

Tenancy Application Form – NSW

Please note: This application will not be processed unless it is filled out completely with copies of all supporting documents attached.

Please read prior to completing your application.

- 1. The application must be accompanied by relevant supporting documentation.
- 2. Once your application has been approved you will be required to pay two weeks rent in advance to **JR Landing**. Cash and card are not accepted.
- 3. If you are approved you will be required to pay bond (equivalent to four weeks rent)

Rent Payment

- ☒ Account Name: JR Landing
BSB: 062 009 | Account Number: 1063 8288
Reference: to be advised by your Property Manager

Applicants Checklist

Before I submit this application, I/we have:

- ☐ Attached photocopies of supporting documents (see below)
- ☐ Inspected the property both internally and externally
- ☐ Completed all details in full on the application form
- ☐ Provided all contact details and documentation for confirmation of income source
- ☐ Read and signed all the Privacy Disclosure Statement and Privacy Consent

Supporting Documentation

When submitting an application you must include at least one item from each section per applicant.

Section One	Section Two	Section Three
Drivers Licence	Current Pay Slips (minimum of 2)	Previous tenant ledger)
Proof of Age Card	If new job - Letter of confirmation incl. salary	Council Rates
Passport	Statement of Centrelink Entitlements	Motor vehicle registration
Bank Statement	Accountant Letter stating your net income (Self-employed)	Utilities or phone account

Address of property you are applying for

Preference 1

Preference 2

Tenancy Requirements

Length of tenancy

months

Rent

\$per week

Lease start date

Names of other applicants and their relationship to you (husband, wife, partner, friend)

Names & ages of children (if any)

No. of pets (including breed & age)

Do you own an investment property in Australia? Yes / No

Primary contact

First Name		Last Name		Email	
Phone		Mobile		Date of birth	
Drivers Licence No.	State of issue		Passport No.		Country of issue
Number of vehicles	Car Rego				

Emergency Contact

Please provide an emergency contact not living with you (eg: Next of Kin)

Name		Relationship to you		Contact phone	
Address					

Current Address Details

If owner occupier include details here.

Current rent / mortgage		\$	per week	How long have you lived there?		years	months
Current Address							
Agent / Landlord		Phone			Fax		
Email		Reason for leaving					
Was your bond refunded in full? Yes / No If No, please specify							

Previous Rental Details

Rent		\$	per week	How long have you lived there?		years	months
Property address							
Agent / Landlord		Phone			Fax		
Was your bond refunded in full? Yes / No If No, please specify							

Current Employment/Self Employed

If less than 6 months in current job please also provide previous employment details.

Company Name		Your position					
Payroll or Accountant		Payroll/Accountant work phone					
Company address		Net income (after tax) \$ per wk / fn / mth					
Length of employment		Business Type/ABN (if applicable)					

Student

Are you a full time student? Yes / No		TAFE / University		Student No.	
Contact name		Contact No.			
Do you receive income from your parents? Yes / No		Amount \$ per week			
Name of parents		Phone			

Centrelink Benefits

Type	\$ per fortnight
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Additional source of income

Type	\$ per wk / fn / mth
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Personal Referee (cannot be related)

Referees Name		Occupation	
Relationship to you		Phone	

Applicant two

(for additional applicants please copy this page)

First Name		Last Name		Email	
Phone		Mobile		Date of birth	
Drivers Licence No.	State of issue		Passport No.		Country of issue
Number of vehicles	Car Rego				

Emergency Contact

Please provide an emergency contact not living with you (eg: Next of Kin)

Name	Relationship to you	Contact phone
Address		

Current Address Details

(if different to the Primary contact)

If owner occupier include details here.

Current rent / mortgage	\$	per week	How long have you lived there?	years	months
Current Address					
Agent / Landlord	Phone		Fax		
Email	Reason for leaving				
Was your bond refunded in full? Yes / No If No, please specify					

Previous Rental Details

(if different to the Primary contact)

Rent	\$	per week	How long have you lived there?	years	months
Property address					
Agent / Landlord	Phone		Fax		
Was your bond refunded in full? Yes / No If No, please specify					

Current Employment/Self Employed

If less than 6 months in current job please also provide previous employment details.

Company Name	Your position
Payroll or Accountant	Payroll/Accountant work phone
Company address	Net income (after tax) \$ per wk / fn / mth
Length of employment	Business Type/ABN (if applicable)

Student

Are you a full time student? Yes / No	TAFE / University	Student No.
Contact name	Contact No.	
Do you receive income from your parents? Yes / No	Amount \$	per week
Name of parents	Phone	

Centrelink Benefits

Type	\$ per fortnight
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Additional source of income

Type	\$ per wk / fn / mth
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Personal Referee

(cannot be related)

Referees Name	Occupation
Relationship to you	Phone

Confirmation

I confirm that during my inspection of this property I found it to be in a satisfactory condition and suitable for occupancy.
If No, I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge and understand that these items are subject to the landlord’s approval and do not form part of the Tenancy Agreement.

I also acknowledge that this rental application is subject to the Landlord’s approval and I consent to the information provided in this application being verified and a reference check on Tenancy Reference Australia being undertaken.

Privacy Act Acknowledgement for Tenants

I provide consent for the Agency as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases) to verify the Application information provided and understand that all Federal Privacy Act requirements and the Australian Privacy Principles will be adhered to by the Agency.

I consent to my personal information being passed on during the tenancy (should it commence) and after the tenancy if required to other third parties which include however are not limited to tradespeople/contractors, salespeople, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information. The Lessor of the property will be provided all relevant information as the tenancy agreement is between the lessor and the tenant; the agency manages the property on behalf of the lessor. The agreement should it commence is a contract between the lessor and the tenant; personal information will be passed onto the lessor as the owner of the property.

A detailed copy of our Privacy Policy can be found at www.jrlanding.com.au

sign here

Primary contact

Name: Signature: Date:

sign here

Applicant two

Name: Signature: Date: