



# TENANCY APPLICATION FORM



## LJ Hooker Hamilton



02 4961 5181



02 4969 3588



39A Beaumont Street,  
Hamilton NSW 2303



[leasing.hamilton@ljh.com.au](mailto:leasing.hamilton@ljh.com.au)



[www.hamilton.ljhooker.com.au](http://www.hamilton.ljhooker.com.au)

## APPLICATION CHECKLIST

Please attach a copy of the following:

- ☐ Drivers Licence / Passport / Photo Card  
☐ 2 Current Payslips  
☐ Centrelink letter/ Bene its letter

- ☐ 3 months current Bank Statement  
☐ Recent Utilities Bill- Gas/Electricity/Phone/Internet  
☐ Self-employed - Recent Tax return/Bas Statement

- ☐ Owner - Rates Notice  
☐ Medicare Card/ Bank Card

## PROPERTY DETAILS - Property you would like to rent

Proposed Property:

Rent per week for Proposed Property \$  per week

Proposed lease term (months please tick) ☐ 6 ☐ 12 Proposed commencement date

How many tenants will occupy the property? ☐ Adults ☐ Children Ages

Are you a smoker? Yes ☐ No ☐ Social ☐

Name(s) of Occupants to occupy property

Pets: Yes ☐ No ☐ Breeds  Inside ☐ Outside ☐

## APPLICANT'S DETAILS

Please give us your details

Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other ☐  
Surname Given Name/s

Passport Number

Date of Birth

Driver's licence number

Driver's licence expiry date

Driver's licence state

Medicare Card/ Bank Card

Please provide your contact details

Home phone no.

Mobile phone no.

Work phone no.

Fax no.

Email address

## CONTACTS / REFERENCES

Please provide a contact in case of EMERGENCY (next of kin)

Surname	Given name/s
<input type="text"/>	<input type="text"/>
Relationship to you	Phone no.
<input type="text"/>	<input type="text"/>

Please provide 2 personal references (not related to you)

1. Surname	Given name/s
<input type="text"/>	<input type="text"/>
Relationship to you	Phone no.
<input type="text"/>	<input type="text"/>
2. Surname	Given name/s
<input type="text"/>	<input type="text"/>
Relationship to you	Phone no.
<input type="text"/>	<input type="text"/>

## EMPLOYMENT HISTORY

Please provide your employment details

What is your occupation?

What is the nature of your employment?  
(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Postcode

Contact name

Phone no.



Length of employment

 Years  Months

Net weekly Income

 \$

## CENTRELINK/ BENEFITS

Type of payment

\$  per fortnight Student? Yes ☐ No ☐

What are you studying?

## PREVIOUS EMPLOYMENT HISTORY

Please provide your previous employment details

Occupation?

Employer's name

Contact name

Phone no.



Length of employment

 Years  Months

Net weekly Income

 \$

### CURRENT APPLICANT ADDRESS

What is your current address?

Postcode

Are you the:      Owner / Tenant      (please circle)  
How long have you lived at your current address?

Years

Months

Why are you leaving this address?

Landlord / Agents Name

Landlord/ Agents phone no.      Weekly Rent Paid

\$

### PREVIOUS APPLICANT ADDRESS

What was your previous residential address?

Postcode

How long did you live at your previous address?

Years

Months

Why did you leave this address?

Landlord / Agents Name

Landlord/ Agents phone no.      Weekly Rent Paid

\$

### ADDITIONAL QUESTIONS

Do you own an investment property?      ☐ Yes      ☐ No

Rental Return     

Who is your current agent?     

Has your tenancy ever been terminated?      ☐ Yes      ☐ No

Are you in debt to another agent/landlord?      ☐ Yes      ☐ No

Have any deductions ever been made from your rental bond?      ☐ Yes      ☐ No

### UTILITY CONNECTIONS

This is a FREE service that can connect you to the following utilities and services in your new home

Electricity

Gas

Insurance

Phone + Internet

Pay TV

Removalists

Cleaning

Truck Hire

**MAKES MOVING EASY**

☐ **YES**

» I/we consent to LJ Hooker Hamilton providing my personal information details to Direct Connect which will include my name, address, email and phone number to be contacted in relation to my/our utilities and service connections

» This includes obtaining metering information for the premises I am moving to

GET CONNECTED IN 4 EASY STEPS

Step 1

Tick the box

Step 2

We'll call you

Step 3

It's a smart choice

Step 4

Get connected

### DECLARATION

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 (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

- (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 by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting -

- NTD: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

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 & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database)

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

Signature      Date

### ADDITIONAL DETAILS

I/We agree to payment of a holding deposit of one week's rent to secure the property. If I/We decide not to proceed, I/We agree that this holding deposit will be forfeited to the Landlord. I/We agree that the property will be advertised until the holding deposit has been paid.

I/We the applicant/s, agree that I will not be entitled to occupation of the premises until:

1. Vacant possession is provided by the current occupant of the premises.
2. The tenancy agreement is signed by the applicant/s
3. All monies due are paid by the applicant/s in cleared funds prior to the expected date of occupation

4. I have personally inspected the property and agree to the terms outlined above (please sign)     

### NOTICE TO PROSPECTIVE TENANTS

The availability of telephone lines; internet services; analogue; digital or cable television (and adequacy of such devices); are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna and antenna sockets or other such points located in the property are serviceable or will otherwise meet the requirements of the tenant and tenants must rely upon their own enquiries.

**Applicant 1:**

Signature      Date

**Applicant 2 (if applicable):**

Signature      Date

Phone

570 Church Street Cremorne 3121 Victoria P: 1300 664 715 F: 1300 664 185. www.directconnect.com.au



ONE CALL WILL *save* YOU *time* AND *effort*

SERVICES WE *connect*



TO GET CONNECTED ASK YOUR LOCAL REAL ESTATE AGENT TO SEND US YOUR DETAILS  
Call us on **1300 664 715** or visit **directconnect.com.au**



# Request for Rental Reference



**If you current or previous rental property is managed by a Real Estate Agent, please complete the following details in order for that agency to provide us with a rental reference on your tenancy.**

If this form is not completed, your application will not be processed.

**REAL ESTATE AGENCY:** \_\_\_\_\_ **FAX NO:** \_\_\_\_\_

**APPLICANTS NAME:** \_\_\_\_\_

**RENTAL PROPERTY ADDRESS:** \_\_\_\_\_

**DATE VACATED PROPERTY:** \_\_\_\_\_

In accordance with the Privacy Act I/We the undersigned authorise the recipients of this facsimile to give information to LJ Hooker Hamilton regarding my/our rental history. I/We understand this information will be used to assess my/our application.

**APPLICANTS SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**For completion from agent: Please return with a copy of rental payment ledger by fax 02 4969 3588 or [leasing.hamilton@ljh.com.au](mailto:leasing.hamilton@ljh.com.au). Thank you!**

Date of tenancy commencement: \_\_\_\_\_

Date of vacation: \_\_\_\_\_

Rental amount paid: \_\_\_\_\_

Was the rent paid on time? ☐ Sometimes ☐ Yes ☐ No

Were there any Termination Notices issued during the course of the tenancy? ☐ Yes ☐ No

If so what for? \_\_\_\_\_

Did the tenant vacate the property under a Termination Notice? ☐ Yes ☐ No

Have NCAT applications been lodged? ☐ Yes ☐ No

If so what for? \_\_\_\_\_

Were routine inspections carried out during the course of the tenancy? ☐ Yes ☐ No

Overall cleanliness of the property: ☐ Exceptional ☐ Excellent ☐ Good ☐ Satisfactory ☐ Poor

What conditions were the lawns and grounds kept in? ☐ Exceptional ☐ Excellent ☐ Good ☐ Satisfactory ☐ Poor

Were pets kept at the premises? ☐ Yes ☐ No

If so, what type and breed: ☐ Yes ☐ No

Was the bond refunded in full? ☐ Yes ☐ No

On a scale of 1-10, how would you rate the tenancy? (poor) 1 2 3 4 5 6 7 8 9 10 (excellent)

What best describes the tenants? Polite / Friendly / Demanding / Rude / Easy Going / Co-operative

Would you rent to this tenant again? ☐ Yes ☐ No

**PLEASE PROVIDE LEDGER'S REPORT.**

**Name of Agent** \_\_\_\_\_

**Signature of Agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_