

Tenancy Application Form

YOUR SIGNATURE IS REQUIRED ON PAGES 3 & 4 OF THIS DOCUMENT.
 IF YOUR FORM IS NOT FILLED IN CORRECTLY, IT WILL NOT BE PROCESSED AND YOU MAY MISS OUT ON THE PROPERTY.

Return ALL completed forms & required documentation to

Hand Deliver: 1/25 Parap Road, Parap NT 0820, Email: reception@ljhookerdarwin.com.au

Please allow up to 48 – 72 hours for the application to be processed. Pending Agency being able to contact references. If we are unable to contact your references this will hold up processing time.

Please ensure that you complete ALL details and that ALL occupants (18 years and older) complete the application form in full.

Before the application can be processed, each applicant must provide at least 1 items from each of the following categories. You will need to attach photocopies of details to this application form

Category	Item
A	Driver's License OR Passport OR Proof of age card OR Visa (if not permanent resident)
B	Bank statement OR Previous pay slips OR Self-employed – must provide bank statement & company registration
C	Current tenancy agreement OR Council rates OR Rental ledger/receipts
D	Motor vehicle registration OR Utilities account OR Pension card OR Birth Certificate OR Defence ID

IMPORTANT INFORMATION FOR APPLICANTS:

- It is an LJ Hooker Darwin/Palmerston requirement that within 48 hours of being approved for a rental property, that you return the fully signed lease and payment is made of equivalent bond of 4 x weeks rent and 2 x weeks rent in advance to secure the property
- Applicants must be able to demonstrate that they can successfully maintain a rental tenancy, including affordability for particular property
- Applicants must be able to afford the rent and an initial bond of 4 weeks rent, plus two weeks rent in advance to be paid by BPAY.
- Leases are generally for a period of 6-12 months - Please specify where permitted
- Receipt of your application does not constitute any agreement by LJ Hooker to provide you with the property you may be applying for or any other
- Processing time is 48 - 72 hours - Pending Agency being able to contact references. If we are unable to contact your references this will hold up processing time
- **ALL** sections of application need to be filled in (and paperwork for I.D requirements attached) and declarations signed otherwise application cannot be processed
- If you wish to be present for the in-going inspection please notify the property manager upon getting approval of application
- It is NOT a legal requirement to give reasons for declined applications & is at discretion of Landlord

I declare that the above information is true and correct to the best of my knowledge and agree that the agent may conduct independent evaluation checks and use the information supplied in assessing this application. This application is accepted subject to the availability of the premises on the due date and the owner's approval.

Applicant 1 Signature _____ Date ____/____/____ Applicant 2 Signature _____ Date ____/____/____

Property Address _____ Date Inspected _____

Lease to Commence ___ / ___ / 20___

Lease Term _____ Months

Rent: \$ _____ per week

Applicant 1

First Name _____ Surname _____

Date of Birth ___/___/___ Home Ph _____

Work Ph _____ Mobile _____

Email address _____

Driver's Licence No _____

State of issue _____ Expiry date ___/___/___

Passport No (if applicable) _____

Country of issue _____ Expiry date ___/___/___

Permanent Residency / Australian Citizenship : YES - NO

If No, Visa Expiry and type of Visa _____

Applicant 2

First Name _____ Surname _____

Date of Birth ___/___/___ Home Ph _____

Work Ph _____ Mobile _____

Email address _____

Driver's Licence No _____

State of issue _____ Expiry date ___/___/___

Passport No (if applicable) _____

Country of issue _____ Expiry date ___/___/___

Permanent Residency / Australian Citizenship : YES - NO

If No, Visa Expiry and type of Visa _____

Place of Residence

Current Address _____

_____ Postcode _____

Renting Homeowner Other _____

Current Landlord/Agent _____

Contact person _____

Phone/email _____

Period rented _____ Rent per week \$ _____

Reason for leaving _____

Previous Address _____

_____ Postcode _____

Renting Homeowner Other _____

Landlord/Agent _____

Phone No _____ Period Rented _____

Place of Residence

Current Address _____

_____ Postcode _____

Renting Homeowner Other _____

Current Landlord/Agent _____

Contact person _____

Phone/email _____

Period rented _____ Rent per week \$ _____

Reason for leaving _____

Previous Address _____

_____ Postcode _____

Renting Homeowner Other _____

Landlord/Agent _____

Phone No _____ Period Rented _____

Motor Vehicles (kept at the property)

Make _____ Registration _____

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Make _____ Registration _____

Occupants (including children)

Name _____ Age _____

Name _____ Age _____

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Name _____ Age _____

Name _____ Age _____

Name _____ Age _____

Pets

Do you have any pets? Yes / No Specify age, breed and number

Are they registered? Yes / No – Supply registration details

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Are they registered? Yes / No – Supply registration details

Employment Details

Current Occupation _____

Company Name _____

Employer's Name _____

Address _____

Phone No _____ Employed for ___yrs___mths

Current income p/w: \$ _____ Full time/part time/casual

Previous Employer's Name _____

Address _____

Phone No _____ Employed for ___yrs___mths

If Self Employed- Business Name _____

Period business has been in operation _____

Accountant _____ Phone No _____

Centerlink / Income Details (if applicable)

If you receive a Centerlink Payment-
Please provide a copy of your last 3 statements

Type of payment _____ Income \$ _____ p/w

Customer reference number (CRN) _____

If you receive other income (investments)-
Please provide a copy of your last 3 statements

Type of payment _____

References

Business - Name _____

Relation to applicant _____ Period of time known _____

Address _____

Home Ph _____ Mobile Ph _____

Personal - Name _____

Relation to applicant _____ Period of time known _____

Address _____

Home Ph _____ Mobile Ph _____

Emergency Contact/ Next of Kin

Name _____

Relation to the applicant _____

Address _____

Home Ph _____ Mobile Ph _____

Employment Details

Current Occupation _____

Company Name _____

Employer's Name _____

Address _____

Phone No _____ Employed for ___yrs___mths

Current income p/w: \$ _____ Full time/part time/casual

Previous Employer's Name _____

Address _____

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Business - Name _____

Relation to applicant _____ Period of time known _____

Address _____

Home Ph _____ Mobile Ph _____

Personal - Name _____

Relation to applicant _____ Period of time known _____

Address _____

Home Ph _____ Mobile Ph _____

Emergency Contact/ Next of Kin

Name _____

Relation to the applicant _____

Address _____

Home Ph _____ Mobile Ph _____

Tenancy Privacy Statement

LJ Hooker understands and respects that protection of your personal information is important to you. This document sets out how we collect, use, disclose, retain and manage your privacy information and how we comply with our obligations under the *Privacy Act 1988 (Cth) (Privacy Act)*.

As professional Property Managers, LJ Hooker Property Management collects personal information about you. The information we collect may include: your name, residential or business address, contact phone numbers, email address; family details; employment details; financial information, including assets, liabilities, income, outgoings, spending patterns and credit reference reports; the value of your property; insurance details; credit card and banking details; Sensitive Information; information in respect to a will or estate; references; copies of photo identification (e.g. driver's licence, passport, student ID); or any other personal information relevant to the leasing of the property.

We take reasonable steps to securely store personal details and information. When the personal information that we collect is no longer required, we will remove or de-identify the personal information as soon as reasonably possible. We may, however, retain personal information for as long as is necessary to comply with any applicable law, for the prevention of fraud, for insurance and governance purposes, in our IT back-up, for the collection of any monies owed and to resolve disputes. You may request access to your personal information or correct any inaccurate or out of date information by contacting our office. **Telephone** 03 5941 3355, **Facsimile** 03 5941 3001, **Email** pakenham@ljh.com.au, **In person** 45 John Street, Pakenham. You may request the source of any information we collect from a third party. We will provide this at no cost, unless under the *Privacy Act* or other law there is a reason for this information being withheld. If there is a reason under the *Privacy Act* or other law for us not to provide you with information, we will give you a written notice of refusal setting out the reasons for the refusal except to the extent it would be unreasonable to do so and the mechanisms available to you to complain about the refusal. You should also contact us immediately if you believe: someone has gained access to your personal information; we have breached our privacy obligations or your privacy rights in any way; or you would like to discuss any issues about our privacy policy.

Primary Purpose

We collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested, and if the risk is considered acceptable, to providing you with the lease/tenancy of the premises and act as the property manager.

To carry out this role and during the term of your tenancy, we will disclose your personal information to: The Landlord, The Landlord's lawyer, The Landlord's mortgagee, Referees you have nominated, Your Next of Kin as nominated, Organisations/Trades people required to carry out maintenance to the premises, Rental Bond Authorities, Residential Tenancy Tribunal/Courts, Collection Agents, National Tenancy Database Pty Ltd (ABN 65 079 105 025) ('NTD'), Other Real Estate Agents and Landlords where disclosure is required or permitted by law; to our Related Entities and franchises; if disclosure will prevent or lessen a serious or imminent threat to someone's life or health; or where it is reasonably necessary for the enforcement of the criminal law, a law imposing a pecuniary penalty or for the protection of public revenue.

Secondary Purpose

We also collect your personal information to enable us, or the Landlord's lawyers, to prepare the lease/tenancy documents on the premises. Allow organisations/tradespeople to contact you in relation to maintenance and/or safety matters relating to the premises. Pay/release rental bonds to/from Rental Bond Authorities (where applicable) Refer to Tribunals, Courts, and Statutory Authorities (where necessary) Refer to Collection Agents/Lawyers (where default/enforcement action is required) Provide confirmation details for organisations contacting us on your behalf i.e. Banks, Utilities (Gas, Electricity, Water, Phone), Employers etc.

If your personal information is not provided to us and NTD, or is incomplete and you do not consent to the uses to which we put your personal information; we cannot properly assess the risk to our client, or carry out our duties as professional property managers. Consequently, we may not provide you with the lease/tenancy of the premises.

NTD Disclosure Statement

You can contact National Tenancy Database Pty Ltd (ABN 65 079 105 025) ('NTD') by **Telephone** 03 9610 4996, **Facsimile** 03 9620 7339, **Email** kim@ntd.net.au, **In person** Level 7, 477 Collins Street, Melbourne, VIC 3000, **Mail** PO Box 156, Collins St West, Melbourne, Vic 8007, **Website** www.ntd.net.au

Primary Purpose

NTD collects your personal information to provide to its members historical tenancy and public record information on individuals and companies who/which lease residential and commercial property from or through licensed real estate agent members of NTD

NTD also provide credit information on companies/directors applying for commercial leases.

The real estate agent/property manager will advise NTD of your conduct throughout the lease/tenancy and that information will form part of your tenant history.

NTD usually discloses information to Licensed real estate agent members NTD's parent company, Collection House Limited (ABN 74 010 230 716) and its subsidiaries Credit Bureaus

I acknowledge that I have read and understood this privacy statement

Applicant 1 Signature _____

Print Name _____

Applicant 2 Signature _____

Print Name _____

Date _____