

RENTAL APPLICATION FORM



AGENT DETAILS

LJ Hooker Bega

Address: 225 Carp Street Bega NSW 2550
Phone: 02 6492 4300
Fax: 02 6492 4306
Email: rentals@ljhbega.com.au

PREFERRED RENTAL APPLICATION

Are you applying for pre-approval? Yes.

What is your weekly rental range? \$ to \$

Preferred start date:

Preferred suburbs:

PROPERTY DETAILS

Address of property you are applying for:

Suburb Postcode

Preferred time to view property?

Preferred lease term: Years Months

Preferred lease commencement / /

Number of other applicants to occupy the property:

Adults Children Ages of Children:

ALL APPLICANTS OVER 18 YEARS WILL NEED TO COMPLETE A SEPARATE APPLICATION FORM

PERSONAL DETAILS

Mr Mrs Ms Miss Other

Given name/s

Surname

Date of birth / / Age (Years / Months)

Drivers licence number State of issue

Please provide your contact details:

Mobile

Home Work

Email

Preferred method of contact:

Email Mobile SMS Home Work

Are you a smoker? Yes No

Are you an investment property owner? Yes No

Please state the property address:

Suburb Postcode

Have you applied for another property? Yes No

Details:

If my application is successful I would like to pay my rent:

Weekly Fortnightly Calendar Monthly

I consent to Electronic Service of Notices & other documents in accordance with requirements of Electronic Transactions (New South Wales) Act 2000 to the provided email address.

APPLICANT HISTORY

What is your current address?

Suburb Postcode

Length at your current address? Years Months

Name of Landlord/Agent

Phone

Rent paid per week \$

Reason for leaving

What was your previous residential address?

Suburb Postcode

Length at your previous address? Years Months

Name of Landlord/Agent

Phone

Rent paid per week \$

Reason for leaving

Was bond repaid in full? Yes No

If no, please specify reason:

Have you ever been evicted by a Landlord/Agent? Yes No

Have you ever been refused another property? Yes No

Are you in debt to another Landlord/Agent? Yes No

EMERGENCY CONTACT

Please provide an emergency contact (not currently living with you).

First name Surname

Relationship Phone

Address

Suburb Postcode

CENTRELINK BENEFITS

Type

\$ per week



**EMPLOYMENT DETAILS**

Occupation \_\_\_\_\_

Are you employed:  Full-time  Part-time  Casual  Self Employed

Employers name \_\_\_\_\_

Employment address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Employer phone \_\_\_\_\_

Contact name \_\_\_\_\_

Length at current employment: \_\_\_\_\_ Years \_\_\_\_\_ Months

Net income: \$ \_\_\_\_\_ per week

**PREVIOUS EMPLOYMENT DETAILS**

Occupation \_\_\_\_\_

Were you employed:  Full-time  Part-time  Casual  Self Employed

Employers name \_\_\_\_\_

Employment address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Employer phone \_\_\_\_\_

Contact name \_\_\_\_\_

Length at previous employment: \_\_\_\_\_ Years \_\_\_\_\_ Months

Net income: \$ \_\_\_\_\_ per week

**VEHICLES**

Number of cars to be kept at the property? \_\_\_\_\_

Car registration(s) \_\_\_\_\_

Motorbikes, Trailers, Boats, Jetskis / other? (Please list below)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**PETS**

Do you have pets?  Yes  No How many? \_\_\_\_\_

If yes, please specify breed and age: \_\_\_\_\_

1. \_\_\_\_\_  Inside  Outside

2. \_\_\_\_\_  Inside  Outside

3. \_\_\_\_\_  Inside  Outside

4. \_\_\_\_\_  Inside  Outside

PLEASE PROVIDE A PHOTO AND WRITTEN REFERENCE OF EACH PET

**PROFESSIONAL REFERENCES**

NOT RELATED TO YOU

**1. Reference name**

Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Notes \_\_\_\_\_

**2. Reference name**

Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Notes \_\_\_\_\_

**OTHER INFORMATION**

How did you find out about this property?

LJ Hooker website  Office or Sign board

Realestate.com.au  Domain.com.au

Word of mouth  Social media

Other Please specify: \_\_\_\_\_

**SUPPORTING IDENTIFICATION & DOCUMENTS**

All applicants will be required to provide 100 points of identification as detailed below.

\* International applicants must also provide a copy of their visa together with their passport  
**You will need to supply one of the following:**

- Drivers Licence/Passport 50 points

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- Passport 50 points

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- Proof of Age Card 50 points

**You will need to supply one of the following:**

- Two current payslips 30 points

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- A letter from your employer stating income 30 points

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- Bank statement 30 points

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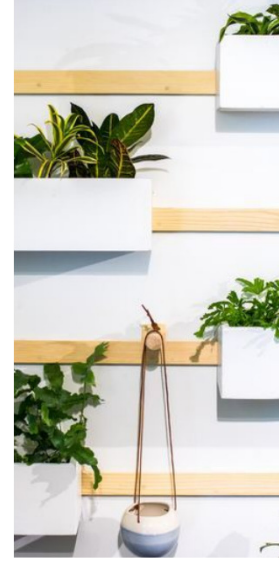
- A letter from your accountant (if self employed) 30 points

**You will need to supply one of the following:**

- Medicare Card 50 points

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- Concession/Pension Card 50 points



**CONFIRMATION APPROVAL**

- I confirm this application is accepted subject to the availability of the property on the due date and no action shall be taken by me against the owner and/or the agent should any circumstances arise whereby the property is not available for occupation on the due date.
- I confirm that I am accepting the property in a 'as is' condition and understands and accepts that the landlord is not obliged to make any improvements to the property.
- I confirm that I have or someone on my behalf has inspected the property on \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- I confirm that I have attached all of 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 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.
- I acknowledge that keys to the property will not be handed over until the tenancy agreement has been signed by all applicants, initial rent and security deposit/bond received.

**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 the outcome of your application. Your application is regarded as a confidential document. If your application has been unsuccessful it will be destroyed after 3 months. Please advise our office if you wish to be considered for alternative properties.

**DECLARATION**

If the 'property details' section is completed, I hereby offer to rent the property from the owner under a Residential Tenancy Agreement to be prepared by the Agent. I acknowledge that I will be required to pay rental in advance and a security deposit/bond and 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 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 OR TICA for the purpose of checking your rental history;

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

**NTD: 1300 563 826 TICA: 1902 220 346**

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 organizations 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)

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.

**Applicant Name (please print):**

**Applicant Signature:**

**Date:**