

## TENANCY APPLICATION REQUIREMENTS

Applicants: Please be aware that we require the following documents to be attached to applications :

- Copy of drivers licence or passport
- Copy of pay slips from current employer
- 2 copies of current PAID accounts (eg. phone bill, water, electricity, gas, internet, car registration, etc...)
- Current bank statement (Internet statement not acceptable)
- Rental reference either from current or previous landlord
- Reference from current or previous employer
- Tenancy ledger (payments history for the current or previous property)

Please ensure the Application Form is filled out correctly and required documents attached so it could be processed. Also allow at least 72 hours (3 business days) for processing before contacting us. If you fail to complete the application form correctly your application will be knocked back on the spot.

Please note:

I have been informed, understand & agreed that should this application for a tenancy not be accepted, the Agent is NOT required or obligated to disclose why or supply any reason for the rejection of the application.

If your application is approved, we MUST receive the bond within 24 hours. This is to be paid by bank cheque or money order ONLY and made payable to the "RTBA" RESIDENTIAL TENANCIES BOND AUTHORITY.

### FREE UTILITY CONNECTION SERVICE



Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Conveyancer, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Conveyancer, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

myconnect is a FREE and easy to use utility connection service








**Select your required utilities:**

Water (Compulsory)
  Electricity
  Gas
  Tick here to opt out

Internet
  Phone
  Pay TV













☎ 1300 854 478
✉ enquiry@myconnect.com.au
🌐 myconnect.com.au

JK Estate Agents

203 Heaths Road, Hoppers Crossing VIC 3029

Tel: (03) 8742 9888 | Fax: (03) 9749 5600 | Email: admin@jkea.com.au | Web: www.jkea.com.au



# TENANCY APPLICATION FORM

**JK Estate Agents**

203 Heaths Road

Hoppers Crossing VIC 3029

Tel: (03) 8742 9888 Fax: (03) 9749 5600

Email: [admin@jkea.com.au](mailto:admin@jkea.com.au)

Proposed Property: \_\_\_\_\_ Rent PCM: \$ \_\_\_\_\_

Term: 6 Months / 12 Months (please circle) Tenancy to Commence: \_\_\_\_/\_\_\_\_/\_\_\_\_ Bond: \$ \_\_\_\_\_

Name of Property Manager: \_\_\_\_\_ Contact Number: \_\_\_\_\_

## Applicant Number 1

## Applicant Number 2

Title: \_\_\_\_\_ Family /Surname: \_\_\_\_\_

Title: \_\_\_\_\_ Family /Surname: \_\_\_\_\_

First Name/s: \_\_\_\_\_

First Name/s: \_\_\_\_\_

Drivers Licence No.: \_\_\_\_\_ State: \_\_\_\_\_

Drivers Licence No.: \_\_\_\_\_ State: \_\_\_\_\_

Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

18+ Card Number: \_\_\_\_\_

18+ Card Number: \_\_\_\_\_

Car Make/Model: \_\_\_\_\_

Car Make/Model: \_\_\_\_\_

Vehicle Registration: \_\_\_\_\_ State: \_\_\_\_\_

Vehicle Registration: \_\_\_\_\_ State: \_\_\_\_\_

Passport No. : \_\_\_\_\_ Passport country: \_\_\_\_\_

Passport No.: \_\_\_\_\_ Passport country: \_\_\_\_\_

Current Address: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Home ☎: \_\_\_\_\_

Home ☎: \_\_\_\_\_

Work ☎: \_\_\_\_\_

Work ☎: \_\_\_\_\_

Mob ☎: \_\_\_\_\_

Mob ☎: \_\_\_\_\_

E-Mail: \_\_\_\_\_

E-Mail: \_\_\_\_\_

## Current Employment - Applicant 1

## Current Employment - Applicant 2

Current Occupation: \_\_\_\_\_

Current Occupation: \_\_\_\_\_

Nature of your Employment: **FULL TIME / PART TIME/ CASUAL** (circle)

Nature of your Employment: **FULL TIME / PART TIME/ CASUAL** (circle)

Current Employer's Name: \_\_\_\_\_

Current Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ ☎: \_\_\_\_\_

Contact Name: \_\_\_\_\_ ☎: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Years \_\_\_\_\_ Months

Length of Employment: \_\_\_\_\_ Years \_\_\_\_\_ Months

Weekly Income (Net): \$ \_\_\_\_\_

Weekly Income (Net): \$ \_\_\_\_\_

## Previous Employment History - Applicant 1

## Previous Employment History - Applicant 2

Previous Employer: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ ☎: \_\_\_\_\_

Contact Name: \_\_\_\_\_ ☎: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Years \_\_\_\_\_ Months

Length of Employment: \_\_\_\_\_ Years \_\_\_\_\_ Months

## APPLICANT'S 1 SIGNATURE

## APPLICANT'S 2 SIGNATURE

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**I Declare that the information given on this application is true and correct to the best of my knowledge.**

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**Current Rental - Applicant 1**

Landlord/Agent Name: \_\_\_\_\_  
 Landlord/Agent Phone No. ☎: \_\_\_\_\_  
 Current Address: \_\_\_\_\_  
 \_\_\_\_\_ Post Code: \_\_\_\_\_  
 How long at Current Address?: \_\_\_\_\_ Years \_\_\_\_\_ Months  
 Rent: \$ \_\_\_\_\_ per week  
 Reason for Leaving: \_\_\_\_\_  
 Was Your Bond Refunded in full: **Y / N** If not why? \_\_\_\_\_  
 \_\_\_\_\_

**Current Rental - Applicant 2**

Landlord/Agent Name: \_\_\_\_\_  
 Landlord/Agent Phone No. ☎: \_\_\_\_\_  
 Current Address: \_\_\_\_\_  
 \_\_\_\_\_ Post Code: \_\_\_\_\_  
 How long at Current Address?: \_\_\_\_\_ Years \_\_\_\_\_ Months  
 Rent: \$ \_\_\_\_\_ per week  
 Reason for Leaving: \_\_\_\_\_  
 Was Your Bond Refunded in full: **Y / N** If not why? \_\_\_\_\_  
 \_\_\_\_\_

**Previous Rental History - Applicant 1**

Landlord/Agent Name: \_\_\_\_\_  
 Landlord/Agent Phone No. ☎: \_\_\_\_\_  
 Previous Residential Address: \_\_\_\_\_  
 \_\_\_\_\_ Post Code: \_\_\_\_\_  
 How long at previous Address?: \_\_\_\_\_ Years \_\_\_\_\_ Months  
 Rent: \$ \_\_\_\_\_ per week  
 Reason for Leaving: \_\_\_\_\_  
 Was Your Bond Refunded in Full: **Y / N** If not why? \_\_\_\_\_  
 \_\_\_\_\_

**Previous Rental History - Applicant 2**

Landlord/Agent Name: \_\_\_\_\_  
 Landlord/Agent Phone No. ☎: \_\_\_\_\_  
 Previous Residential Address: \_\_\_\_\_  
 \_\_\_\_\_ Post Code: \_\_\_\_\_  
 How long at previous Address?: \_\_\_\_\_ Years \_\_\_\_\_ Months  
 Rent: \$ \_\_\_\_\_ per week  
 Reason for Leaving: \_\_\_\_\_  
 Was Your Bond Refunded in Full: **Y / N** If not why? \_\_\_\_\_  
 \_\_\_\_\_

**If You Receive a Centrelink Payment - Applicant 1**

Type of Payment: \_\_\_\_\_  
 Customer Reference Number (CRN): \_\_\_\_\_  
 Amount \$: \_\_\_\_\_ Per Fortnight  
*Please provide a photocopy of last 3 statements*

**If You Receive a Centrelink Payment - Applicant 2**

Type of Payment: \_\_\_\_\_  
 Customer Reference Number (CRN): \_\_\_\_\_  
 Amount \$: \_\_\_\_\_ Per Fortnight  
*Please provide a photocopy of last 3 statements*

**If you are a Student - Applicant 1**

Name of Institution: \_\_\_\_\_  
 Location of Institution: \_\_\_\_\_  
 Facility/Department: \_\_\_\_\_  
 Course ID No: \_\_\_\_\_ Student ID: \_\_\_\_\_  
 Source of Income: \_\_\_\_\_  
 Weekly Income (Net): \$ \_\_\_\_\_  
*If your income is sourced through Austudy, please provide a photocopy of your last 3 statements*

**If you are a Student - Applicant 2**

Name of Institution: \_\_\_\_\_  
 Location of Institution: \_\_\_\_\_  
 Facility/Department: \_\_\_\_\_  
 Course ID No: \_\_\_\_\_ Student ID: \_\_\_\_\_  
 Source of Income: \_\_\_\_\_  
 Weekly Income (Net): \$ \_\_\_\_\_  
*If your income is sourced through Austudy, please provide a photocopy of your last 3 statements*

**If You Are Self-Employed - Applicant 1**

Name of Business: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 \_\_\_\_\_ Post Code: \_\_\_\_\_  
 ABN: \_\_\_\_\_  
 Industry: \_\_\_\_\_  
 Personal Net Income per week: \$ \_\_\_\_\_  
 How long in your business?: \_\_\_\_\_  
 Accountant Name: \_\_\_\_\_ ☎: \_\_\_\_\_  
 NOTES: \_\_\_\_\_

**If You Are Self-Employed - Applicant 2**

Name of Business: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 \_\_\_\_\_ Post Code: \_\_\_\_\_  
 ABN: \_\_\_\_\_  
 Industry: \_\_\_\_\_  
 Personal Net Income per week: \$ \_\_\_\_\_  
 How long in your business?: \_\_\_\_\_  
 Accountant Name: \_\_\_\_\_ ☎: \_\_\_\_\_  
 NOTES: \_\_\_\_\_

## COMPULSORY REFERENCES - This page must be completed

Four (4) references must be included with your application

Two (2) Business or Work references - One (1) Personal reference - One (1) reference from a Relative

### 1st Business References - Applicant 1

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Post Code: \_\_\_\_\_  
Work ☎: \_\_\_\_\_  
Mob ☎: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Time Known: \_\_\_\_\_

### 1st Business References - Applicant 2

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Post Code: \_\_\_\_\_  
Work ☎: \_\_\_\_\_  
Mob ☎: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Time Known: \_\_\_\_\_

### 2nd Business References - Applicant 1

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Post Code: \_\_\_\_\_  
Work ☎: \_\_\_\_\_  
Mob ☎: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Time Known: \_\_\_\_\_

### 2nd Business References - Applicant 2

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Post Code: \_\_\_\_\_  
Work ☎: \_\_\_\_\_  
Mob ☎: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Time Known: \_\_\_\_\_

### Personal References - Applicant 1

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Post Code: \_\_\_\_\_  
Home / Work ☎: \_\_\_\_\_  
Mob ☎: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Time Known: \_\_\_\_\_

### Personal References - Applicant 2

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Post Code: \_\_\_\_\_  
Home / Work ☎: \_\_\_\_\_  
Mob ☎: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Time Known: \_\_\_\_\_

### Next of Kin/Parent/Guardian Reference - Applicant 1

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Post Code: \_\_\_\_\_  
Home / Work ☎: \_\_\_\_\_  
Mob ☎: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_  
Time Known: \_\_\_\_\_

### Next of Kin/Parent/Guardian Reference - Applicant 2

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Post Code: \_\_\_\_\_  
Home / Work ☎: \_\_\_\_\_  
Mob ☎: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_  
Time Known: \_\_\_\_\_

### Do you have any pets?

Please answer YES / NO (circle) If so what kind (cat/dog/bird)? \_\_\_\_\_ Breed: \_\_\_\_\_

Are they registered? YES / NO (circle) Inside or outside pets: \_\_\_\_\_ Registration Details: \_\_\_\_\_

NOTES: \_\_\_\_\_

### How many occupants under the age of 18 will be residing with?

No. ( ) Please provide Their ages: \_\_\_\_\_

NOTES: \_\_\_\_\_

## DISCLAIMER / AUTHORITY

I the said applicant(s), so solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my/our own free will. I/we further consent to the lessor/agent contacting and or conducting any inquiries and or searches with regard to the information and references supplied in this application.

I the said applicant(s) do solemnly and sincerely declare that I am over 18 years of age and have read and understand the contents of this agreement and have the competence and capacity to enter into this agreement.

I the said applicant(s) do solemnly and sincerely declare:-

1. I have inspected the property located at: \_\_\_\_\_
2. I have of my own accord decided that I wish to rent the aforementioned property commencing: \_\_/\_\_/\_\_\_\_\_ for a period of \_\_\_\_\_
3. I have been informed, understand and agree that the rental for the aforesaid property is to be \$\_\_\_\_\_ per week (which is calculated per calendar month NOT per 4 weeks) and that this rental is within my means to support.
4. (i) I have been informed, understand and agree that the rental for the said property is to be paid every month and is to be one month in advance at all times.  
(ii) I have been informed, understand and agree that the lessor/Agent will carry out an inspection on the property on a three to six monthly basis and I further warrant that I/We will cooperate fully to allow this inspection to be carried out on a three to six monthly basis.
5. I have been informed, understand and agree that the bond for the aforesaid property will be \$\_\_\_\_\_ (which is equal to one month's rent) and I further authorise the letting agent to attend to all details regarding the lodgment of the said rental bond with the appropriate authority.
6. I have been informed, understand and agree that the full amount of the bond not be paid by the signing tenancy agreement, I authorise the letting agent to apply all or part of the subsequent rental payments to be apportioned to finalising the rental bond for the aforesaid property.
7. I have been informed, understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on the FULLY completed Tenancy Application submitted by me.
8. I have been informed, understand and agree that should there be a requirement to commence proceedings for recovery of rent, repairs and or damage to the aforesaid property during the term or at the expiration of the Tenancy Agreement all costs of recovery associated with these proceedings shall be able to be recovered from me.
9. I further consent to the Agent disclosing all personal information that they may hold for the purpose of enforcing or commencing recovery action in relation to any debt owed as a result of outstanding rent, repairs and or damage that occurred or occurs during my period of tenancy.
10. ***I have been informed, understand and agree that should this application for tenancy not be accepted, the Agent is not required or obligated to disclose why or supply any reason for the rejection of the application.***
11. I confirm that I have read and understand the Privacy Policy that the lessor/Agent has made available to me.
12. I have been informed, understand and consent to the Agent supplying all necessary information, as may be required, to any Tenancy Database/s that they use, subject to the Tenancy Database/s complying with the provisions of the Privacy Act. If you wish to access or correct your personal information we hold, please contact our office listed on the front of our Tenancy Application. AMN Group Pty Ltd trading as JK Estate Agents ABN 41 117 565 849.
13. I have been informed, understand and acknowledge that the Agent has the contact details for the tenancy database/s they use and that the Agent will supply these contact details should I request these details.

### APPLICANT #1

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### APPLICANT #2

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### **Please note:**

**If your application is approved, we MUST receive the bond within 24 hours. This is to be paid by Bank Cheque or Money Order only and made payable to the "RTBA" RESIDENTIAL TENANCIES BOND AUTHORITY.**