

Tenancy Application

AGENCY NAME		
ADDRESS		
PHONE		
FAX		
EMAIL		

Our agency welcomes your application and any queries you may have about the property, tenancy or process. The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly.

Please read prior to completing your application

- One application is to be completed per person.
- This application cannot be processed until it is completed including copies of supporting documents attached as required for 100 Points Identification Check. Proof of income is also required. Refer to list below for:

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK	Points per Document
Submit <u>only one</u> of the following: <input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate	70
<input type="checkbox"/> Drivers Licence <input type="checkbox"/> Proof of Age Card <input type="checkbox"/> Other Photo ID from Government e.g. Pension Card, Student Card	40
<input type="checkbox"/> 2 recent Rent Receipts <input type="checkbox"/> Tenant Ledger	25
Documents on which your name and current address appear: <input type="checkbox"/> Car registration certificate <input type="checkbox"/> Rates Notice <input type="checkbox"/> Electricity Account <input type="checkbox"/> Bank/Credit Card Statement <input type="checkbox"/> Telephone Account <input type="checkbox"/> Gas Account	25
TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:	

DOCUMENTS ACCEPTED FOR PROOF OF INCOME
<input type="checkbox"/> 2 most recent payslips <input type="checkbox"/> Employment contract <input type="checkbox"/> Letter from accountant (if self employed) <input type="checkbox"/> Bank statements

- Our agency will contact you within 24-48 hours. If the application is successful, you will be required to pay six weeks rent (2 weeks rent + 4 weeks bond) within 24 hours and sign the General Tenancy Agreement signed by all approved leaseholders.

Applicant Checklist - before I submit this application, I have:

- Attached photocopies of documents to meet 100 or more points of ID which include mandatory documents
- Inspected the Property both internally and externally
- Been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read. If not, please contact agency ASAP
- Completed the application form **fully**, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent
- Attached proof of income and/or savings
- Completed the pet application & agreement form if pets are to reside at the property

Property address applying for:
Applicant name:
Best contact details (email or phone):

Applicant's details

Name in full		Other name/s you have been known by	
Date of birth		Place of Birth	
Drivers licence no.	Expiry	Passport No	Expiry
☒ Home	☒ Mobile	☒ Business	
Email			

Australian citizen

Yes No: attach copies of Passport and Visa Visa Expiry Date

Current tenancy details if applicable

Property address

Rent per week	\$	Period of occupancy	Years	Months
Agent/Lessor	Fax/email:		☒ Business	
Reason for leaving				
Do you expect the Bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Why:</i>				

Previous address

Address

Rent per week	\$	Period of occupancy	Years	Months
Agent/Lessor	Fax/email:		☒ Business	
Reason for leaving				

Employment

Current employer		Your position		
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Casual	<input type="checkbox"/> Contract	
Length of employment	Years	Months	Pay day is	of each: week / fortnight / month
Payroll/Manager's name	Fax/email:		☒ Business	

If Self Employed

Company Name		Trading As		
Address		ABN		
Period self employed	Years	Months	Industry/Nature of Business	
Accountant Details		☒ Business		
Creditor Referee		☒ Business		

Income – must provide verification

• Employment	\$	gross per annum	\$	net weekly
• Self Employment – provide Accountant letter to verify	\$	gross per annum	\$	net weekly
• Other Source:	\$	gross per annum	\$	net weekly
TOTAL	\$	gross per annum	\$	net weekly

If student or not currently employed

Student ID #	Institution	Course	Duration
Refer to the following selected documents attached to application to verify my source of income:			
<input type="checkbox"/> Parent/Guardian Letter	<input type="checkbox"/> Centrelink Document	<input type="checkbox"/> Bank Statements	<input type="checkbox"/> Austudy Document <input type="checkbox"/> Other

Vehicles to be kept at property

Registration No	Model	Owned / Hire purchase
Other		

Occupancy details of persons to reside at property other than applicant, including dependants and other applicants

Name	Date of Birth	Relationship	Name	Date of Birth	Relationship

Pets No Yes Type of pet: _____ Number of pets: _____

Emergency contact details of closest friends/relatives who will not be residing with you. Must be Australian numbers.

1. Name		2. Name	
Address		Address	
Relationship	☐ H	Relationship	☐ H
☐ W	☐ M	☐ W	☐ M

Referees (1 x professional, 1 x personal) who are not relatives

Name	Occupation	☐ Business Hours Contact
1.	☐ Mob	☐ Work
2.	☐ Mob	☐ Work

Declarations – applicant to complete and provide details as required

Have you ever been evicted by any lessor or agent? No Yes:

Are you in debt to another lessor or agent? No Yes:

Is there any reason known to you that would affect your ability to pay rent when due? No Yes:

Was your bond at your last address refunded in full? Yes No:

Was the property in a satisfactory condition when you inspected it? If not, list requests. Yes No:

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records. I declare I am not bankrupt or an undischarged bankrupt.

I apply for tenancy for a period of _____ months, at a rental of \$ _____ per week commencing on _____ / _____ / _____.

I have been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read before submitting this application.

I understand that if the nominated applicant is advised this application is approved then within 24 hours, all approved applicants are to sign the General Tenancy Agreement and pay 6 weeks rent (2 weeks rent + 4 weeks bond). The tenant is then bound to the Terms of the Agreement and the property will cease to be available for rent. If the tenancy does not proceed, steps to apply for a refund of the bond will be taken by the agent for monies owed for rent until a replacement tenant is secured.

I understand the agent uses DEFT Payment Systems for rent payments and if used the tenant may incur a fee per transaction.

Pre-moving in costs as itemised below are to be paid by **BANK CHEQUE OR DIRECT DEPOSIT made payable to LJ HOOKER NE W FARM.**

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
Rent – first 2 weeks rent	2 x \$	= \$	Within 24 hours of application approval
Bond – 4 times weekly rent	4 x \$	= \$	Within 24 hours of application approval
NB: If rent is over \$700pw, Bond is as specified on rent List			
TOTAL PRE-MOVING IN COST		\$	Within 24 hours of application approval

APPLICANT'S SIGNATURE _____ **Date** _____

PRIVACY DISCLOSURE STATEMENT

WE CANNOT PROCESS YOUR APPLICATION UNLESS THIS FORM IS SIGNED. We are an independently owned and operated business and are bound by the National Privacy principles. We collect personal information about you in this form to assess your application for tenancy. We may need to collect information about you from your previous lessors or letting agents, your employer and referees. We will also check if details of tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section.

COLLECTION NOTICE

The personal information you provide in this application or our agency collects from other sources is necessary for **our agency** to verify your identity, to process and evaluate the application and to manage the tenancy. If the application is successful, personal information collected about you in this application and during the course of your tenancy, may be disclosed for the purpose for which it was collected to other parties including the lessor, referees, other agents and third party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our agency and/or the lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the agreement, the facts and other relevant personal information collected about you during the course of your tenancy may also be disclosed to the lessor, third party operators of Tenancy Databases and/or other agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one month only. If you decide not to collect your Application we will destroy your documents to comply with privacy legislation.

If you do not complete this form or do not sign the consent below then your Application for Tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected, due to insufficient information to assess the Application.

PRIVACY CONSENT

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of
I authorise _____ to collect information about me from:

- My previous letting agents and/or lessors;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which _____ subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au and www.ntd.com.au

I authorise _____ to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this property), salespeople (primary and secondary agents), valuers, the lessor, other agents, database operators, other property managers, Body Corporate, insurance companies, financial services, if required in the future, and to authorities as required by law.

MARKETING CONSENT

I understand that the agency may need to contact me about property related information eg properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree _____ to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

Period of Contact: Indefinite until advised in writing otherwise Other:

UTILITY CONNECTIONS

If my application for tenancy is accepted I would like assistance at no additional charge, with the connection of telephone, electricity or gas to the property. _____ is authorised to contact me direct regarding the CONNECTION of these utility services.

ELECTRONIC TRANSMISSION

It is agreed by ticking this box, consent is given to receive any documentation relevant to the tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name	
Applicant Signature	
Date	
Time	