Tenancy Application Form

LJ Hooker Narooma



Applicants Please Note

- Our office requires 100 points of identification prior to final approval of your application.
- Our landlords require 2 real estate references with each application.
- Our office requires successful applicants to inspect the premises prior to final approval of the application.
- ✓ Please feel free to call the managing office of the property you are applying for should you have any questions with regards to the property or this application.
- For this Tenancy Application to be accepted EACH page must be fully completed and signed.

Licensed Agents • Property Managers

LJ Hooker Narooma

Shop 6, 4-6 Noorooma Crescent, Narooma NSW 2546
Phone (02) **4476 1000** Fax (02) 4476 2958
www.ljhooker.com.au/narooma narooma@ljh.com.au





Agent Name: Address:

LJ Hooker Narooma Shop 6, 4-6 Noorooma Crescent.

Narooma NSW 2546

Phone No: Email: Internet:

02 4476 1000 Fax No: 02 4476 2958

narooma@ljh.com.au

www.ljhooker.com.au/narooma

Residential Tenancy Application Form

Please fully complete and sign every page of this application. For your application to be processed it must be fully completed.

1. Property Applying For	3. Personal Details	
Address	Title First Name	Initial
Suburb Postcode	Last Name	
Electricity Meter No:	Date of Birth / /	
Lease Term Years Months	Current Address	
Date Property is to be occupied / /	Suburb	Postcode
Name(s) of other Applicants to Occupy Property	Drivers Licence Number	State of Issue
	Car Registration Number	· · · · · · · · · · · · · · · · · · ·
2. If self-employed, please complete the following	Alternate ID (eg passport)	No
Company Name	Pension Type	No
Company Address	Work Phone Number	
Suburb Postcode	Mobile Phone Number	
Business Type	Email	
Position Held	Please provide a contact number you are	available on all day
A.B.N.	Contact number:	
Accountant Name	Signed: X	
Accountant Phone	Date / /	
Solicitor Name		
Solicitor Phone		
4. Utility Conncetion Service		



Connecting your utilities has never been easier!!

Direct Connect can help arrange for the connection or provision of utilities and services.

Please complete the form on page 5 if you would like Direct Connect to contact you in relation to any of the utilities and other services they provide.

5. Current Situation	10. Current Employment Details	
Are you the Owner Renter Other (please specify)	Occupation	
Duration at your current address? Years Months	Employers Name	
Name of Landlord/Agent (If applicable)	Employment Address	
Phone Number	Suburb	Postcode
Rent Paid per month	Employer Phone Number	
Reason for leaving	Contact Name	
Was bond repaid in full? Yes No, If No, please specify	Length at current employment	Years Months
	Net Income \$ Per Week	\$ Per Month
	11. Previous Employment Details	
6. Previous Rental History	Occupation	
Were you the Owner Renter	Employers Name	
Previous Address	Employment Address	
	Suburb	Postcode
P. di	Employer Phone Number	
The state of the s	Contact Name	
Name of Landlord/Managing Agent/Selling Agent	Length at previous employment	Years Months
Phone Number	Net Income \$ Per Week	\$ Per Month
Rent Paid per month	12. Personal Referees	
Reason for leaving	1. Reference name	
	Occupation	
Was bond repaid in full? Yes No, If No, please specify	Relationship	Ph
	2. Reference name	
7. Other Information	Occupation	
Number of persons occupying property Adults Children	Relationship	Ph
Please specify the ages of any children	13. If Student, please complete	the following
Do you have pets? Yes No, If Yes, please specify	Place of Study	
Do you smoke? Yes No	Course being undertaken	
8. Next Kin	Course Length	
EmergencyContact Relationship	Enrolment Number	
Address Ph	Parents Name	Ph
Mobile Other	Campus Contact	Ph
9. How did you find out about this property? (Please Tick)	Course Co-ordinator	Ph
Rent List Newspaper I ljhooker.com Office	Income	
☐ For Lease Board ☐OTHER:	Parents Address Overseas	
LI FOI LEASE BOARD LICIHER:		
14. Declaration	The state of the s	

I acknowledge that this is an application to lease a property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner under a lease on the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 2010. I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from 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 have inspected the premises, except the property as inspected and am not bankrupt.

I authorise the Agent to obtain details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, any record, listing or database of defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.

V	
Signed:	Date / /



Agent Name: Address:

LJ Hooker Narooma

Shop 6, 4-6 Noorooma Crescent,

Narooma NSW 2546

Phone No: Email: Internet:

02 4476 1000 Fax No: 02 4476 2958

narooma@ljh.com.au

www.ljhooker.com.au/narooma

Please fully complete and sign every page of this application. For your application to be processed it must be fully completed.

APPLICATION

I/we apply for approval to rent the premises referred to in this form. I/we acknowledge that my/our application will be referred to the Owner of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared.

I/we agree and understand that in the event of this application being rejected there is no requirement at law for the agent to disclose to me/us any reason for such rejection. I/we also agree that I/we will not raise any objection for not being provided a reason for any rejection of this application.

I/we declare that I/we are not bankrupt or an undischarged bankrupt and that the information provided by me/us is true and correct. I/we have inspected the premises and wish to apply for tenancy of the premises for a period of _ _months, at a rental of \$ per week.

I/we undertake to pay the monies detailed below by way of bank cheque or money order made out to "LJ Hooker Narooma". Cash is also accepted

STATEMENT OF COSTS

Rental Bond (4 weeks rent)		\$	
Rent in Advance		\$	
Less Deposit	ł	\$	
TOTAL		\$	
Date Lease to be signed:	1	/	Time:

IF A RESERVATION FEE IS BEING PAID ON THE PROPERTY, THE FOLLOWING CONDITIONS WILL APPLY

The premises will be reserved for the applicant for a period _ days.

Time:

- 2. The reservation fee of \$ _ is equivalent to one weeks rent to reserve the premises in favour of you for the period of seven days.
- 3. That during this period, the premises will not be reserved for any other applicant, nor will a reservation fee be received from any other applicant.
- That should the Landlord decline the application, the reservation fee will be refunded to the applicant in full.
- That should the Landlord accept this application, the reservation fee will be paid towards the initial rent for the
- That should the applicant decide not to proceed, after the Landlord has accepted this application, the Agent may retain out of the reservation fee the amount equal to the rent specified in this application (reduced to a daily rate) for each day the premises are being hold for the applicant and will refund the balance.
- That the reservation fee will be banked into a Trust Account and any refund given will be way of a Trust Account cheque.

I/we the Applicant/s, do solemnly and sincerely declare that the above information is true and correct and that I /we have supplied this information of my/our own free will.

NAME OF	APPLICANT/	s 	
SIGNATUR	RE/S OF APPI	LICANT	
X			
DATE:	1	1	
PRIVACY	STATEMENT		

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the Landlord. If you enter into a Residential Tenancy Agreement and you fail to comply with your obligations under the Agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the landlord, third parties and other agents. If you would like to access the personal information we hold about you, you may contact your Property Manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application and manage your tenancy.

PRIVACY ACT AKNOWLEDGEMENT

I/we authorise you to give information to obtain information from all credit providers, Landlords, other Agents and references named in this application.

I/we confirm that I/we have read and understand the Privacy Policy that the lessor / agent has made available to me.

I/we have been advised that a consumer affairs booklet can be obtained from the Office of Fair Trading or Rental Bond office.

APPLICA		NATURE			
APPLICA	NT/S SIG	NATURE	X		
DATE:	1	1			

APPLICANT 100 POINT IDENTIFICATION

It is required that we are able to suitably identify you and listed below are some of documents which would assist in this. NOTE: If you are not able to supply "100 check points", please speak to the Property Manager. PLEASE CIRCLE POINTS YOU ARE PROVIDING

Managor F ELFAGE ONTOLE F ONTO FOO AILE F NOVIDING			
DRIVERS LICENSE	30 POINTS		
PASSPORT	30 POINTS		
BIRTH CERTIFICATE	30 POINTS		
RENTAL LEDGER	20 POINTS		
PREVIOUS TENANCY AGREEMENT	20 POINTS		
EMPLOYMENT PAY ADVICE	15 POINTS		
VEHICLE REGISTRATION	10 POINTS		
BANK/CREDIT CARD STATEMENTS	10 POINTS		
MEDICARE CARD	10 POINTS		
HEALTH CARD	10 POINTS		
UTILITIES	10 POINTS		
	1		

"Thank you Mr Hooker"