

Thank you for your enquiry regarding our available rental properties. To assist you in the process of applying for a property to lease with our Agency, we provide the following information:

Application Process

- Applicants are required to inspect the premises prior to final approval of the Application
- Complete an Application Form - one per person over the age of 18 years
- Include evidence of income eg: Pay slips, Letter of Employment, Centrelink Statement or Bank Statement
- Provide and attach photocopies of documents **required to meet 100 points of identification** as the guide shows below.

**Please be aware that Bond Transfers are NOT an option. Applications that are incomplete cannot be processed.*

100 Points - Option List

Passport	40 points*	Bankcard	30 points*
Drivers Licence	40 points*	Birth Certificate	30 points*
Proof of Age Card	40 points*	Medicare Card	30 points*
Student ID Card	40 points*	Bank Statement	30 points*

Agency Process

Applications

When you find a suitable property, it is a requirement that every prospective occupant over 18 years complete an application form. The application form cannot be processed unless all required information is supplied to our agency. Please refer to the application as to what information will be required. The applicant acknowledges that their name will be searched in TICA (a tenancy database) and the information provided by TICA may be used in the approval process of this application.

Successful applications

If your application is successful, you will be contacted via phone. Within 24 hours of an approved application we require a holding deposit equivalent to 1 weeks rent to be paid. This holding deposit is non-refundable.

Your Porter - FREE Utility Connections

***YourPorter* is a FREE service connecting utilities and other services.**

If the agent approves this application, *YourPorter* will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for the next business day connection (see last page for application form)



Application For Tenancy

Properties Applied For: _____

Preferred Tenancy Term: 3 months | 6 months | 12 months **Preferred Start Date:** _____

Applicant 1 Details

Full Name: _____ Maiden Name: _____

D.O.B: _____ Licence No: _____ Mobile: _____

Email: _____ Smoker: YES / NO INSIDE / OUTSIDE

Next of Kin: _____ Phone: _____ Relationship: _____

Current Income Details

Occupation: _____ Employer: _____

Period of Employment: _____ Employer Contact: _____

Wage: \$ _____ PW/ FN Full Time Casual Part Time

Centrelink Benefits: _____ \$ _____ PW/ FN

Current Address Details

Address: _____ Rent P/Wk: _____

Agent / Landlord: _____ Phone: _____

Agent / Landlord Email: _____

Length of Residency: _____ Reason For Vacate: _____

Previous Address Details

Address: _____ Rent P/Wk: _____

Agent / Landlord: _____ Phone: _____

Agent / Landlord Email: _____

Length of Residency: _____ Reason For Vacate: _____

Any Previous Rental History or Address History: _____



Applicant 2 Details

Full Name: _____ Maiden Name: _____

D.O.B: _____ Licence No: _____ Mobile: _____

Email: _____ Smoker: YES / NO INSIDE / OUTSIDE

Next of Kin: _____ Phone: _____ Relationship: _____

Current Income Details

Occupation: _____ Employer: _____

Period of Employment: _____ Employer Contact: _____

Wage: \$ _____ PW/ FN Full Time Casual Part Time

Centrelink Benefits: _____ \$ _____ PW/ FN

Current Address Details

Address: _____ Rent P/Wk: _____

Agent / Landlord: _____ Phone: _____

Agent / Landlord Email: _____

Length of Residency: _____ Reason For Vacate: _____

Previous Address Details

Address: _____ Rent P/Wk: _____

Agent / Landlord: _____ Phone: _____

Agent / Landlord Email: _____

Length of Residency: _____ Reason For Vacate: _____

Any Previous Rental History or Address History: _____

Personal References

Name: _____ Contact: _____ Relationship: _____

Name: _____ Contact: _____ Relationship: _____

Name: _____ Contact: _____ Relationship: _____

Additional Occupants (under 18yrs)

Name: _____ Age: _____ Relationship: _____

Name: _____ Age: _____ Relationship: _____

Name: _____ Age: _____ Relationship: _____

Name: _____ Age: _____ Relationship: _____

Name: _____ Age: _____ Relationship: _____

Name: _____ Age: _____ Relationship: _____

Pets

Type: _____ Breed: _____ Number: _____ Inside/Outside

Type: _____ Breed: _____ Number: _____ Inside/Outside

Type: _____ Breed: _____ Number: _____ Inside/Outside

Type: _____ Breed: _____ Number: _____ Inside/Outside

Are your pets registered with the council? YES / NO

PLEASE NOTE: All pets are to be kept outside at all times! Aquariums/vivariums/budgie-canary stands should not be kept on carpeted areas and the applicant acknowledges that any damages caused by the stands/tanks & occupants is at the applicants cost. As per the residential tenancy agreement clause 46, pest control and carpet cleaning may be required during and upon vacating the property.

Vehicles

Number of Cars Kept at Property: _____ REGO #/S: _____

Any Other Vehicles Kept at Premises (caravan/bike/boat): _____

Gun Safe

Will you require a Gun Safe at the premises? YES / NO / NA

Are your guns registered? YES / NO

Please Advise The Following By Circling YES or NO

Have you ever been evicted by an agent / lessor? YES | NO

Is there any reason known to you that would affect your ability to pay rent? YES | NO

Are you in debt to another agent / lessor? YES | NO

Has a previous agent / lessor taken you to Tribunal? YES | NO

ACKNOWLEDGEMENT - Please acknowledge the following statements.

I/we, the applicant/s; 1. Understand that you as the agent/lessor have collected this information for the purpose of determining whether I/we are a suitable tenant for the property-in particular to check my identification, my ability to care for the property, my character and my credit worthiness. 1.1 for such purposes, I/we authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonable. 1.2 in doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties 2. Acknowledge and accept that if this application is denied, the agent is not legally obligated to provide reasons as to why. 3. Consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the agent to pass my details onto others which may include (but not limited to) insurance companies, body corporate, contractors, other real estate agents, salespeople and tenancy default databases. 4. Acknowledge that the lessor and applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agents acceptance of the application.

HOLDING FEE

The holding fee can only be accepted after the tenancy has been approved. The holding fee will not exceed one weeks rent and will keep the property off the market for the prospective tenant for 7 days. In consideration of the above holding fee paid by the tenant, the landlord's agent acknowledges the following:

- The application for tenancy has been approved by the landlord
- 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
- If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.

Please note: **THIS OFFICE IS A MEMBER OF TICA .**

PRIVACY ACT 1988 - COLLECTION NOTICE FOR APPLICATIONS FOR TENANCY

This form provides information about how we use 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 can not process your application. As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

Primary Purpose:

Before a tenancy is accepted we collect your information to assess 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 we disclose your personal information to:

The Lessor / Owners for approval or rejection of your application, TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application, Any other persons to validate information supplied in your application and Other Real Estate Agents to assess the risk to our clients.

Secondary Purpose:

During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors / Owners insurer in the event of an insurance claim and Future rental references to other asset managers / owners.

TICA Statement:

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 Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. 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 mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee will apply

TICA 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 organization 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, drivers license number, proof of age card number and or passport number (except Australian) 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.

I/we, the said applicant/s, do solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my own free will. I further consent to the lessor/agent contacting and /or conducting any enquiries and/or searches with regard to the information and references supplies in this application.

I/we, the said applicants, do solemnly and sincerely declare that I am over 18 years of age and have read and understand the contents of this agreement and have the competence and capacity to enter into this agreement.

- THE FINAL DECISION ON ALL LETTINGS IS AT THE DISCRETION OF THE OWNER.
- WE DO NOT ACCEPT REFERENCES FROM FAMILY/RELATIVES/FRIENDS AS RENTAL REFERENCES.
- THE APPLICANT ACKNOWLEDGES THE THESE REFERNCES WILL BE VERIFIED BY THE AGENT AND THE APPLICANT CONSENTS. THE APPLICANT ALSO ACKNOWLEDGES THAT IF THIS FORM IS NOT COMPLETED IN FULL IT WILL BE SEEN AS NUL AND VOID AND OUR AGENCY WILL DISREGARD IT.
- THE APPLICANT FURTHER ACKNOWLEDGES THAT A CHECK ON TICA WILL BE PERFORMED AS A ROUTINE PROCEDURE IN THE APPLICATION PROCESS.
- I/WE HEREBY AUTHORISE LJ HOOKER INVERELL AS THE LETTING AGENT, TO CONDUCT ENQUIRIES AND/OR SEARCHES SO AS TO VERIFY MY/OUR APPLICATION.

Applicant 1:

Signature

Full Name

Date

Applicant 2:

Signature

Full Name

Date

Please complete all sections of this application to enable us to connect your utilities

Applicant Details

Mr Ms Miss Mrs Other Given Name/s: _____

Surname: _____ Date of Birth: _____

Phone Number: _____ Mobile Number: _____

Property Details

Property manager: _____

New Property Address: _____

Move in date: _____ Connection date: _____

FREE UTILITY CONNECTIONS - This is a free service that quickly connects your utilities



Phone: 1300 400 600
Fax: 1300 326 468

YourPorter is a FREE service connecting utilities and other services.

If the agen approves this application, YourPorter will be contacting you by phone, SMS or email for the purpose of assisting you to connect your utilities within 24 hours of receiving this application, for next business day connection.

- Electricity Gas Telephone Internet Pay TV
 Car Life Health Home & Contents Home Loans

DECLARATION AND ACCEPTANCE:

I/We consent to the disclosure of this application form (including any person information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service provider to contact me for the connection of services as offered by YourPorter.

I/We acknowledge that if I/We do not provide my/our personal information, YourPorter will not be able to provide these services to me/us. YourPorter will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

I/We acknowledge that YourPorter may receive a benefit in relation to the connection of any of the services listed above. I/we consent to YourPorter contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter to contact me even if the number listed on this application are listed on the Do Not Call Register. YourPorter will otherwise collect, hold, use and disclose personal information in accordance with their privacy policies, which are available at www.yourporter.com.au/general/privacy-policy/. YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees).

I/We acknowledge that neither YourPorter nor the agent accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or any loss, damage, cost of expenses in connection with such delay or failure. B signing this application, I/We understand YourPorter is a value add product that I/We are under no obligation to use YourPorter.

Signature: _____ Date: _____