



# LJ Hooker

## Tenancy Application Form

Property address:

☎ (02) 68891777

✉ 57-59 Dandaloo Street  
Narromine, NSW, 2821

@ [narromine@ljhooker.com.au](mailto:narromine@ljhooker.com.au)

Your LJ Hooker  
Property Management  
Contact details

**LJ Hooker** Narromine

## Tenancy Application Checklist

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

### Identification

You will need to provide two of the following.

- Driver's licence
- Passport
- Another form of photo identification

### Proof of income

Please provide one of the following.

- Three current pay slips
- A letter from your accountant if self-employed
- A letter from your employer stating income position and length of employment.

### Tenant history

If you have rented previously we will require:

- Tenant Ledger

### Proof of current address

Please provide the following.

- Bank statement
- Electricity, gas, or telephone bill

\*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.

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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 Narromine. Alternatively ensure your email address is correct so that we can invite you to use the NSW Fair Trading Rental Bonds Online service for payment of your initial bond. Ongoing rent is to be paid only via bank cheque, money order, Ipayrent or direct transfer.

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### Confirmation approval

I confirm that I am accepting the property in its current condition (as it was at the time of the inspection) unless otherwise expressly stated.

I confirm that I or one of the attached applicants have inspected the property on

I confirm that I have attached all 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 and understand that initial payments must be made by Bank Cheque, Money Order or Direct Transfer within 24 hours after approval of application.

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.

**Applicant's full name**

**Applicant's signature**

**Date**

**AGENT DETAILS**

**LJ Hooker** Narromine

**Office address:** 57-59 Dandaloo Street,  
Narromine NSW 2821

**Phone:** (02) 6889 1777

**Email:** [narromine@ljhooker.com.au](mailto:narromine@ljhooker.com.au)

**PROPERTY DETAILS**

1. What is the address of the property you would like to rent?

 Postcode 

2. Lease start date

Date	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Length of lease

4. Rent (\$ amount)

<input type="text"/>	Per	<input type="checkbox"/>	Year	<input type="checkbox"/>	Week	<input type="checkbox"/>	Month	<input type="checkbox"/>
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5. How many tenants will occupy the property?

Adults	Children	Ages (children)
<input type="text"/>	<input type="text"/>	<input type="text"/>

**PERSONAL DETAILS**

6. Details:

Mr.  Mrs.  Ms.  Miss.  Other

Surname

Given names.

Date of birth

Driver's licence number	State	Expiry date
<input type="text"/>	<input type="text"/>	<input type="text"/>

7. Please provide your contact details

Email

Mobile number

Home phone number <input type="text"/>	Work phone number <input type="text"/>
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Have you viewed the property?  YES  NO

Are you a smoker?  YES  NO

Do you have any pets?  YES  NO

If yes, please provide details of pet(s) – Number/breed/type.

Are you a property owner?

Please state property address

**APPLICANT HISTORY**

8. What is your current address?

 Postcode 

9. How long have you lived at your current address?

10. Why are you leaving your current address?

11. What is the name of your Landlord or Agent?

Phone number <input type="text"/>	Weekly rental amount <input type="text"/>
	\$

12. What was your previous residential address?

 Postcode 

13. How long did you live at your previous address?

14. What was the name of your Landlord or Agent?

Phone number <input type="text"/>	Weekly rental amount <input type="text"/>
	\$

Was bond refunded?  YES  NO

If not, why?

**EMPLOYMENT HISTORY**

15. What is your occupation?

Are you employed? Full-time  Part-time  Casual

Employer's Business Name (Inc. accountant if self-employed or institution)

Employer's address  
  
 Postcode

Contact name  Phone number.

Length of employment  Years  Months Net income \$

16. Please provide your previous employment details  
 What was your occupation?

Were you employed? Full-time  Part-time  Casual   
 Employer's Business Name (Inc. accountant if self-employed or institution)

Contact name  Phone number.

Length of employment  Years  Months Net income \$

### CONTACTS/REFERENCES

17. Please provide one contact in case of emergency  
 Surname  Given names   
 Relationship to you  Contact number.

18. Please provide two professional references (not related to you)  
 Surname  Given names   
 Relationship to you  Contact number.   
 Surname  Given names   
 Relationship to you  Contact number.

### IDENTIFICATION

100 points of identification is required to process your application.

Must provide  
 Driver's licence/Passport 30 points   
 Evidence of income 20 points

Additional  
 Other photo ID 20 points   
 Current utilities bills 10 points   
 Bank statement 20 points   
 Medicare/Bank card 10 points   
 Concession/Pension card 10 points   
 Birth certificate 10 points   
 Total points provided

### HOLDING FEE (if applicable)

The holding fee can only be accepted after the application for tenancy is approved.  
 The holding fee of \$  keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).  
 In consideration of the above holding fee paid by the prospective tenant for 7 days (or longer by agreement).  
 In consideration of the above holding fee paid by the prospective tenant, the landlord/agent 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 work during the specified period.
  - b. The landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

### UTILITIES AND HOME SERVICE CONNECTIONS

 **Assist** **Moving home?**  
**Relax, we've got you covered.**  
 A FREE moving service.

Call 1300 875 974 | Email [assist@ljhooker.com](mailto:assist@ljhooker.com) | Visit [assist.ljhooker.com.au](http://assist.ljhooker.com.au)

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 to a range of leading providers. We can also organise disconnections at your previous property and offer a range of value added 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](http://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 connect my new home services.**

Signed \_\_\_\_\_ Date / /



**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 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/landlords 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 organisations 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.

**Applicant's full name:**

**Applicant's signature:**

**Date:**