



LJ Hooker

Tenancy Application Form

Property address:

📞 (02) 68891777
✉ 57-59 Dandaloo Street Narromine,
NSW, 2821
@ narromine@ljhooker.com.au

LJ Hooker Narromine

Tenancy Application Checklist

All applicants over 18 years of age will need to submit an application form and sign each section of the application.

Identification

You will need to provide two of the following.

Driver's licence

Passport

Another form of photo identification

Proof of income

Please provide one of the following.

Three current pay slips

A letter from your accountant if self-employed

A letter from your employer stating income position and length of employment.

Tenant history

If you have rented previously we will require:

Tenant Ledger

Proof of current address

Please provide the following.

Bank statement

Electricity, gas, or telephone bill

*Issued by your existing managing agent or if you have a private agreement, a letter is required stating the term of residency and the weekly rental amount.

Processing of applications

Please keep in mind that the processing of applications involves checking numerous references. It is in your best interest to provide business hours contact details for all references. When we have completed checking your references the application will then be discussed with the Landlord. The Landlord may take time to deliberate the decision. We will contact you to advise if your application is successful. Your application is regarded as a confidential document. If your application has been unsuccessful it will be destroyed. Please advise our office if you wish to be considered for alternative properties.

Bond and ongoing rental payments

The security bond must be paid on or before the lease commencement date and is to be in the form of a bank cheque or money order payable to LJ Hooker Narromine. Alternatively ensure your email address is correct so that we can invite you to use the NSW Fair Trading Rental Bonds Online service for payment of your initial bond. Ongoing rent is to be paid only via bank cheque, money order, Ipayrent or direct transfer.

Confirmation approval

I confirm that I am accepting the property in its current condition (as it was at the time of the inspection) unless otherwise expressly stated.

I confirm that I or one of the attached applicants have inspected the property on

I confirm that I have attached all the required information for my application to be processed.

I confirm that I have read and understood all the terms, conditions and declarations within this application and that all information provided is true and correct.

I confirm and understand that initial payments must be made by Bank Cheque, Money Order or Direct Transfer within 24 hours after approval of application.

I confirm that to my knowledge there are no circumstances in the past or future that will affect my ability to care for or meet the rental amount requirements of the property.

Applicant's full name

Applicant's signature

Date

AGENT DETAILS**LJ Hooker Narromine**

Office address: 57-59 Dandaloo Street,
Narromine NSW 2821

Phone: (02) 6889 1777

Email: narromine@ljhooker.com.au

PROPERTY DETAILS

1. What is the address of the property you would like to rent?

 Postcode

2. Lease start date

Date	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Length of lease

4. Rent (\$ amount)

<input type="text"/>	Per	Week	Month
	Year		

5. How many tenants will occupy the property?

Adults	Children	Ages (children)
<input type="text"/>	<input type="text"/>	<input type="text"/>

PERSONAL DETAILS

6. Details:

Mr. Mrs. Ms. Miss. Other

Surname

Given names.

Date of birth

Driver's licence number

State

Expiry date

<input type="text"/>	<input type="text"/>	<input type="text"/>
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7. Please provide your contact details

Email

Mobile number

Home phone number

Work phone number

Have you viewed the property?

YES NO

Are you a smoker?

YES NO

Do you have any pets?

YES NO

If yes, please provide details of pet(s) – Number/breed/type.

Are you a property owner?

Please state property address

APPLICANT HISTORY

8. What is your current address?

 Postcode

9. How long have you lived at your current address?

10. Why are you leaving your current address?

11. What is the name of your Landlord or Agent?

Phone number

Weekly rental amount

 \$

12. What was your previous residential address?

 Postcode

13. How long did you live at your previous address?

14. What was the name of your Landlord or Agent?

Phone number

Weekly rental amount

 \$

Was bond refunded? ☐ YES NO

If not, why?

EMPLOYMENT HISTORY

15. What is your occupation?

Are you employed? Full-time Part-time Casual

Employer's Business Name (Inc. accountant if self-employed or institution)

Employer's address

Postcode

Contact name

Phone number.

Length of employment

Net income

 Years Months \$

16. Please provide your previous employment details
What was your occupation?

Were you employed? Full-time Part-time Casual

Employer's Business Name (Inc. accountant if self-employed or institution)

Contact name

Phone number.

Length of employment

Net income

 Years Months \$

CONTACTS/REFERENCES

17. Please provide one contact in case of emergency

Surname

Given names

Relationship to you

Contact number.

18. Please provide two professional references (not related to you)

Surname

Given names

Relationship to you

Contact number.

Surname

Given names

Relationship to you

Contact number.

IDENTIFICATION

100 points of identification is required to process your application.

Must provide

Driver's licence/Passport 30 points

Evidence of income 20 points

Additional

Other photo ID 20 points

Current utilities bills 10 points

Bank statement 20 points

Medicare/Bank card 10 points

Concession/Pension card 10 points

Birth certificate 10 points

Total points provided

HOLDING FEE (if applicable)

The holding fee can only be accepted after the application for tenancy is approved.

The holding fee of \$ keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant, the landlord/agent acknowledges that:

- The application for tenancy has been approved by the landlord; and
- The premises will not be let during the above period, pending the making of a residential tenancy agreement.
- If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee; and
- If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
- The whole of the fee will be refunded to the prospective tenant, IF:
 - The entering into the residential tenancy agreement is conditional on the landlord carrying out repairs or other work during the specified period.
 - The landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

UTILITIES AND HOME SERVICE CONNECTIONS



Moving home?
Relax, we've got you covered.
A FREE moving service.

Call 1300 875 974 | Email assist@ljhooker.com | Visit assist.ljhooker.com.au

LJ Hooker Assist takes care of connecting all your home moving needs. We'll make your move easier, saving you time and effort. All you need to do is choose the services that best suit your home and lifestyle, and we'll look after the rest.

We can connect your essential services including electricity, gas, home phone, internet, and Pay TV to a range of leading providers. We can also organise disconnections at your previous property and offer a range of value added services such as cleaning, fresh food delivery, removalists and vehicle hire.

Once we receive your contact request, we'll be in touch with you within one business day. If you prefer to kick things off earlier, you can call us on **1300 875 974**.

PRIVACY CONSENT AND TERMS: By signing this form you consent and agree to the following: CONNECTNOW Pty Ltd (ABN 79 097 398 662) ("LJ Hooker Assist") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third party suppliers. These other companies may also use your details to contact you directly about their products and services. See LJ Hooker Assist's Privacy Policy for further details, including your rights to access and correct the information held about you at assist.ljhooker.com.au. Third party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to LJ Hooker Assist continuing to market to you unless you opt out, including by emailing privacy@connectnow.com.au. To the extent permitted by law, LJ Hooker Assist is not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. LJ Hooker Assist may be paid a fee by service providers and may pay a fee to real estate agents relating to services provided to you. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

Yes, I accept the Terms. Please call me to connect my new home services.

Signed

Date

/ /

**DECLARATION**

I hereby offer to rent the property from the owner under 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 Landlord/Owner. I declare that all information contained in this application (including the previous pages) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I also authorise the Agent to obtain personal information about me from:

- a) The owner or the Agent of my current or previous residence.
- b) My personal referees for this application and current and past employer/s
- c) Any person who maintains any record, listing or database providing requested personal information about me to the Agent.

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to the 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 within the application in order to:

- a) Communicate with referees, employees, landlords, third party operators of tenancy reference database, other agents and select a tenant.
- b) Communicate with the owner and select a tenant.
- c) Prepare lease/tenancy documents.
- d) Allow tradespeople or equivalent organisations to contact me.
- e) Lodge/claim/transfer to/from a Bond Authority.
- f) Refer to tribunals/courts and statutory authorities where applicable.
- g) Refer to collection agents/lawyers where applicable.
- h) Complete a credit check with NTD, TICA or TRA. If you wish to view or alter your records, please contact:

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

- i) Transfer water account details into my name.

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

Applicant's full name:**Applicant's signature:****Date:**



TICA Statement & Privacy Act Acknowledgement Form

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the Australian Privacy Principles in the Privacy Act 1988.

TICA Data Solutions Pty Ltd (ABN 70 638 779 521) is a tenancy database that records tenants' personal information from its members including tenancy application enquiries and tenancy history. If a member chooses to run a check through the TICA System for risk management purposes, this may result in information being disclosed on your previous rental history; also, your current and future managing agent/landlord being advised of your applications.

TICA Assist Pty Ltd (ABN 28 137 488 503) is a database Agent that records information from Debt Collection Agencies, Mercantile Agents, Credit Providers, associated industries and related persons.

In accordance with the Australian Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by any of the following ways

Website: A \$24.20 fee may apply. Please refer to www.tica.com.au under Tenant Information.

Primary Purpose

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organisation other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows

Name, date of birth, driver's license number, proof of age card number and or passport number (except Australian), photographic proof, email address, occupation, employer (including address and phone), self employment details (including business name and ACN/ABN/ARBN), telephone number (including mobile) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Further Information about TICA

Full details about TICA's Privacy Policies and its deletion timeframe policies can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy.

If the applicant/s personal information is not provided to The TICA Group the member may not proceed with assessing the application and the applicant/s may not be provided with the rental property.

Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

This form provides information about how we the below named agent handle your personal information, as required by the Australian Privacy Principles in the Privacy Act 1988 and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we cannot process your application.

Agency Name: _____
(Herein referred to as the "Agent")

Tenant Current Address: _____

Phone: _____ Fax: _____

Email: _____

As a professional asset manager, the Agent collects personal information about you. The information collected can be accessed by you by contacting our office on the above numbers or addresses.

Primary Purpose

Before a tenancy is accepted the Agent collects your personal information for the primary purpose of assessing the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property.

In order to assess your application, the Agent may disclose your personal information to all or any of the following:

- The Lessor / Owners for approval or rejection of your application
- TICA Data Solutions Pty Ltd and TICA Assist Pty Ltd to record details of your application for tenancy with the Agent and assess the risk to our clients and verify the details provided in your application.
- Referees to validate information supplied in your application
- Other Real Estate Agents or asset managers to assess the risk to our clients

The Agent may also consider any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

Secondary Purpose

The Agent also has several secondary purposes for collecting your information. These purposes are related to your tenancy and as such, will only become applicable if your application for this property is successful.

During and after the tenancy the Agent may disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property;
- Tribunals or Courts having jurisdiction seeking orders or remedies;
- Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you;
- TICA Data Solutions Pty Ltd to record details of your tenancy history;
- Lessors / Owners insurer in the event of an insurance claim;
- Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant's personal information may be recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications for the purpose of skip tracing. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

If you fail to provide your personal information and do not consent to the uses set out above the Agent cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently the Agent cannot provide you with the property you requested to rent.

Signed by the Applicant(s)

Name: _____ Signature: _____

Name: _____ Signature: _____

Date: _____