



Just Think

Real Estate



Tenancy Application Forms

ID Checklist

- Passport, Drivers Licence & Medicare Card
 - Current Payslips
 - Current rental ledger or payment history from agent
 - Current Bank Statements
 - If your previous property was owned - water rates notice and council rates notice
 - Telephone and Electricity Bills
-

Our Bank details are:

BSB: 112 – 879

Account: 437 115 871

Account Name: JTREP Rental Trust

Please give your surname and address of property to be held as your reference

Suite 1, 4 Charles Street, Parramatta NSW 2150

T: 02 9635 6277

F: 02 9635 4655

E: front-desk@just-think.com.au



APPLICATION FOR TENANCY

How Did You Find Out About This Property?	<input type="checkbox"/> (Newspaper) <input type="checkbox"/> Internet <input type="checkbox"/> To Lease Board <input type="checkbox"/> (Newspaper) <input type="checkbox"/> Referral <input type="checkbox"/> Local Agent <input type="checkbox"/> Other.....		
Rental Property Applied for:	Address		
Tenancy Requirements	Commencement Date:/...../.....		Length of Tenancy: 6mth/12mths/24mths.....
First Applicant's Full Name	NameDate of Birth:...../...../.....		
Applicant's Contact Details	telephone (Home)		telephone (Work)
	telephone (Mobile)		E-Mail
Current Address	Address:		
	Rent Per Week \$		How long did you live there?
	Agent/Landlord		telephone
	Why did you leave?		
Employment	Current Employer		
	Address		
	Your occupation		Weekly Wage \$
	Period of Employment		telephone (work)
Personal Details	Date of Birth: / /		Medicare card:
	Drivers Licence No.		Passport No.
	Expiry Date of License:		Expiry Date of Passport:
Occupancy Detail	Total number of Occupants who will live in this property : Number of children (if any) Age of Children:		Pets? YES/NO Number & Type..... DO YOU SMOKE: YES / NO
Emergency Contact Details	Full Name		
	Address		
	Relationship		Telephone home:
			Telephone work:
	Name	Address	Telephone: <u>HOME</u> & <u>MOBILE</u>
Personal References (not relatives)	1.		
Please Note: MUST BE DIFFERENT TO OTHER APPLICANTS	2.		
Next of kin	Name		Address
	1.		Telephone: <u>HOME</u> & <u>MOBILE</u>

YOU MUST SUPPLY FULL NAMES, FULL ADDRESSES AND LAND LINE PHONE NUMBER FOR YOUR REFERENCES AND NEXT OF KIN

APPLICATION FOR TENANCY

Second Applicant's Full Name and Current Address	Name		
Applicant's Contact Details	telephone (Home)	telephone (Work)	
	telephone (Mobile)	E-Mail	
Current Address	Address:		
	Rent \$	How long did you live there?	
	Agent/Landlord	telephone	
	Why did you leave?		
Employment	Current Employer		
	Address		
	Your Position	Weekly Wage \$	
	Period of employment	telephone (work)	
Personal Details	Date of Birth: / /	Medicare Card no:	
	Drivers Licence No.	Passport No.	
	Expiry Date of License: / /	Expiry Date of Passport: / /	
Occupancy Details	Total number of Occupants who will live in this property:	Pets? YES/NO	
	Number of children (if any)	Number & Type	
	Ages of children:	DO YOU SMOKE: YES / NO	
Emergency Contact Details	Name		
	Address		
	Relationship	Telephone home:	
		Telephone work:	
	Name	Address	telephone (HOME & MOBILE)
Personal References (not relatives) <u>Please note:</u> MUST BE DIFFERENT TO OTHER APPLICANTS	1.		
	2.		
Next of kin	Name	Address	telephone (HOME & MOBILE)
	1.		

YOU MUST SUPPLY FULL NAMES, FULL ADDRESSES AND LAND LINE PHONE NUMBER FOR YOUR REFERENCES AND NEXT OF KIN

APPLICATION FOR TENANCY

ADDRESS OF PREMISES

Rent \$.....per..... commencing from/...../.....

For a period ofmonths/weeks.

INITIAL PAYMENT

*Rental Bond \$.....

*Rent 4 weeks in advance \$.....

Residential Tenancy Agreement \$.....

Subtotal \$.....

Less Reservation Fee \$.....

Direct Dep/Bank Chq/Money Order

Total Owing: \$.....

*Please note when you finalise, please arrange to make bank chq,
Money order to Rental Bond Board for the bond amount.

PRIVACY ACT 1988 – COLLECTION NOTICE

****PLEASE READ THIS SECTION & ALL APPLICANTS ARE TO SIGN BELOW****

The personal information the prospective tenant provided in this application or collected from other sources is necessary for the Agent to verify the Applicant’s identity, to process and evaluate the application and manage the tenancy. Personal information collected about the Applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including to the landlord, referees, other agents and third party operators of tenancy reference database. Information already held on tenancy reference databases may be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy 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 the landlord, third party operators of tenancy reference databases and/or other agents.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting Just Think Real Estate at Suite 1, 4 Charles Street, Parramatta NSW 2150 PH: 9635 6277 FAX: 9635 4655. 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:

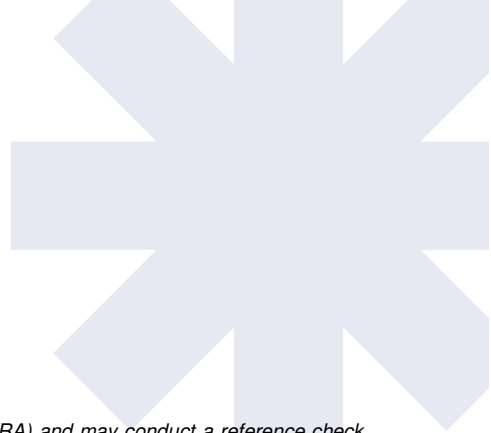
MUST BE SIGNED BEFORE APPLICATION IS HANDED IN

NAME: _____ **(APPLICANT 1)**

1. **SIGNATURE**

NAME: _____ **(APPLICANT 2)**

2. **SIGNATURE**



TRA DISCLOSURE

I understand this agent is a member of Trading Reference Australia Pty. Ltd. (TRA) and may conduct a reference check with that organisation on myself and the company whose name appears on the lease. I authorise this Agent to provide any information about me or the company to TRA / Landlord for the purpose of the check and I acknowledge that such information may be kept and recorded by TRA. I realise that if a search is performed on the TRA database and my identification and the company whose name appears on the lease with the label "Refer to Agent" beside my name and the company name, the agency who conducted the search as a matter of procedure will call the listing agency to exchange information and establish why my name and the company's details have been entered on the register and in turn provide my contact details to the listing agency for the purpose of resolution and the removal of my name and the company details from the database. The agency that searched will then inform me of the listing / listings, the listing agency name and contact details giving me right of reply. I accept that if I and the company whose name appears on the lease are currently listed as a defaulter with TRA, this Agency / Landlord has the authority to reject my application. I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused. I acknowledge that if I default on my tenancy / rental obligations in future, which means in breach of my contract / lease agreement for residential or commercial property and / or in accordance to the Property Stock and Business Agents Amendment (Tenant Databases) Regulation 2004. I and the company whose name appears on the lease may be listed with TRA, until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent / Landlord or in accord with the new regulations. The same applies to me if I am a Commercial Tenant and or Holiday Tenant and in breach of my contract whatever the stipulations are within that contract with the said agency. I hereby authorise this agent to provide information about me to TRA and my default to TRA in connection with that listing. I also understand that my agent may list me as an excellent tenant if my obligations during my tenure are fully compliant and are of a high standard. I will not hold TRA accountable for the inaccurate keying in of information by TRA members therefore delivering an incorrect search as I understand faults can be made within this process due to human error. It is also understood that technical failure can cause errors and I do not hold TRA or the Agent responsible for same. I understand that if the said eventuates I may question the source and understand this will be thoroughly investigated and corrected immediately. Furthermore I authorise the agent to contact my employers past and present to confirm my employment history and my previous Landlord /Agency to verify details of my tenancy. I also authorise the agent to contact two personal referees to establish my identification / location and concede that those referees have given permission for me to use them. I recognize that my photo id may be scanned onto TRA for absolute identification. I, the tenant, I, the referee, do acknowledge that information provided to TRA and/or the agent by these authorities given by me may be available to: a) Real Estate Agents and Landlords to assist them in evaluating applications for leases and b) Real Estate Agents, Landlords, Dentists, Video stores, Banks, Utility companies, Commercial Agents, organisations or any other members for the reason of locating me for any lawful purpose. Should this Agent transfer its agency business to another person, I consent to the new agent (and any further person to whom that business may be transferred) taking any step which the former agent could have taken. (If more than one applicant, "I" means "We" in this form). **"I have read and I understand the above information"**

Print Name of Tenant

Signature of Tenant..... Date

TRA adheres strictly to requirements of the Privacy Laws and therefore does not use the information supplied by the tenant for advertising purposes. Trading Reference Australia may be contacted at the above address during business hours 9-5 Monday to Friday regarding any records kept concerning you. To validate and correct inaccurate information we require a signed Personal Disclosure form and photo id. An urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page.

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