



Shop 2/105 Victoria St.  
WERRINGTON NSW 2747

P: 9833 9950  
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E: rentals@  
jlbproperty.com.au

## APPLICATION CRITERIA

When applying for a rental property, all persons completing an application must be 18 or over. All applicants must have viewed the premises. Processing times are usually 1 to 2 business days however may take longer in some circumstances. Applications will not be processed over the weekend.

**Please note: All documents provided with your application must be current. Photocopies are accepted with originals sighted. We charge a fee of 50c per page to copy documents.** If your application is approved, you are required to produce the same photo identification at the time of signing the Tenancy Lease Agreement.

**\*Applications will Only be processed if they are complete & include the relevant documents listed below. The Privacy Policy section of the application must be signed. (Back page).**

## PROOF OF IDENTITY REQUIREMENTS

You will need to provide current photo identification that shows your date of birth, i.e. One of the following:

- Driver's Licence
- Passport
- Government Issued Photo ID

You will also need to provide a recent bank statement which shows your name as it appears on your ID. The following documents can also be submitted to us:

- Telephone/Water/Gas/Electricity Bill
- Pensioner Concession Card
- Proof of Residency/Citizenship

## PROOF OF EMPLOYMENT/INCOME REQUIREMENTS

If you are currently employed you will need to provide a Letter of Employment from your employer on a company / business letterhead & two current pay slips.

If you are currently unemployed you will need to provide a recent Income Statement from Centrelink confirming your personal details, income and rental allowance.

If you are currently self employed, you will need to provide your ABN, a recent written reference from your accountant & your last financial year's tax assessment.

## TENANCY REFERENCES

If you are currently renting, you will need to provide a rental ledger & reference from you Agent or Landlord which include owner's name/s, addresses, telephone numbers & the address of the property leased if rented privately.

If you have also rented previously, you will need to provide a rental ledger & reference from the previous Agent/Landlord including all details as listed above.

If you have not rented before, please discuss the matter with us. **Please Note:** references from family or friends are not adequate.

If you wish, you may provide with your application: current bank statements, personal written admission and/or further supporting documents.

## WHAT IS PAYABLE WHEN YOU SIGN A TENANCY LEASE AGREEMENT?

When signing the lease, the successful applicant/s will be required to pay the following amounts:

**Bond:** The equivalent of 4 weeks rent

**Rent In Advance:** The equivalent of 2 weeks rent

**Please note:** Rent in advance (2wks) must be paid by Bank Cheque/Money Order and made payable to **JLB Property Pty Ltd Trust Account.**

The Bond is to be paid by the applicants via Bank Cheque/Money Order, and made payable to **The Rental Bond Board of The Office of Fair Trading.** It will be lodged on behalf of the applicant, to the Office of Fair Trading, after which the department will forward the applicant a receipt.

**Acceptable methods for further payments of rent at our office are:** bank cheque, money order, Internet banking (EFT), bank deposits with or without bank deposit book. NO CASH. If you are employed, we recommend establishing a periodic direct bank transfer with your payroll, this ensures rent is always paid on time from your designated bank account by the due date.

**Please note: You are responsible for arranging the connection of all utilities such as electricity / gas, telephone, internet etc.**

## ANNEXURE TO THE APPLICATION FOR TENANCY

To process your application you are required to answer the following questions truthfully and to the best of your ability. Any false information may lead to your application being rejected. The completion of the annexure does not constitute an offer of acceptance. Any information provided in your application & this annexure may be passed on to TICA / RP Data in the event of a default occurring.

Have you ever been evicted by any landlord / agent? Y / N  
If Yes, give details

Have you ever been declined by any landlord / agent? Y / N  
If Yes, give details

Are you in debt to another landlord or agent? Y / N  
If Yes, give details

Is there any reason known to you that would effect your rental payments? Y / N

If Yes, give details

Were any deductions made from your rental bond at your last address? Y / N

If Yes, give details

I the applicant hereby authorise you, as the agent to conduct an enquiry with Tenancy Information Centre Australia Pty Limited & any other searches which may verify the information provided by me. I do solemnly & sincerely declare that the above information is true & correct & has been willingly supplied to assist in the assessment of my application.

Applicant Name Signature Date

**APPLICANTS NAME**

Surname	Given Name/s
<input type="text"/>	
D.O.B	Passport
<input type="text"/>	<input type="text"/>
Drivers Licence	State
<input type="text"/>	<input type="text"/>

**APPLICANTS CONTACT DETAILS**

Home no.	Mobile no.
<input type="text"/>	<input type="text"/>
Work no.	Fax no.
<input type="text"/>	<input type="text"/>
Email Address	
<input type="text"/>	

**NUMBER OF OCCUPANTS**

<input type="text"/> Adults	<input type="text"/> Children/Ages of Children	<input type="text"/>
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**OCCUPATION (CURRENT EMPLOYER)**

Occupation	Employer
<input type="text"/>	<input type="text"/>
Address	
<input type="text"/>	
Phone no. (No Mobiles)	Contact Name
<input type="text"/>	<input type="text"/>
Email Address	Income \$
<input type="text"/>	<input type="text"/>
Period of Employment	
<input type="text"/> Years	<input type="text"/> Months

**OCCUPATION (PREVIOUS EMPLOYER)**

Occupation	Employer
<input type="text"/>	<input type="text"/>
Address	
<input type="text"/>	
Phone no. (No Mobiles)	Contact Name
<input type="text"/>	<input type="text"/>
Email Address	Income \$
<input type="text"/>	<input type="text"/>
Period of Employment	
<input type="text"/> Years	<input type="text"/> Months

**OTHER INCOME**

Additional Income/Benefits Received	Amount \$
<input type="text"/>	<input type="text"/>

**PETS**

Pets Owned	Breed	Registered
<input type="text"/>	<input type="text"/>	<input type="text"/>

**CURRENT ADDRESS**

Address		
<input type="text"/>		
Agent /Landlord		
<input type="text"/>		
Contact Name	Rent Paid	Bond \$
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address	Phone No.	
<input type="text"/>	<input type="text"/>	
Reason For Leaving		
<input type="text"/>		

**PREVIOUS ADDRESS**

Address		
<input type="text"/>		
Agent /Landlord		
<input type="text"/>		
Contact Name	Rent Paid	Bond \$
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address	Phone No.	
<input type="text"/>	<input type="text"/>	
Reason For Leaving		
<input type="text"/>		

**EMERGENCY CONTACT**

Name	Phone no.
<input type="text"/>	<input type="text"/>
Address	
<input type="text"/>	

**SELF EMPLOYED**

Evidence will be required such as Tax or Annual returns, please advice for details-

Company or Business Name	
<input type="text"/>	
Address	
<input type="text"/>	
Lessor/Agent	
<input type="text"/>	
ACN/Business Reg. no.	Date Formed
<input type="text"/>	<input type="text"/>
Accountant	Phone no.
<input type="text"/>	<input type="text"/>
Address	
<input type="text"/>	

**Are you a Smoker? Yes / No**

## RENTAL PROPERTY DETAILS

The address of the property you would like to rent?

Postcode

Lease Commencement Date?

<input type="text"/>	Day	<input type="text"/>	Month	<input type="text"/>	Year
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Lease Term?

<input type="text"/>	Month	<input type="text"/>	Years
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Weekly Rent

\$	<input type="text"/>
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Rental Bond

\$	<input type="text"/>
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## UTILITY CONNECTIONS

# myconnect

myconnect is a FREE & EASY to use utility connection service available for tenants

Phone : 1300 854 478

enquiry@myconnect.com.au

Fax : 1300 854 479

www.myconnect.com.au



**Yes, Please Contact Me**



**Interpreter service  
(tick if required)**

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

Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 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 Real Estate Agent, 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 Real Estate Agent, 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.



*Tick here to opt out*



## OFFICE USE ONLY

Rent	\$
Bond	\$
Other	\$
Total	\$
Less Deposit	\$
Owing	\$

EMPLOYMENT DETAILS CONFIRMED	<input type="checkbox"/>
PREVIOUS AGENTS or LANDLORDS	<input type="checkbox"/>
ORIGINAL IDENTIFICATION	<input type="checkbox"/>
TICA CHECK COMPLETED	<input type="checkbox"/>
LANDLORD CONTACTED (if renting privately)	<input type="checkbox"/>
ALL ORIGINAL DOCUMENTS SIGHTED	<input type="checkbox"/>
ACCEPTED	<input type="checkbox"/>
DECLINED	<input type="checkbox"/>

## TICA/BARCLAY CHECK DETAILS

### Internet Check Results

No Information Found	<input type="checkbox"/>
Information Found	<input type="checkbox"/>

## NOTES

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- Applications must be fully completed prior to lodgement at our office. Incomplete applications will not be processed.

**\* Please Note:** Once an application has been accepted by the Landlord and you don't proceed with the signing of the Lease Agreement your holding deposit will be non refundable.

## Statement of Rental Affordability

We require you to complete this form in order for us to consider your tenancy application. We need be certain that you have the ability to pay the rent on the property you are applying for. Proof of income will be required from you and any co-tenant applicants.

**Agency Name** \_\_\_\_\_

**Applicants Name** \_\_\_\_\_

**Address of Property** \_\_\_\_\_

**Weekly rent** \_\_\_\_\_ **Rental bond** \_\_\_\_\_

<b>Income</b>	<b>Weekly</b>
Applicants income per week	\$ _____
Government benefits	\$ _____
<b>Total income</b>	<b>\$ _____</b>

<b>Liabilities</b>	<b>Weekly</b>
Car payments	\$ _____
Outstanding rental debts	\$ _____
Credit card/store card payments	\$ _____
Personal loans	\$ _____
Taxation	\$ _____
School fees	\$ _____
<b>Total liabilities</b>	<b>\$ _____</b>

<b>Living expenses</b>	<b>Weekly</b>
Phone/mobile	\$ _____
Health insurance	\$ _____
Rent	\$ _____
Fuel, power, gas etc	\$ _____
Car (registration and running expenses)	\$ _____
Day to day living (food, clothing and personal)	\$ _____
Insurance (car, life, contents etc)	\$ _____
<b>Total living expenses</b>	<b>\$ _____</b>

Total income	\$ _____
Less liabilities	\$ _____
Sub-total	\$ _____
Less living expenses	\$ _____
Balance	\$ _____

Signed by applicant \_\_\_\_\_ dated \_\_\_\_\_

## Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

This form provides information about how we the below named agent handle your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application.

**Member Name:** JLB Property Pty Ltd  
**Address:** Shop2/105 Victoria St. Werrington NSW 2747  
**Phone:** 02 9833 9950  
**Fax:** 02 9833 9940  
**Email:** rentals@jlbproperty.com.au

As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office on the above numbers or addresses.

### Primary Purpose

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property.

In order to assess your application we disclose your personal information to

- The Lessor/Owners for approval or rejection of your application.
- TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application.
- Referees to validate information supplied in your application.
- Other Real Estate Agents to assess the risk to our clients.

We may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

### Secondary Purpose

During and after the tenancy we may disclose your personal information to;

- Trades people to contact you for repairs and maintenance of the property.
- Tribunals or Courts having jurisdiction seeking orders or remedies.
- Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you.
- TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Lessors / Owners insurer in the event of an insurance claim.
- Future rental references to other asset managers / owners.

If you fail to provide your personal information and do not consent to the uses set out above we cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently we cannot provide you with the property you requested to rent.

### TICA Statement

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the National Privacy Principles in the Privacy Act 1988.

TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history.

TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries.

In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by any of the following ways

**Phone:** 190 222 0346 calls are charged at \$5.45 per minute including GST (higher from mobile or pay phone)

**Mail:** TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30

### Primary Purpose

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows

Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

### Further Information About TICA

Full details about TICA can be found on TICA's website at [www.tica.com.au](http://www.tica.com.au) under Tenant Information and Privacy Policies or by contacting The TICA Group on our Helpline 190 222 0346 calls charged at \$ 5.45 per minute including GST (higher from mobile and pay phones)

If you're personal information is not provided to The TICA Group the member may not proceed with assessing your application and you may not be provided with the rental property.

Signature

Print Name

Date

Witnessed

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