

Tenancy Application Form

Applications will only be processed once this application is fully completed. Should the applicant fail to provide the following details the application will not be processed.

• If your application is successful you must provide 1 weeks rent for the holding deposit

HOLDING DEPOSITS ARE NOT REFUNDABLE.

• When signing the Lease you must provide: Bond (4 weeks rent) plus 2 weeks rent (which includes the holding deposit)

Please note: If you email your application(s) through you must have your ID verified by a JP, if handing into the office all applicants must be present with their ID for us to verify.

Required Documentation for Rental Application	Applicant(s)		
(Compulsory)			
Proof of income:			
- X3 most recent payslips or Centrelink			
statement (if unable to provide payslips			
you will then be required to obtain a	THIS SECTION IS A MUST HAVE		
letter from your employer.			
 Self-employed: Tax assessment & 			
Accountant contact details/letter.			
 Photo ID: Drivers licence 			
- Bank statement: updated within last 3			
months.			
Rental Ledger or Letter of reference from your			
agent.	50 Points		
Own or owned a property: Please provide	50 Points		
Council, Water, Strata levies notice with your			
details/address on the documents			
Passport/visa	30 Points		
Vehicle registration documents	20 Points		
_			
Utility bills with your current address (e.g.	10 Points		
Phone, Electricity, Gas, Water)			
Total amount (points):			

Notice to prospective Tenants

It is the Tenants responsibility to make their own enquiries as to the availability and adequacy of telephone lines, internet services, digital or cable television. These services are not the responsibility of the Landlord.

Please note it is our job to process the application and the Landlord will make the final decision. This can take up to 3 -4 working days.





1393 Camden Valley Way, LEPPINGTON NSW 2179 P: 02 9606 4311 W: leppington.ljhooker.com.au E: rentals.leppington@ljhooker.com.au



DISCLOSURE OF MATERIALFACTS

<u>The applicant(s) / prospective tenant(s) acknowledge having been informed</u> of the existence of the following material fact(s):

<u>Please provide a brief explanation on your current circumstances</u> and reasons for moving:

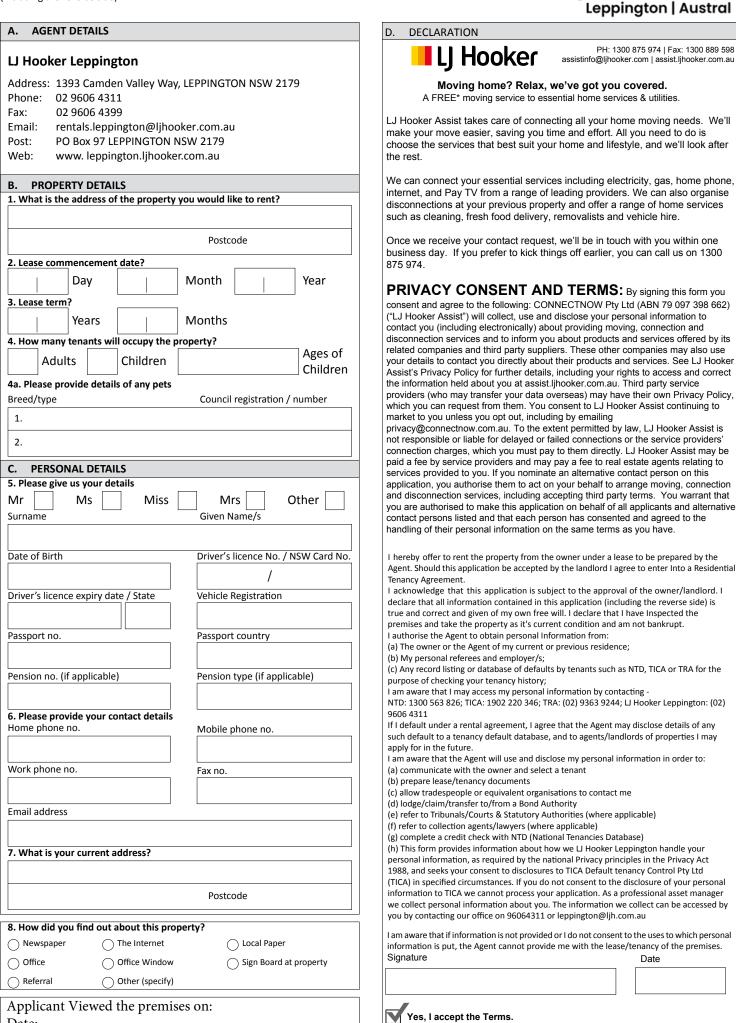
All other Applicants not on the lease

Full Name:
D.O.B:
Relationship to Applicant:
Full Name:
D.O.B:
Relationship to Applicant:
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Relationship to Applicant:
Full Name:
D.O.B:
Relationship to Applicant:

Residential Application Form

Date:

For your application to be processed you must answer all questions (Including the reverse side)



Section D is required to be signed for the application to be processed ^

LI Hooker

F. APPLICANT HISTORY			H. CONTACTS /	REFERENCES			
9. How long have you lived at your current address?		17. Please provide a contact in case of emergency Surname Given name/s					
Years Months		Surname		Given ham	e/s		
fears	WOITUIS						
10. Why are you leaving this address?			Relationship to you		Phone no.		
			18. Please provide	2 personal referen	nces (not related	d to v	ou)
11. Landlord/Agent details of this property (if applicable)		18. Please provide 2 personal references (not related to you) 1. Surname Given name/s					
Name of landlord or agent							
			Deletionship to you		Dhana na		
			Relationship to you		Phone no.		
Landlord/agent's phone no.	Weekly Rent	Paid					
	\$		2. Surname		Given name	e/s	
12. What was your previous residential	address?]		
			Relationship to you		Phone no.		
Postcode] [
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Years	Months		the material fact(s) atta	ched to this application	۱.		
14. Landlord/Agent details of this prope	erty (if applical	ble)	Tenant's Agent (op	tional)			
Name of landlord or agent	, (,	You may nominate a pe ments given under the				receive notices or docu-
			0	,	,		ess to be included in the
			lease)				
Landlord/agent's phone no.	Weekly Rent	Paid	Surname		Given Name	e/s	
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Was bond refunded in full?	If not why no	ot?					
			Phone		Email		
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Getting started with Rental Bonds Online

Rental Bonds Online helps tenants, agents and private landlords to lodge and refund bond money easily and securely.

Tenants can use NSW Fair Trading's convenient service to:

- pay your bond direct to NSW Fair Trading through a secure website
- check the status and progress of your bond lodgment or refund 24/7 through your own Rental Bonds Online account
- receive email and SMS updates related to your bond
- submit a claim to get your bond money refunded online after confirming with your agent or private landlord.

Getting started

To use Rental Bonds Online, your agent (or private landlord where the property is not managed by an agent) must already be registered as a user. They will help get you set up by inviting you to use the service, normally before you sign your tenancy agreement.

To get started you must have:

- details of the bond amount to be paid (as agreed with your landlord/agent)
- your email address
- your mobile number
- access to the internet (using a standard browser such as Internet Explorer, Chrome or Safari)
- a Visa card or Mastercard or the ability to pay by BPAY through your bank, credit union or building society
- your Australian bank account details (BSB and account number). This account will be used for refunding any bond money due to you at the end of your tenancy.

How do I register and pay my rental bond?

- 1. Give your email address to your agent (or private landlord).
- 2. You will receive an email from Rental Bonds Online with instructions and a link to the secure Rental Bonds Online website.
- Follow the instructions to create an account and pay your bond. This should take less than 10 minutes.
- 4. Once the bond money is received, NSW Fair Trading will issue you a receipt and immediately notify your agent or private landlord.
- 5. Your agent or landlord will then arrange for you to sign the tenancy agreement.



Other key information

How will I be able to pay my bond money? Pay your bond by Visa, Mastercard or BPAY.

For payments by Visa or Mastercard, you will be guided to our secure third party payment gateway. A small 0.4% surcharge applies. This is the fastest way to pay your bond and the best option if you need to sign your tenancy agreement quickly.

If you choose to use BPAY, a BPAY Advice Slip will be produced with a Biller Code, Reference Number and the amount to pay. Access your internet banking and make your payment by BPAY. Speak to your bank if you need to know more about BPAY. Be aware that there may be up to a 3-day delay before your bank advises NSW Fair Trading that the payment has been completed.

What if I do not proceed with the tenancy?

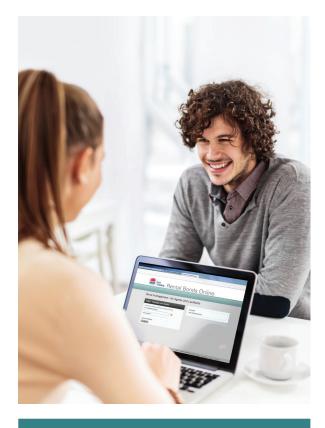
If you decide not to go ahead with the tenancy after paying your bond money, you can ask for your payment to be returned. As your bond money is securely held by NSW Fair Trading, simply logon to Rental Bonds Online and choose 'Request Return of Funds'. Your landlord or agent will be notified.

What if I am sharing with other tenants?

If there are other tenants (co-tenants), decide which tenant is going to be the 'Principal Tenant' and advise your agent or private landlord.

The Principal Tenant acts on behalf of all tenants and is responsible for:

- registering with Rental Bonds Online and paying the bond money to NSW Fair Trading
- providing the contact details for all co-tenants so that all tenants are informed of any changes to the bond
- submitting or responding to a claim for refund of bond money on behalf of all the tenants at the end of the tenancy
- distributing the bond refund to the other tenants.



Need help?

Visit the Fair Trading website fairtrading.nsw.gov.au/rentalbondsonline where you can:

- watch a video about the new service
- learn more on the benefits
- download easy to read fact sheets
- read through frequently asked questions.

Once you have registered log on to https://rbo.fairtrading.nsw.gov.au/ tenant/login

to access online guides providing assistance with processes such as making a claim or changing your account details.

Contact the Rental Bonds Online team Email rbosupport@finance.nsw.gov.au Call 1800 990 724

For general Fair Trading enquiries:

fairtrading.nsw.gov.au | 13 32 20
TTY: 1300 723 404 (for hearing impaired)
Language assistance: 13 14 50 (ask for an interpreter in your language)
State of New South Wales through NSW Fair Trading 2015

