

Date of Application: _____

CONFIDENTIALITY AND PRIVACY

Jabiru Property Services Ltd will use its best endeavors to keep your Request confidential. Jabiru Property Services is committed to the protection of your personal information and handling of that information in accordance with the Australian Privacy Principles and the Privacy Act 1988 (Cth) (Privacy Act). . Jabiru Property Services will collect personal information about you, in the course of you completing this Request Form and (if applicable) in the course of your tenancy. Jabiru Property Services' Privacy Policy sets out its procedures for the handling of personal information, and information on seeking access or correction, and about making a complaint, including how complaints will be handled. Should you require a copy of this policy, please email property@jabirupropertyservices.com.au. By providing Jabiru Property Services with personal information about a third party (e.g. a primary contact) you warrant that that person consents to Jabiru Property Services collecting and handling their personal information in accordance with its Privacy Policy.

1A APPLICANT DETAILS

1.01 Legal Name of Applicant (Business Entity)

Type here

1.02 Trading As

1.03 ABN / ACN

1.04 Postal Address

1.05 Street Address

Type here

1.06 Year Established

Type here

1.07 Current Workers Compensation

Yes / no

1.08 Current Public Liability Insurance

Yes / no

1B PRIMARY CONTACT DETAILS (Person authorised to act on behalf of entity regarding rental property matters)

1.09 Full Name:

Type here

1.10 Position:

Type here

1.11 Phone/mobile:

Type here

1.12 Email:

1C ACCOUNTS CONTACT DETAILS (if different to section 1B)

1.13 Full Name:

Type here

1.14 Position:

Type here

1.15 Phone/mobile:

Type here

1.16 Email:

Type here

1.17 Please indicate if you would prefer rental receipts to be sent to the PRIMARY contact and/or ACCOUNTS contact

Primary

Accounts

END OF SECTION 1

Date of Application:

SECTION 2 – UNDERSTANDING THE APPLICANT’S BUSINESS NEEDS AND CURRENT BUSINESS FOOTPRINT

2.01 Provide a summary of business activities and services delivered by the Applicant:

Type here

2.02 Provide the reason for applying for this Housing Entity property/properties:

Type here

2.03 Number of Applicant employees based in Jabiru:

Select Full-Time *Select* Part Time
Select Casual *Select* Contract
Select Apprentices/Trainees *Select* Other

2.04 Total number of employees, if different to 2.03:

Select Full-Time *Select* Part Time
Select Casual *Select* Contract
Select Apprentices/Trainees *Select* Other

FORECAST HOUSING DEMAND

1.05 Complete the following table with applicant organisation’s short, medium and long-term housing preferences to inform discussions about the transition of Jabiru and help provide an understanding of the overall forecast housing demand for the town. (Eg each unit in a duplex is considered 1 dwelling.)

Dwelling Type	Current	Short Term (2020 / Urgent)	Medium Term (2021-2026)	Long Term (2026+)
4 Bedroom House	<i>Select</i>	<i>Select</i>	<i>Select</i>	<i>Select</i>
3 Bedroom House	<i>Select</i>	<i>Select</i>	<i>Select</i>	<i>Select</i>
2 Bedroom Unit, Duplex or Townhouse	<i>Select</i>	<i>Select</i>	<i>Select</i>	<i>Select</i>
1 Bedroom Unit	<i>Select</i>	<i>Select</i>	<i>Select</i>	<i>Select</i>
Transit Accommodation	<i>Select</i>	<i>Select</i>	<i>Select</i>	<i>Select</i>
Short Term Accommodation	<i>Select</i>	<i>Select</i>	<i>Select</i>	<i>Select</i>
Total:	<i>Select</i>	<i>Select</i>	<i>Select</i>	<i>Select</i>

Other comments:

Type here

END OF SECTION 2

Date of Application: _____

SECTION 3 – UNDERSTANDING THE APPLICANT’S HOUSING REQUIREMENTS AND OCCUPANT DETAILS

3A PROPERTY TYPE

3.01 Please indicate the type of residential property you are applying for. You may select one type or number multiple boxes in order of preference.

Type here Choose an item.

3B LEASE DURATION

3.02 Please indicate preferred lease duration

Type here Choose an item.

3C PROPERTY OCCUPANT EMPLOYMENT POSITION/S

3.03 Will multiple employees of the Applicant be residing in this property?

Yes / no

3.04 If YES to 3.03, please advise how many

Type here

3.05 Position/s of the employee/s who will be residing in the property

Type here

3.06 Is this application for an executive or specialist employment position?

Yes / no

3.07 Employment types of employee/s residing in the property

Select Choose an item.

3.08 Is/are employment position/s this application relates to currently vacant?

Yes – continue to section 4.01 but please note, you will be required to complete sections 3.09 to 3.19 once this information is available to you.

3.09 Is/are the proposed Occupant/s currently based in Jabiru or will they be relocating to the region?

Jabiru Based / Relocating

3.10 If relocating, please advise current location/s and expected relocation dates

Current location/s

Expected relocation date/s

3.11 If not relocating, please advise current accommodation arrangements for employee

Current Accommodation Arrangements/Address

3.12 Reasons why alternative accommodation is required

Reason for alternative Accommodation

3D OTHER OCCUPANTS OF PROPERTY

ALLOCATION REQUEST FORM

SECTION 3 – HOUSING REQUIREMENTS

Date of Application:

3.13 Total number of adults who will be living at the property

3.14 Total number of children (<16) who will be living at the property

3.15 Total number of pets

In accordance with the Jabiru Town Development (Control of Dogs) By-Laws, all domestic dogs must be registered with the Council. Two dogs per residence.

Dogs Other – please provide details

3E PREFERRED CONTACT DETAILS FOR OCCUPANT OF PROPERTY

3.16 Occupant Contact Name

3.17 Occupant Phone

3.18 Occupant Email

3.19 Occupant's Emergency Contact Person Name

3.20 Occupant's Emergency Contact Person's Number (mobile preferred)

END OF SECTION 3

SECTION 4 – COMPLIANCE WITH HOUSING ENTITY RENTAL PROPERTY REQUIREMENTS CHECKLIST

This section aligns with Housing Entity’s Housing Use and Access Policy and Application Procedure.

Please initial each statement as an indication of your compliance against each and ensure requested documents are attached to your application.

Please note that Housing Entity may, from time-to-time request additional information in order to support your application.

4.01	I confirm that all information provided in this application is true and correct and I undertake to advise as soon as practicable if any information provided materially changes.	
4.02	I confirm that the person named at item 1.07 is authorised to act on behalf of the listed Company /Organisation named at item 1.01 in relation to this Application	
4.03	I confirm that the premises are intended for staff accommodation and will not be used as the primary place of business for the Applicant.	
4.04	I confirm that correct and accurate financial data has been provided which demonstrates capacity to meet rental obligations for the requested duration of lease. <i>Note: only required to be provided on request or if the business has been operating for less than two years. Information requested may be a bank statement of the business entity clearly showing financial position and/or a letter from the business accountant.</i>	
4.05	I confirm that the rent I am charging my occupant is no greater than the rent charged by the Housing Entity.	
4.06	I confirm that the occupant/s named in section 3E are employees of the business entity and will be residing in the property. If the Occupant/s details change I will notify the managing agent in a timely fashion by completing a blank copy of Sections 3.03 – 3.19 of this document and submitting it to property@jabirupropertytservices.com.au to enable the Occupants details to be kept current.	
4.07	I confirm that I have attached or previously provided proof of current Public Liability Insurance for the Company/Organisation named at item 1.01 in relation to this Application	
4.08	I confirm that I have attached or previously provided proof of current Workers Compensation Insurance for the Company/Organisation named at item 1.01 in relation to this Application.	

Signature	Date
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END OF SECTION 4