



LJ Hooker

Tenancy Application Form

Property Address:

Your LJ Hooker
Property Management
Contact Details



(02) 4984 2400



(02) 4984 1278



31 Stockton Street
NELSON BAY NSW 2315



rentals.newlsonbay@ljhooker.com.au



nelsonbay.ljhooker.com.au



facebook.com/ljhookernelsonbay

 **LJ Hooker** Nelson Bay

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.

- ☐ 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

Please provide one of the following.

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

References

For each applicant we will require two professional references

- ☐ Professional reference one
- ☐ Professional reference two

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. You will receive an email from Rental Bonds Online with instructions on how to pay your bond and a link to the secure Rental Bonds Online website. If you do not have access to the internet access we can arrange an alternative. Ongoing rent can be paid via Bpay, eftpos, credit card and personal or bank cheques (payable to LJ Hooker Nelson Bay). Our office does not accept cash.

Confirmation Approval

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

I confirm that I have attached all of 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 or Money Order within 24 hours after approval of application. No Personal Cheques will be accepted and that the keys to the property will not be handed over until the lease agreement has been signed by all applicants and the bond is paid in full.

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.

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

Applicant's full name:

Applicant's signature:

Date:



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We will send you a personal invitation to connect via email and text once you have been approved to rent a property. Once you receive it, please click on the link and take 3 minutes to sign up online.

Move Me In is a FREE utilities connection service that offers you great discounted deals, saving you money right from the start! Other companies may have only ever offered you the standard off the shelf utility plans but Move Me In presents you with a selection of utility providers to choose from on our quick and easy online portal, so you can pick the discounted plan that suits you best.

E: support@movemein.com.au P: 1300 911 947 www.movemein.com.au

A. AGENT DETAILS

LJ Hooker Nelson Bay

Office Address: 31 Stockton Street
Nelson Bay NSW 2315

Phone: (02) 4984 2400

Fax: (02) 4984 1278

Property Manager:

B. PROPERTY DETAILS

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

 Postcode

2. Lease start date

Date Month Year

3. Length of lease

4. Rent:

\$ per: ☐ Week ☐ Month ☐ Year

5. How many tenants will occupy the property?

Adults Children Ages (children)

6. Details of vehicles at the property:

Make/Model: Registration:

C. PERSONAL DETAILS

6. Details:

☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other

Surname

Given Names

Date of birth

Drivers license number

State

Expiry Date

7. Please provide your contact details

Email

Mobile number

Home Phone Number

Work Phone Number

 Preferred contact method: ☐ Email ☐ Phone ☐ Mobile ☐ Work ☐ Home ☐ SMS

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

D. 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

Weekly rental amount

 \$

Fax

Email

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

Weekly rental amount

 \$ Was bond refunded? ☐ Yes ☐ No

If not, why?

E. 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 if student)

Employer's Address

 Postcode

Contact Name

Phone number

Length of Employment

Net income

 Years Months \$

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 if student)

Contact Name

Phone number

Length of Employment

Net income

 Years Months \$

F. CONTACTS/REFERENCES

17. Please provide one contact in case of emergency

Surname	Given names
<input type="text"/>	<input type="text"/>
Relationship to you	Contact number
<input type="text"/>	<input type="text"/>

18. Please provide two professional references (not related to you)

Surname	Given names
<input type="text"/>	<input type="text"/>
Relationship to you	Contact number
<input type="text"/>	<input type="text"/>

Surname	Given names
<input type="text"/>	<input type="text"/>
Relationship to you	Contact number
<input type="text"/>	<input type="text"/>

G. IDENTIFICATION

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

MUST PROVIDE:

Drivers Licence/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 bills	30 points	<input type="checkbox"/>
Bank Statement	20 points	<input type="checkbox"/>
Medicare/Bank card	20 points	<input type="checkbox"/>
Mobile phone bill	10 points	<input type="checkbox"/>
Concession/Pension card	10 points	<input type="checkbox"/>

Total points provided

H. 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, the landlord agent acknowledges that:

- The application for tenancy has been approved by the landlord; and
- The premises will not be let during the above period, pending the making of a residential tenancy agreement.
- If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee; and
- If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
- The whole of the fee will be refunded to the prospective tenant if;
 - 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.
 - the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

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P: 1300 911 947 www.movemein.com.au

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:

- The owner or the Agent of my current or previous residence.
- My personal referees for this application and current and past employer/s
- 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:

- Communicate with referees, employees, landlords, third party operators of tenancy reference database, other agents and select a tenant.
- Communicate with the owner and select a tenant.
- Prepare lease/tenancy documents.
- Allow tradespeople or equivalent organizations to contact me.
- Lodge / claim / transfer to/from a Bond Authority.
- Refer to tribunals / Courts and Statutory Authorities where applicable.
- Refer to collection agents / lawyers where applicable.
- 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
- 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: