




# LJ Hooker

## Tenancy

# Application Form

Property Address:

 (02) 4933 5511

 24 Ken Tubman Drive  
Maitland NSW 2320

@ maitland@ljhooker.com.au

 maitland.ljhooker.com.au

 **LJ Hooker** Maitland

## Tenancy Application Checklist

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

**You must provide your own copies or email the following documents, we cannot process your application until they are all provided**

### Identification

- Drivers licence
- Passport
- Another form of photo identification

### Tenant History

If you have rented previously we will require:

- Tenant ledger—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

### Proof of current address

Please provide one of the following:

- Bank statement
- Electricity, gas or telephone bill

### Proof of income

- Three current payslips
- A letter from your employer stating income, position and length of employment
- A letter from your accountant if self employed

### References

For each application we will require 2 professional references

- Professional reference one
- Professional reference two

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### 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 Maitland.

Ongoing rent is to be paid via Direct Debit through the Macquarie Bank DEFT System, B'pay, Bank Cheque or Money Order. We do not accept Cash or Personal Cheques.

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## Confirmation Approval

I confirm and understand that initial payments must be made by Bank Cheque, Money Order, Direct Debit or B'pay within 24 hours after approval of application. No Cash or Personal Cheques will be accepted.

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## Applicant Acknowledgment

I have inspected the property I am applying for:  Yes  No  Someone inspected on my behalf

Date Inspected

Time

Name of person that inspected on my behalf, if applicable

Please note that by signing this form, you are aware of the present condition of the property and if approved, agree to accept the property in its current state.

Applicants full name:

Applicants signature:

Date:

### A. AGENT DETAILS

LJ Hooker Maitland  
Office Address: 24 Ken Tubman Drive  
Maitland NSW 2320  
Phone: (02) 4933 5511  
Email: maitland@ljhooker.com.au  
Property Manager:

### B. PROPERTY DETAILS

**1. What is the address of the property you are applying for**  
  
  
**2. Lease start date**  
Date  Month  Year   
**3. Length of lease**  
  
**4. Rent**  
\$  per week  
**5. How many people will occupy the property?**  
Adults  Children  Ages (children)

### C. PERSONAL DETAILS

**6. Details:**  
 Mr  Mrs  Ms  Miss  Other  
Surname   
Given Names   
Date of Birth   
Drivers licence number  State  Expiry Date   
**7. Please provide your contact details**  
Email   
Mobile Number   
Home Phone Number  Work Phone Number   
Are you a smoker?  Yes  No  
Do you have any pets?  Yes  No  
If yes, please provide details of pet(s) - Number/breed/type

### D. APPLICANT HISTORY

**8. What is your current address?**  
  
  
**9. How long have you lived at your current address?**  
 Years  Months  
**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?**  
  
  
**13. How long did you live at your previous address?**  
 Years  Months  
**14. What was the name of your landlord or agent?**  
  
Phone Number  Weekly rental amount  \$  
Was the bond refunded?  Yes  No, why?   
**15. Why did you leave your previous address?**

### E. EMPLOYMENT

**16. What is current your occupation?**  
  
Are you employed?  Full-time  Part-time  Casual  
Employers Business Name   
Employers Address   
  
Contact Name  Phone number   
Length of Employment  Years  Months Net income (week/fortnight/month)  \$  
**17. What was your previous occupation?**  
  
Were you employed?  Full-time  Part-time  Casual  
Employers Business Name   
Contact Name  Phone number   
Length of Employment  Years  Months Net income (week/fortnight/month)  \$

### F. CONTACTS/REFERENCES

#### 18. Contact in case of emergency, not living with you

Phone Number	Relationship to you
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>

#### 19. Two professional references, not related to you

Full Name

Phone Number	Relationship to you
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>

Full Name

Phone Number	Relationship to you
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>

### G. IDENTIFICATION

100 Points of identification is required in order to process your application

#### MUST PROVIDE:

- |                             |           |                          |
|-----------------------------|-----------|--------------------------|
| Drivers Licence or Passport | 40 points | <input type="checkbox"/> |
| Evidence of Income          | 20 points | <input type="checkbox"/> |

#### ADDITIONAL:

- |                         |           |                          |
|-------------------------|-----------|--------------------------|
| Other Photo ID          | 40 points | <input type="checkbox"/> |
| Current Utility Bill    | 30 points | <input type="checkbox"/> |
| Bank Statement          | 20 points | <input type="checkbox"/> |
| Medicare Card           | 20 points | <input type="checkbox"/> |
| Bank Card               | 20 points | <input type="checkbox"/> |
| Phone Bill              | 10 points | <input type="checkbox"/> |
| Concession/Pension Card | 10 points | <input type="checkbox"/> |

TOTAL POINTS PROVIDED

### H. HOLDING FEE

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

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

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

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

### I. UTILITY AND HOME CONNECTIONS SERVICE

#### LJ Hooker Assist

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 from a range of leading providers. We can also organise disconnections at your previous property and offer a range of home 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](mailto: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 contact my new home services**

**Applicants Signature:**

**Date:**

<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>
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LJ Hooker Assist Customer Service Team

 1300 875 974

 [assist@ljhooker.com](mailto:assist@ljhooker.com)

 [assist.ljhooker.com.au](http://assist.ljhooker.com.au)  1300 889 598

### J. 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 for defaults by tenants and I authorise and consent to each of those persons 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 / landlord 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 organizations 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.

**Applicants Full Name:**

**Applicants Signature:**

**Date:**