
Fax: (02) 4991 4900
Website: www.jurds.com.au
Email: properties@jurds.com.au

TENANCY APPLICATION CHECKLIST

1. VIEWING THE PROPERTY

Our office requires any persons wishing to view a property to provide identification. When making an appointment or leaving your details for a future appointment please ensure you have ID available.

2. PRESENTING AN APPLICATION

Applications are available at the front desk. They may be filled in at the office or returned once completed. When you hand in your application you **must have 100 points of ID**. If more than 1 person is applying, each applicant over 16 years of age must present ID.

NB: Please ensure you have your ID prepared and copied when you hand in your application.

3. 100 POINTS – MUST SUPPLY YOUR OWN COPIES

Photo ID----- 30 points each
e.g. Drivers Licence, passport, proof of age card, club card, etc

Tenancy ID----- 20 points each
e.g. Tenancy Ledger, Tenancy Agreement, previous 4 rent receipts, Rental Bond receipt, etc

ID with Name & Address ----- 15 points each
e.g. pay advice, telephone-electricity-gas accounts, bank or credit card statements, council or water rates, pension or health care card, etc

ID with Name Only ----- 10 points each
e.g. Medicare card, birth certificate, bank or credit cards, etc

4. PROCESSING OF APPLICATION

Can take 3-5 working days to process an application, with it sometimes being longer depending on the number of applicants. A property management staff member will contact all applicants once the decision has been made.

'people you can depend on'



Shop 3, 115 Vincent Street
Cessnock NSW 2325
Telephone: (02) 4991 4000
Fax: (02) 4991 4900
Website: www.jurds.com.au
Email: properties@jurds.com.au

TENANCY APPLICATION FORM

PROPERTY ADDRESS.....

In order to process this application, all questions on these pages, must be fully answered. The completion of this application is not an acceptance, and failure to fully complete the application may result in the application not being processed.

I/We declare that I/We inspected the above property on.....

I/We wish to apply to rent the property for a period of...months, commencing

I/We agree that the rent is \$..... per week/fortnight/month, and that the rental bond is \$.....

I/We agree and understand that in the event of this application being rejected there is no requirement at law for the Agent to disclose to me/us any reason for such rejection.

I/We agree the photocopy of the information supplied by me/us is for the purposes of this application, and is for the Agents records.

I/We agree and understand that in the event of this application being approved all initial monies will be paid to the Agent by cash or bank cheque.

I/We agree that no keys for the property will be provided by the Agent to me/us until such time as all monies owed are paid in full.

.....
Applicants Signature

.....
Agent's Signature

'people you can depend on'



Shop 3, 115 Vincent Street
Cessnock NSW 2325
Telephone: (02) 4991 4000
Fax: (02) 4991 4900
Website: www.jurds.com.au
Email: properties@jurds.com.au

PRIVACY ACT: NOTICE OF COLLECTION OF PERSONAL INFORMATION

Jurd's Real Estate Pty Ltd are bound by the National Privacy Principles of the Privacy Act, 1988, when collecting personal information required to process your tenancy application.

We will only use and disclose personal information (whether verbal or written) to verify the Applicants identity, and to process and evaluate this tenancy application. As part of this verification process, the Applicant/s acknowledge and consent that the Agent, without limitation, may:

- Disclose to, and obtain from those people named in the application or any other parties information about the Applicant/s, in order to check the accuracy of information provided in the tenancy application, and in order to determine whether the Applicant/s are an appropriate tenant for the property; and
- Disclose to, and obtain from TICA Default Tenancy Control Pty Ltd or any other third party tenancy reference databases, information about the Applicant/s for the purpose of searching those databases for details about the Applicant/s. The Applicant/s understand that the TICA Default Tenancy Control Pty Ltd is a database company that allows its members access to information accumulated from members about tenants who have breached their tenancy agreements. The Applicant/s agree and understand that a listing with TICA Default Control Pty Ltd or any other rental tenancy databases could have an adverse effect on the Applicant/s ability to obtain future rental accommodation. The TICA Default Tenancy Control Pty Ltd can be contacted on 190 222 0346. Calls to TICA are charged at \$5.45 per minute inclusive of GST.
- If the application is successful, personal information collected about the Applicant/s in the tenancy application, in the tenancy agreement and during the course of the tenancy, may be used by the Agent, and disclosed to third parties(including but not limited to, the landlord, other Agents, potential buyers of tenanted properties, trades people maintaining and repairing tenanted properties, insurance companies, government departments, and other organizations as required by law.
- If the Applicant/s enter into a tenancy agreement, but fail to comply with their obligations under the agreement, that fact and other relevant personal information collected about the applicant may be disclosed but not limited to the landlord, TICA Default Tenancy Control Pty Ltd or any other third party operators of tenancy reference databases, other Agents and/or landlords, insurance companies, debt collection agencies, and any other organizations as required by law. The Applicant/s understand that the removal of such information from a tenancy reference database company is subject to the conditions of the database company.
- The Applicant/s have the right to access their personal information. The Agent may refuse access to such information in the limited circumstances provided for in the Privacy Act. The Agent may also charge the Applicant/s reasonable fee to provide the requested information.
- In the event that an Applicant/s fails to provide the Agent with the information and acknowledgements required in this tenancy application, the Agent may elect not to proceed with the application. A complete copy of the Privacy Policy of Jurd's Real Estate is available on request.

Applicant/s Name/s:

Signed by Applicant/s

Signed by Agent:Date:.....

'people you can depend on'

JURD'S

REAL ESTATE

PTY LTD

Shop 3, 115 Vincent Street
Cessnock NSW 2325
Telephone: (02) 4991 4000
Fax: (02) 4991 4900
Website: www.jurds.com.au
Email: properties@jurds.com.au

APPLICANTS NAMES AND DETAILS

1. Surname: _____ Given Names: _____
D.O.B: _____ Drivers License: _____
State: _____ Passport: _____
Last Suburb: _____

2. Surname: _____ Given Names: _____
D.O.B: _____ Drivers License: _____
State: _____ Passport: _____
Last Suburb: _____

3. Surname: _____ Given Names: _____
D.O.B: _____ Drivers License: _____
State: _____ Passport: _____
Last Suburb: _____

4. Surname: _____ Given Names: _____
D.O.B: _____ Drivers License: _____
State: _____ Passport: _____
Last Suburb: _____

Please answer the following questions:

1. Have you ever had a tenancy agreement terminated by a landlord or agent? _____
If yes, give details: _____
2. Have you ever been refused a property by any landlord or agent? _____
If yes, give details: _____
3. Are you in debt to any other landlord or agent? _____
If yes, give details: _____
4. Have any deductions ever made from your rental bond? _____
If yes, give details: _____

STATEMENT OF ENTRY COSTS

Rental Bond (4/6 weeks rent)	\$
Rent in advance (2 weeks)	\$
50% of Tenancy documentation fee	\$
Total	\$
Less holding deposit	\$
Total to be paid on commencement	\$

OFFICE USE ONLY

'People you can depend on'



Shop 3, 115 Vincent Street
Cessnock NSW 2325
Telephone: (02) 4991 4000
Fax: (02) 4991 4900
Website: www.jurds.com.au
Email: properties@jurds.com.au

APPLICANT 1 PERSONAL DETAILS

Name: _____

Contact Numbers (H) _____ (W) _____ (M) _____
Email: _____

Numb of Occupants Adults _____ Children _____ Ages _____

Type of Vehicle _____ Rego _____ Owned/Financed _____
Occupation _____ Employer _____
Address _____ Phone _____ Income _____
Period of Employment _____ Contact _____
Previous Employment _____ Period _____
Address _____ Phone _____ Contact _____
Additional Income or Benefits Received _____ Amount _____
Pets Owned _____ Breed _____ Registered _____
Present Address _____
Period of Occupancy _____ Rent Paid \$ _____ Bond \$ _____
Reason For Leaving _____
Agent/Landlord _____ Contact _____
Previous Address _____
Period of Occupancy _____ Rent Paid _____ Bond Refunded _____
Reason For Leaving _____
Agent/Landlord _____ Contact _____
Person to Contact in Emergency _____
Address _____ Phone _____
Nearest Relative Not Living With You _____
Relationship _____ Address _____
Phone _____

PERSONAL REFERENCES

Name: _____ Phone: _____
Name: _____ Phone: _____
Name: _____ Phone: _____

'People you can depend on'

JURD'S

REAL ESTATE

PTY LTD

Shop 3, 115 Vincent Street
Cessnock NSW 2325
Telephone: (02) 4991 4000
Fax: (02) 4991 4900
Website: www.jurds.com.au
Email: properties@jurds.com.au

APPLICANT 2 PERSONAL DETAILS

Name: _____

Contact Numbers (H) _____ (W) _____ (M) _____
Email: _____

Numb of Occupants Adults _____ Children _____ Ages _____

Type of Vehicle _____ Rego _____ Owned/Financed _____
Occupation _____ Employer _____
Address _____ Phone _____ Income _____
Period of Employment _____ Contact _____
Previous Employment _____ Period _____
Address _____ Phone _____ Contact _____
Additional Income or Benefits Received _____ Amount _____
Pets Owned _____ Breed _____ Registered _____
Present Address _____
Period of Occupancy _____ Rent Paid \$ _____ Bond \$ _____
Reason For Leaving _____
Agent/Landlord _____ Contact _____
Previous Address _____
Period of Occupancy _____ Rent Paid _____ Bond Refunded _____
Reason For Leaving _____
Agent/Landlord _____ Contact _____
Person to Contact in Emergency _____
Address _____ Phone _____
Nearest Relative Not Living With You _____
Relationship _____ Address _____
Phone _____

PERSONAL REFERENCES

Name: _____ Phone: _____
Name: _____ Phone: _____

'people you can depend on'



Shop 3, 115 Vincent Street
Cessnock NSW 2325
Telephone: (02) 4991 4000
Fax: (02) 4991 4900
Website: www.jurds.com.au
Email: properties@jurds.com.au

APPLICANT 3 PERSONAL DETAILS

Name: _____

Contact Numbers (H) _____ (W) _____ (M) _____
Email: _____

Numb of Occupants Adults _____ Children _____ Ages _____

Type of Vehicle _____ Rego _____ Owned/Financed _____

Occupation _____ Employer _____

Address _____ Phone _____ Income _____

Period of Employment _____ Contact _____

Previous Employment _____ Period _____

Address _____ Phone _____ Contact _____

Additional Income or Benefits Received _____ Amount _____

Pets Owned _____ Breed _____ Registered _____

Present Address _____

Period of Occupancy _____ Rent Paid \$ _____ Bond \$ _____

Reason For Leaving _____

Agent/Landlord _____ Contact _____

Previous Address _____

Period of Occupancy _____ Rent Paid _____ Bond Refunded _____

Reason For Leaving _____

Agent/Landlord _____ Contact _____

Person to Contact in Emergency _____

Address _____ Phone _____

Nearest Relative Not Living With You _____

Relationship _____ Address _____

Phone _____

PERSONAL REFERENCES

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

'People you can depend on'



Shop 3, 115 Vincent Street
Cessnock NSW 2325
Telephone: (02) 4991 4000
Fax: (02) 4991 4900
Website: www.jurds.com.au
Email: properties@jurds.com.au

APPLICANT 4 PERSONAL DETAILS

Name: _____

Contact Numbers (H) _____ (W) _____ (M) _____
Email: _____

Numb of Occupants Adults _____ Children _____ Ages _____

Type of Vehicle _____ Rego _____ Owned/Financed _____
Occupation _____ Employer _____
Address _____ Phone _____ Income _____
Period of Employment _____ Contact _____
Previous Employment _____ Period _____
Address _____ Phone _____ Contact _____
Additional Income or Benefits Received _____ Amount _____
Pets Owned _____ Breed _____ Registered _____
Present Address _____
Period of Occupancy _____ Rent Paid \$ _____ Bond \$ _____
Reason For Leaving _____
Agent/Landlord _____ Contact _____
Previous Address _____
Period of Occupancy _____ Rent Paid _____ Bond Refunded _____
Reason For Leaving _____
Agent/Landlord _____ Contact _____
Person to Contact in Emergency _____
Address _____ Phone _____
Nearest Relative Not Living With You _____
Relationship _____ Address _____
Phone _____

PERSONAL REFERENCES

Name: _____ Phone: _____
Name: _____ Phone: _____
Name: _____ Phone: _____

'people you can depend on'



Shop 3, 115 Vincent Street
Cessnock NSW 2325
Telephone: (02) 4991 4000
Fax: (02) 4991 4900
Website: www.jurds.com.au
Email: properties@jurds.com.au

NOTICE TO ALL TENANCY APPLICANTS **100 POINT IDENTIFICATION**

~ MUST SUPPLY YOUR OWN COPIES ~

Prior to any Tenancy Application being considered each applicant is required to produce copies of sufficient identification which totals 100 points. Should you have difficulties in providing this identification please advise us prior to completing.

DRIVERS LICENCE	30 POINTS *
PASSPORT	30 POINTS *
PROOF OF AGE CARD	30 POINTS *
TENANCY HISTORY LEGDER	20 POINTS
PREVIOUS TENANCY AGREEMENT	20 POINTS
PREVIOUS FOUR RENT RECEIPTS	20 POINTS
RENTAL BOND RECEIPT	20 POINTS
PAY ADVICE	15 POINTS
MOTOR VEHICLE REGISTRATION	15 POINTS
TELEPHONE ACCOUNT	15 POINTS
ELECTRICITY ACCOUNT	15 POINTS
GAS ACCOUNT	15 POINTS
BANK or CREDIT CARD STATEMENTS	15 POINTS each
PENSION CARD	15 POINTS
COUNCIL or WATER RATES	15 POINTS
HEALTH CARE CARD	15 POINTS
MEDICARE CARD	10 POINTS
BIRTH CERTIFICATE	10 POINTS

NOTE: Must have at least one of the items listed with *