

LJ Hooker Erina Residential Tenancy Application Form

For your application to be processed you must answer **all** questions

Applicant's Full Name (Please complete a **separate** form for EACH adult applying)

| | | |
|------------------------|----------------|----------|
| Mr /Mrs /Ms /Miss /Dr: | Given Name(s): | Surname: |
|------------------------|----------------|----------|

Address of the Property you are applying for

Date able to commence tenancy of the property?

Tenancy period preferred

No. of people that will normally occupy the property?

Months

| | |
|---------|-----------|
| Adults: | Children: |
|---------|-----------|

IMPORTANT INFORMATION

All Bond Monies are to be paid by Australia Post Money Order or Bank Cheque made payable to L J HOOKER ERINA.
(We do not accept cash, Bond Transfers or EFT or credit card payments)

The First Weeks' rent and Lease Fee must also be paid by Bank Cheque or Australia Post Money Order, made payable to L J HOOKER ERINA.

All Monies are to be paid on the day of signing the Lease Agreement for the property.

No keys for the property will be issued unless ALL monies have been paid.

NOTICE TO COMPLETE TENANCY APPLICATION

All future Rental Payments are to be made by Direct Debit or Re Connect One Card (**cash is not accepted**)

Before any application will be considered, each applicant **MUST** achieve a minimum of **100 check points**. Applications take approximately two business days to process. If you do not supply sufficient information (as required below), this will delay the process and the property may be let to another applicant.

| ACCEPTABLE FORMS OF IDENTIFICATION ARE BELOW. PLEASE CIRCLE POINTS YOU ARE PROVIDING | | | |
|--|----|--|----|
| Proof of Income Payslip, Centrelink, Bank Statement | 20 | Recent Tenant Ledger/Front Page of Lease | 20 |
| Driver's Licence/Proof of Age Card | 30 | Electricity or Gas Bill | 10 |
| Valid Passport | 20 | Council Rates | 10 |
| Birth or Marriage Certificate | 20 | Medicare Card | 10 |
| Current Vehicle Registration | 20 | Credit Card | 10 |
| Telephone or Mobile Phone Bill | 10 | Insurance Papers | 10 |
| TOTAL POINTS | | | |

Please Note: We **MUST** have documentary evidence of current Income or Benefits received.
 Photo identification **MUST** be provided e.g. Drivers Licence, Proof of Age Card, Passport

OFFICE USE ONLY

Property Manager: _____

Income Confirmed: _____ 100 Points: _____

Rental Reference Requested: _____ Rental Reference Received: _____

Applicant History

Surname Given Name(s)

Current Address

Postcode

How long have you lived at your current address?
 Years Months Owner/Tenant/Boarder/Other

Why are you leaving this address?

Phone Number (business hours) Mobile

Email

Date of Birth / / Current Driver's Licence No :

Landlord/Agent details of current property (if applicable)

Name of Landlord or Agent

Phone No. (business hours) Weekly rent paid

Bond refunded in full? Yes / No If no, why not?

Previous Rental History (if applicable)

Previous Address:

Postcode

Length of time at previous address: Years Months

Name of Landlord or Agent

Phone No (business hours) Weekly rent paid

Was bond refunded in full? Yes / No If no, why not?

Reason for Leaving

Personal References

1. Surname Given Name(s)

Relationship to you Phone No.

2. Surname Given Name(s)

Relationship to you Phone No.

Employment History

What is your **current** occupation?

What is the nature of your current employment? Full-time/Part-time/Casual/Contract/Self-employed

If employed, please provide the following:

Employer's Name

Employer's Address

Postcode

Contact Name Phone Number

Length of Employment Years Months Net Income

\$ per wk/f/night/mth

If self-employed, please provide the following:

| | |
|---------------------------|---|
| 1. Company Name | <input style="width: 100%;" type="text"/> |
| 2. Company Address | <input style="width: 100%;" type="text"/> |
| 3. ABN | <input style="width: 100%;" type="text"/> |
| 4. Business Type | <input style="width: 100%;" type="text"/> |
| 5. Accountant's Name. | <input style="width: 100%;" type="text"/> |
| 6. Accountant's Phone No. | <input style="width: 100%;" type="text"/> |

Are you on a pension? Yes / No If yes, please provide details:

Type:

Pension No:

Previous Employment History

What was your **previous** occupation

Previous Employer's Name

Length of Employment Years Months Net Income

\$ per wk/f/night/mth

Contact Name Contact Phone No.

Other Information

Please provide contact details in case of emergency

Surname Given Name

Relationship to applicant Phone No

Are you a smoker? Yes / No NSW Car Rego No:

Please provide details of any pets that will be residing with you:

Breed/Type: Number:

UTILITY CONNECTION

If you would like assistance (at no additional charge) with the connection of utilities such as telephone, electricity and/or gas to your new home and/or existing home, then tick the box below. Connect Now will then contact you and explain the details of the service available.

If the box in this section is ticked, Connect Now will use the information on this application to explain the services offered and to undertake any connection and disconnection services authorised (including the provision of information to utility companies). All details on this page must be completed for the service to be provided. Personal information collected by Connect Now may be accessed by contacting **Connect Now on 1300 889 598**. Normal service provider fees or bonds may apply.

Yes, please connect my utilities

PRIVACY STATEMENT

In accordance with the Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement. In order to process a tenancy application a tenancy applicant is required under the national Privacy Principles of Privacy Act to be made aware that an organisation may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a database company other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments and other landlords and agents.

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

I, the said applicant, declare that I give my permission to the Agent to collect my information and pass on such information onto TICA Default Tenancy Control Pty Ltd. I give my permission for my information to be provided to any other tenancy database for the assessment of my application. I further give consent to the member of the Database Company to contact any of my referees provided by me in my tenancy application.

I agree and understand that once a tenancy application has been lodged with a member of a tenancy database and an inquiry made with a tenancy database, my information may be recorded as making an inquiry.

I agree that in the event of a default occurring under a tenancy agreement I give my permission to the member of a tenancy database to register any of my details of such breach with a tenancy database. I further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I understand that the TICA Default Tenancy Control Pty Ltd is a database company that allows its members access to information accumulated from members about tenants who have breached their agreements.

I agree and understand that should I fail to provide the database member with the information and acknowledgement required the database member may elect not to proceed with my tenancy application. I agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my ability to obtain future rental accommodation.

I acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 1902 220 346. I agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

Collection Notice

The personal information the prospective tenant provides 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 to manage the tenancy. Personal information collected about the Applicant in this applications and during 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 databases. Information already on tenancy databases may also 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 the 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 database and/or other agents.

If the applicant would like to access the personal information the Agent holds, they can do so by contacting L J Hooker Erina at 1/30 Karalta Road, Erina, Tel: 02 6552 1133 Fax: 02 6552 4799 or Email : rentals.erina@ljh.com.au

The applicant can also correct this information if it is inaccurate, incomplete or out-of-date. If the information is not provided, the Agent **will not** be able to process the application and manage the Tenancy.

PRIVACY ACT ACKNOWLEDGEMENT

I acknowledge and give permission for a representative from L J Hooker Erina to conduct appropriate checks and to verify all information provided in this application for tenancy and obtain written confirmation from referees supplied.

Applicant Signature: _____ Date: ____ / ____ / ____

Applicant Name: _____

Witness/Agent Signature: _____ Date: ____ / ____ / ____

To Process your application you are requested to answer **all** questions to the best of your ability.

Any false information provided could jeopardise your application. The completion of this annexure does not constitute an offer or acceptance.

Any information provided in your application and this annexure may be passed on to Tenancy Information Australia in the event of a default occurring.

Upon approval and acceptance of your application all monies must be paid in full by Bank Cheque or Australian Post Money Order - **cash will NOT be accepted**

- | | | |
|----|---|-----------------|
| a) | Have you ever been evicted by a Landlord or Agent ? If yes, give details _____ | NO / YES |
| b) | Have you been refused another property by a Landlord or Agent ? If yes, give details _____ | NO / YES |
| c) | Are you in debt to another Landlord or Agent ? If yes, give details _____ | NO / YES |
| d) | Is there any reason known to you that would affect your rental payments ? If yes, give details _____ | NO / YES |
| e) | Were any deductions made from your rental bond at your last premises? If yes, give details _____ | NO / YES |
| f) | Have you ever been declared bankrupt? | NO / YES |
| g) | Have you ever been a director of a company that has been declared bankrupt? | NO / YES |

Declaration

I, the applicant, declare that all the information contained in the application is true and correct, and that the information is provided by my own freewill. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord, I agree to enter into a Residential Tenancy Agreement. I acknowledge that this application is subject to the approval of the owner/landlord.

- I declare that all information contained in this application is true and correct and given of my own freewill.
- I declare that I have inspected the premises
- I declare that I am not bankrupt and that I have not entered into any scheme of arrangement of payment of monies to any creditors.
- I further declare that I am not paying off any previous rental debt.
- I agree and understand that in the event of this application being rejected there is no requirement at law for the agent to disclose to me any reason for such rejection. I also agree that I will not raise any objection for not being provided any reason for any rejection of this application.
- I authorise the Agent to obtain personal information form:
 - a. The Owner or the Agent of my current or previous residence
 - b. My personal referees and employer/s
 - c. Any record listing or database of defaults of tenants
- I am aware that the Agent will use and disclose my personal information in order to:
 - A. Communicate with the owner and select a tenant
 - B. Prepare lease/tenancy documents
 - C. Allow tradespeople or equivalent organisations to contact me
 - d. Lodge/claim/transfer to/from a Bond authority
 - e Refer to Tribunals/Courts and Statutory Authorities (where applicable)
 - f. Refer to collection agents/lawyers (where applicable)
 - g. Complete a credit check with National Tenancies Database
 - h. Transfer water account details into my name

In consideration to the holding deposit paid by the applicant the Landlord's agent acknowledges that:

- The premises will not be let once a holding deposit has been paid, pending the making of a residential Tenancy Agreement;
- If the Landlord has not decided to enter into a Residential Tenancy Agreement in the agreed terms for the residential premises concerned during that period, the whole of the fee will be refunded;
- If the entering into of the Residential Tenancy Agreement is conditional on the Landlord carrying out repairs or other work and the Landlord does not carry out the repairs or other work during the specified period, the whole of the fee will be refunded;
- If the applicant decides not to enter into such an agreement, the Landlord may retain the full holding deposit
- If a residential Tenancy Agreement is entered into, the fee is to be paid towards rent for the premises concerned.
- I agree and understand that in the event of this application being rejected there is no requirement at law for the agent to disclose to me any reason for such rejection. I also agree that I will not raise any objection for not being provided any reason for any rejection of this application.
- I agree to allow the agent to photocopy the information supplied by me for their records.
- I agree that upon communication of acceptance of this application by the landlord or his agent that this tenancy should be binding on both the landlord and the tenant. I further agree that I will sign the Tenancy Agreement and be bound by the terms and conditions of the Tenancy Agreement.

Applicant's Name (please print)

Applicant's Signature

Date