

## LJ Hooker Newtown Tenancy Application Form

### Identification Checklist

LJ Hooker Newtown require the following identification to be submitted along with this application. Should you not be able to provide any of the documents required from the below categories, please contact our office for further information on substituting any documents.

**Please provide one item from each category**

- Photo Identification:** ☐ Passport ☐ Current driver's license ☐ Proof of age card
- Proof of address:** ☐ Council/ water rates ☐ Utilities bill ☐ Bank statement ☐ Lease agreement
- Proof of rental history:** ☐ Current or most recent tenant ledger ☐ Proof of ownership (if a property owner)
- Proof of income:** ☐ Most recent bank statement ☐ 2+ recent payslips
- Other Identification:** ☐ Medicare card ☐ ATM Card ☐ Vehicle registration ☐ Credit card

### Property Details

**Address of Property**

Rent per Week  Lease Commencement Date  /  /

Lease Term ☐ 6 months ☐ 12 months Have you inspected the property? ☐ Yes ☐ No

How many people will occupy the property?  Adults  Children

Names of other Applicants:

If there are people residing at the premises who will not be listed on the lease agreement, please list their names here (include children):

Pets (specify species, breed and number)

### Personal Details

Title ☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Other Preferred Salutation

**Full Legal Name**

First Name Middle Name Surname

Date of Birth  /  /  Mobile Number

Home Number  Work Number

Email Address

Driver's License No  State of Issue

Passport No  Country of Issue

### Rental History

**Current Address**

Time at Current Residence  Years  Months Rent per Week

Current Agent/Landlord  Contact No

**Previous Address**

Time at Previous Residence  Years  Months Rent per Week

Previous Agent/Landlord  Contact No

## Employment History

Occupation	<input type="text"/>	Employer	<input type="text"/>
Address	<input type="text"/>		
Contact Person	<input type="text"/>	Phone No	<input type="text"/>
Time at Current Employer	<input type="text"/> Years <input type="text"/> Months	Net Income per Week	<input type="text"/>
Previous Occupation	<input type="text"/>	Previous Employer	<input type="text"/>
Address	<input type="text"/>		
Contact Person	<input type="text"/>	Phone No	<input type="text"/>
Time at Previous Employer	<input type="text"/> Years <input type="text"/> Months	Net Income per Week	<input type="text"/>

## Student Details

Place of Study	<input type="text"/>		
Course	<input type="text"/>	Course Length	<input type="text"/>
Financial Support (ie. Parents, Centrelink, casual work)	<input type="text"/>		

## References

Professional Reference	<input type="text"/>		
Relationship to you	<input type="text"/>	Phone No	<input type="text"/>
Personal Reference	<input type="text"/>		
Relationship to you	<input type="text"/>	Phone No	<input type="text"/>

## Emergency Contact

Full Name	<input type="text"/>		
Relationship to you	<input type="text"/>	Phone No	<input type="text"/>
Address	<input type="text"/>		

## Utilities Connection

**myconnect**



**MyConnect is a FREE & EASY to use utility connection service available for tenants**

☒ Yes, Please Contact Me



Unless I have opted out below, I: consent to the disclosure of information on this form to myconnect ABN 34121 892 331 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent; acknowledge the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities.

Phone : 1300 854 478 enquiry@myconnect.com.au  
Fax : 1300 854 479 www.myconnect.com.au

Tick here to opt out ☐

## Privacy Act

The personal information you provide in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. Personal information collected about the applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including Landlords and their advisors, referees, other agents and third party operators of tenancy reference databases. The privacy statement explains how the Agent and the Owner use and disclose personal information which they hold about you and the privacy rights you have in relation to that information.

A reference in this privacy statement to:

### How the Owner and the Agent may use your personal information.

The Owner and the Agent may each use your personal information in connection with: Their business, including in connection with; the purchase, development, sale and leasing of land, including this building; the proposed sale of an interest in the Owner or Agent's business; raising finance in connection with the matters specified in paragraph (i); the management of the building and the Owner's portfolio of land; internal reporting; reporting to related entities, financiers and advisors; and direct marketing (such as newsletters); The management and administration of the lease; Processing of application details through a tenancy database.

### Who the Owner and Agent may disclose your personal information to.

The Owner and Agent may disclose your personal information, if they consider it necessary to do so; If required by law; or to any one or more of the following: their related entities; persons in connection with a proposed sale of an interest in the Owner or Agent's business (including purchasers of the building; any agents engaged by the Owner and notified to you; contractors and service providers involved in the management and maintenance of the building; professional advisors in connection with the lease, the premises or the building; the Owner's financiers; the Owner's Corporation and, if relevant, the building management committee for the building; any of whom may be located outside of Australia; Tenancy Databases (this includes TRA, TICA, NTD any other related Tenancy Databases).

### Your Rights.

You need not give the Agent any of the personal information it requests. However, without this information, the Owner and Agent may not be able to provide you with the service you require. You may request access at any time to personal information which the Owner or Agent hold about you and ask them to correct it if you believe it is incorrect or out of date.

### Privacy Act Acknowledgement

I/we authorize 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. (signature below)

## Deposit & Initial Payments

In accordance with section 24 of the Residential Tenancy Act 2010, it is hereby acknowledged that the reservation fee referred to in this application for tenancy form is subject to the following conditions:

1. The applicant is required to pay a reservation fee equivalent to one weeks rent to reserve the premises in favour of the applicant for a period of one week.
2. The property will not be let during the reservation period pending the making of a Residential Tenancy Agreement.
3. If the landlord decides not to enter into the Residential Tenancy Agreement on the agreed terms for the residential premises concerned during the reservation period, the whole of the fee should be refunded.
4. Should the applicant advise they will not be going ahead then the owner may keep the whole of the fee.
5. During the reservation period, no fee will be taken from another applicant nor will the premises be reserved to another's favour.

Initial holding deposit 1 weeks rent

Upon signing of the lease, the following amounts will be due and payable in the form of a cheque or money order. The tenant agrees to pay the below charges before possession of the premises are granted.

Bond:	4 weeks rent
Advance rent:	1 weeks rent
Total:	6 weeks rent

## Declaration

I acknowledge that this is an application to lease this 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 to be prepared by the Agent pursuant to the Residential Tenancies Act 2010. I acknowledge that I will be required to pay rent in advance and a rental bond and that this application is subject to approval from the owner.

I declare that all the information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises, accept the property as inspected and am not bankrupt. I authorize the Agent to obtain details of my credit worthiness from, the owner or Agent of my current or previous residences, my personal and work referees and 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. By signing below, I hereby acknowledge that I have read and consent to the above.

## Signature

By signing below, I hereby acknowledge that I have read and consent to the above.

Print Name

Are you applying for other properties?

Signature

☐ Yes ☐ No

/ /

Date

## How to Return Your Form


Once you have completed your application, please attach the identification documents and submit through one of the following methods. If there are multiple occupants applying for one property, each occupant must fill out an application form and submit documents.

Applications should be addressed to our Leasing Officer Kris Sakavaras , and submitted via:

 In Person 144 King Street, Newtown NSW 2042

 Fax 02 8595 1833

 Mail PO Box 127, Newtown NSW 2042

 Email ksakavaras@ljhookernewtown.com.au

If you have any further questions regarding your application, please feel free to contact us.

## TRA DISCLOSURE

I understand this agent is a member of Trading Reference Australia Pty. Ltd. (TRA) and may conduct a reference check with that organisation on myself and the company whose name appears on the lease. I authorise this Agent to provide any information about me or the company to TRA / Landlord for the purpose of the check and I acknowledge that such information may be kept and recorded by TRA.

I, the tenant, do acknowledge that information provided to TRA and / or the agent by these authorities given by me may be available to: a) Real Estate Agents, Landlords, Trades Persons, Emergency Contacts, Housing NSW, Compass Housing, Video Stores, Dentists to assist them in evaluating applications, for the purpose of managing the property and requirement of the tenant/s during their tenure with this agency and b) Real Estate Agents, Landlords, Dentists, Video stores, Banks, Utility companies, Commercial Agents, organizations, or any other members for verifying my identity for the reason of locating me, and for any lawful purpose. I hereby consent to such use and disclosure of that information for those reasons.

I realise that if a search is performed on the TRA database and my identification and the company whose name appears on the lease with the label "Refer to Agent" beside my name and the company name, the agency who conducted the search as a matter of procedure will call the listing agency to exchange information and establish why my name and the company's details have been entered on the register and in turn provide my contact details to the listing agency for the purpose of resolution and the removal of my name and the company details from the database. The agency that searched will then inform me of the listing / listings, the listing agency name and contact details giving me right of reply. I accept that if I and the company whose name appears on the lease are currently listed as a defaulter with TRA, this Agency / Landlord has the authority to reject my application.

I understand that I am under no obligation to sign this consent form, but that failure to do so may result in my application being refused. I acknowledge that if I default on my tenancy / rental obligations in future, which means in breach of my contract / lease agreement for residential or commercial property and / or in accordance with the current legislation, I and the company whose name appears on the lease may be listed with TRA, until such time as the problem giving rise to the listing is resolved to the satisfaction of the Agent / Landlord or in accord with the new regulations. The same applies to me if I am a Commercial Tenant and or Holiday Tenant and in breach of my contract whatever the stipulations are within that contract with the said agency. I hereby authorise this agent to provide information about me to TRA and my default to TRA in connection with that listing.

I will not hold TRA accountable for the inaccurate keying in of information by TRA members therefore delivering an incorrect search as I understand mistakes can be made within this process due to human error. It is also understood that technical failure can cause errors and I do not hold TRA or the Agent responsible for same. I understand that if the said eventuates I may question the source and understand this will be thoroughly investigated and corrected immediately.

Furthermore I authorise the agent to contact my employers past and present to confirm my employment history and my current / previous Landlord / Agency to verify details of my tenancy. I also authorise the agent to contact my personal referees to establish my identification, location and reputation and concede that those referees have given permission for me to use them. I recognize that my photo id may be scanned onto TRA for absolute identification.

The applicant agrees to pay a Holding fee equivalent to one weeks rent immediately their application has been approved. Failure to do so may result in the property being offered to another applicant. The applicant understands that, should they decide not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Holding Period the landlord may retain the complete Holding Fee.

TRA adheres strictly to requirements of the Privacy Laws. TRA does not use the information supplied by the tenant for TRA's own advertising or marketing purposes. It should be noted however, that the personal information you provide on your tApp application will be available to and retained by the Real Estate Agent to whom you submit that information and the real estate agent will use this information for purposes related to the conduct of their own business which may include use by the real estate agent and/or further disclosure by the real estate agent for marketing purposes.

Should this Agent transfer its agency business to another person, I consent to the new agent (and any further person to whom that business may be transferred) taking any step which the former agent could have taken. (If more than one applicant, "I" means "We" in this form).

### Agency Requirements:

I am aware that the availability of telephone lines, internet services, digital or cable television and the adequacy of such services are the sole responsibility of the tenant(s) and the tenants should make their own enquiries as to the availability and adequacy of such services. The landlord or agent do not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant(s) and the tenant(s) must rely upon their own enquiry.

I also acknowledge that the holding Fee is equivalent to one week's rent to hold the property for a period of 7 days only, starting from the day the Reservation Fee is paid to the Agent (the Holding Period) and that the applicant must be in a position to sign the tenancy agreement within those 7 days. The Agent undertakes that: no other Holding Fee has been received for the premises; The whole Fee will be refunded if the landlord decides not to enter into the residential tenancy agreement with the Applicant for the premises during the Holding Period; The whole fee will be refunded if the landlord does not carry out (during the Holding Period) repairs or other work upon which it is a condition to entry into a residential tenancy agreement with the Applicant; If a residential tenancy agreement is entered into with the Applicant, the Fee will be applied in full towards rent for the premises; **"I have read, agree and understand the above information including the Agency Requirements section"**

Print Name of Tenant .....

Signature of Tenant..... Date.....

Trading Reference Australia may be contacted during business hours 9-5 Monday to Friday regarding any records kept concerning you. To validate and correct inaccurate information we require a signed Personal Disclosure form and photo id. An urgent confirmation of your records can be done immediately by credit card payment using the secure section on our web page. Copyright Trading Reference Australia ©