

# Tenancy Application Form

**YOUR SIGNATURE IS REQUIRED ON PAGES 3 & 4 OF THIS DOCUMENT.**

IF YOUR FORM IS NOT FILLED IN CORRECTLY, IT WILL NOT BE PROCESSED AND YOU MAY MISS OUT ON THE PROPERTY.

**Return ALL completed forms & required documentation to**

Post or Hand Deliver: 45 John Street, Pakenham 3810, Email: [rentals.pakenham@ljh.com.au](mailto:rentals.pakenham@ljh.com.au), Fax: 5941 3001

Please allow up to three working days to process the application. We will contact you to advise you of the outcome as soon as we have received instruction from the owner of the property.

Please ensure that you complete ALL details and that ALL occupants (18 years and older) complete the allocation form in full.

Before the application can be processed, each applicant must achieve a minimum of 100 points.

You will need to attach photocopies of details to this application form

- |                            |       |                          |
|----------------------------|-------|--------------------------|
| 1. Drivers License         | 40pts | <input type="checkbox"/> |
| 2. Passport                | 40pts | <input type="checkbox"/> |
| 3. Previous Rent Receipts  | 30pts | <input type="checkbox"/> |
| 4. Reference from Agent    | 20pts | <input type="checkbox"/> |
| 5. Employment Payslips x 4 | 20pts | <input type="checkbox"/> |
| 6. Centrelink Statements   | 20pts | <input type="checkbox"/> |
| 7. Registration Papers     | 20pts | <input type="checkbox"/> |
| 8. Copy of Bank Statement  | 20pts | <input type="checkbox"/> |
| 9. Medicare, Credit Card   | 10pts | <input type="checkbox"/> |
| 10. Utility Accounts       | 10pts | <input type="checkbox"/> |

TOTAL POINTS

Please also attach

- A. Tenant ledger from previous landlord/agent
- B. Letter from employer stating your position and employment status

Our tenants can pay rent STRICTLY by the following payment methods:

DEFT Payment System

- BPay/ Credit card

Bank Cheque or Money Order

If you are unable to meet the 100 point requirement, please speak to the Property Manager who may be able to assist you.

**Ministry of Housing Bond?** Yes/No (please circle)

**Photo Identification** Must be photocopied and attached to all submitted applications (Valid Licence or Passport)

**How did you find this property?** Rental List/Internet/For Lease Signboard/ Local Paper/ Other \_\_\_\_\_

**Applicants please note:** The Residential Tenancies Act and Company Policy in relation to unsuccessful applications does not require a reason to be given to the applicant.

**Declined applications will be destroyed after seven (7) days of declining**



PH: 1300 875 974 | Fax: 1300 889 598  
[assist@ljhooker.com](mailto:assist@ljhooker.com) |  
[assist.lihooker.com.au](mailto:assist.lihooker.com.au)

**Moving home? Relax, we've got you covered.**

A FREE\* moving service to essential home services & utilities.

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: / /

Telephone 5941 3355 Fax 5941 3001 Email [rentals.pakenham@ljh.com.au](mailto:rentals.pakenham@ljh.com.au) Address 45 John Street, Pakenham

Property Address \_\_\_\_\_ Suburb \_\_\_\_\_

Lease to Commence \_\_\_/\_\_\_/20\_\_\_ Lease Term \_\_\_\_\_ Months Property Managers Name \_\_\_\_\_

Rent: \$ \_\_\_\_\_ per week OR \$ \_\_\_\_\_ per month Bond: \$ \_\_\_\_\_ (Payable to Residential Tenancies Bond Authority)

**Applicant 1**

Title \_\_\_\_\_ Surname \_\_\_\_\_

Given Name(s) \_\_\_\_\_

Date of Birth \_\_\_/\_\_\_/\_\_\_ Home Ph \_\_\_\_\_

Work Ph \_\_\_\_\_ Mobile Ph \_\_\_\_\_

Email address \_\_\_\_\_

Driver's Licence No \_\_\_\_\_

State of issue \_\_\_\_\_ Expiry date \_\_\_/\_\_\_/\_\_\_

Passport No (if applicable) \_\_\_\_\_

Country of issue \_\_\_\_\_ Expiry date \_\_\_/\_\_\_/\_\_\_

**Place of Residence**

**Current Address** \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Renting  Homeowner  Other \_\_\_\_\_

Current Landlord/Agent \_\_\_\_\_

Contact person \_\_\_\_\_

Phone No \_\_\_\_\_ Fax No \_\_\_\_\_

Period occupied \_\_\_\_\_ Rent per week \$ \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Previous Address** \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Renting  Homeowner  Other \_\_\_\_\_

Landlord/Agent \_\_\_\_\_

Phone No \_\_\_\_\_ Period Rented \_\_\_\_\_

**Employment Details**

Current Occupation \_\_\_\_\_

Employer's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone No \_\_\_\_\_ Employed for \_\_\_ yrs \_\_\_ mths

Current Net Wages: \$ \_\_\_\_\_ Full time/part time/casual

**Previous Employer's Name** \_\_\_\_\_

Address \_\_\_\_\_

Phone No \_\_\_\_\_ Employed for \_\_\_ yrs \_\_\_ mths

**If Self Employed-** Business Name \_\_\_\_\_

Period business has been in operation \_\_\_\_\_

Accountant \_\_\_\_\_ Phone No \_\_\_\_\_

**Applicant 2**

Title \_\_\_\_\_ Surname \_\_\_\_\_

Given Name(s) \_\_\_\_\_

Date of Birth \_\_\_/\_\_\_/\_\_\_ Home Ph \_\_\_\_\_

Work Ph \_\_\_\_\_ Mobile Ph \_\_\_\_\_

Email address \_\_\_\_\_

Driver's Licence No \_\_\_\_\_

State of issue \_\_\_\_\_ Expiry date \_\_\_/\_\_\_/\_\_\_

Passport No (if applicable) \_\_\_\_\_

Country of issue \_\_\_\_\_ Expiry date \_\_\_/\_\_\_/\_\_\_

**Place of Residence**

**Current Address** \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Renting  Homeowner  Other \_\_\_\_\_

Current Landlord/Agent \_\_\_\_\_

Contact person \_\_\_\_\_

Phone No \_\_\_\_\_ Fax No \_\_\_\_\_

Period rented \_\_\_\_\_ Rent per week \$ \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Previous Address** \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Renting  Homeowner  Other \_\_\_\_\_

Landlord/Agent \_\_\_\_\_

Phone No \_\_\_\_\_ Period Rented \_\_\_\_\_

**Employment Details**

Current Occupation \_\_\_\_\_

Employer's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone No \_\_\_\_\_ Employed for \_\_\_ yrs \_\_\_ mths

Current Net Wages: \$ \_\_\_\_\_ Full time/part time/casual

**Previous Employer's Name** \_\_\_\_\_

Address \_\_\_\_\_

Phone No \_\_\_\_\_ Employed for \_\_\_ yrs \_\_\_ mths

**If Self Employed-** Business Name \_\_\_\_\_

Period business has been in operation \_\_\_\_\_

Accountant \_\_\_\_\_ Phone No \_\_\_\_\_

**Employment Details**

**If you receive a Centerlink Payment-**  
Please provide a copy of your last 3 statements

Type of payment \_\_\_\_\_ Income \$ \_\_\_\_\_ p/w

Customer reference number (CRN) \_\_\_\_\_

**If you receive other income (investments)-**  
Please provide a copy of your last 3 statements

Type of payment \_\_\_\_\_

**References**

**Business - Name** \_\_\_\_\_

Relation to applicant \_\_\_\_\_ Period of time known \_\_\_\_\_

Address \_\_\_\_\_

Home Ph \_\_\_\_\_ Mobile Ph \_\_\_\_\_

**Personal - Name** \_\_\_\_\_

Relation to applicant \_\_\_\_\_ Period of time known \_\_\_\_\_

Address \_\_\_\_\_

Home Ph \_\_\_\_\_ Mobile Ph \_\_\_\_\_

**Emergency Contact/ Next of Kin**

Name \_\_\_\_\_

Relation to the applicant \_\_\_\_\_

Address \_\_\_\_\_

Home Ph \_\_\_\_\_ Mobile Ph \_\_\_\_\_

**Motor Vehicles**  
(to be kept at the property)

Make \_\_\_\_\_ Registration \_\_\_\_\_

**Occupants**

(please note all occupants including children)

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

**Pets**

Do you have any pets? Yes/No Specify age and breed

Are they registered? Yes/No Supply registration details

**Employment Details**

**If you receive a Centerlink Payment-**  
Please provide a copy of your last 3 statements

Type of payment \_\_\_\_\_ Income \$ \_\_\_\_\_ p/w

Customer reference number (CRN) \_\_\_\_\_

**If you receive other income (investments)-**  
Please provide a copy of your last 3 statements

Type of payment \_\_\_\_\_

**References**

**Business - Name** \_\_\_\_\_

Relation to applicant \_\_\_\_\_ Period of time known \_\_\_\_\_

Address \_\_\_\_\_

Home Ph \_\_\_\_\_ Mobile Ph \_\_\_\_\_

**Personal - Name** \_\_\_\_\_

Relation to applicant \_\_\_\_\_ Period of time known \_\_\_\_\_

Address \_\_\_\_\_

Home Ph \_\_\_\_\_ Mobile Ph \_\_\_\_\_

**Emergency Contact/ Next of Kin**

Name \_\_\_\_\_

Relation to the applicant \_\_\_\_\_

Address \_\_\_\_\_

Home Ph \_\_\_\_\_ Mobile Ph \_\_\_\_\_

**Motor Vehicles**  
(to be kept at the property)

Make \_\_\_\_\_ Registration \_\_\_\_\_

**Occupants**

(please note all occupants including children)

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

**Pets**

Do you have any pets? Yes/No Specify age and breed

Are they registered? Yes/No Supply registration details

- If successful with application I/we understand we will be required to sign the lease agreement within 24 hours. I/we agree to pay the initial payments by two (2) separate bank cheques. The Bond is to be made payable to the Residential Tenancies Bond Authority and the rent is payable to LJ Hooker
- I/we also confirm that I/we have fully inspected the property inside and out, and the property is offered in the current condition
- I/we acknowledge that I/we are responsible for the connection of gas/electricity, telephone & water (usage) prior to connection.

I declare that the above information is true and correct to the best of my knowledge and agree that the agent may conduct independent evaluation checks and use the information supplied in assessing this application. This application is accepted subject to the availability of the premises on the due date and the owner's approval.

Applicant 1  
Signature \_\_\_\_\_

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

Applicant 2  
Signature \_\_\_\_\_

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

# Tenancy Privacy Statement

LJ Hooker understands and respects that protection of your personal information is important to you. This document sets out how we collect, use, disclose, retain and manage your privacy information and how we comply with our obligations under the *Privacy Act 1988 (Cth) (Privacy Act)*.

As professional Property Managers, LJ Hooker Property Management collects personal information about you. The information we collect may include: your name, residential or business address, contact phone numbers, email address; family details; employment details; financial information, including assets, liabilities, income, outgoings, spending patterns and credit reference reports; the value of your property; insurance details; credit card and banking details; Sensitive Information; information in respect to a will or estate; references; copies of photo identification (e.g. driver's licence, passport, student ID); or any other personal information relevant to the leasing of the property.

We take reasonable steps to securely store personal details and information. When the personal information that we collect is no longer required, we will remove or de-identify the personal information as soon as reasonably possible. We may, however, retain personal information for as long as is necessary to comply with any applicable law, for the prevention of fraud, for insurance and governance purposes, in our IT back-up, for the collection of any monies owed and to resolve disputes. You may request access to your personal information or correct any inaccurate or out of date information by contacting our office. **Telephone** 03 5941 3355, **Facsimile** 03 5941 3001, **Email** [pakenham@ljh.com.au](mailto:pakenham@ljh.com.au), **In person** 45 John Street, Pakenham. You may request the source of any information we collect from a third party. We will provide this at no cost, unless under the *Privacy Act* or other law there is a reason for this information being withheld. If there is a reason under the *Privacy Act* or other law for us not to provide you with information, we will give you a written notice of refusal setting out the reasons for the refusal except to the extent it would be unreasonable to do so and the mechanisms available to you to complain about the refusal. You should also contact us immediately if you believe: someone has gained access to your personal information; we have breached our privacy obligations or your privacy rights in any way; or you would like to discuss any issues about our privacy policy.

## Primary Purpose

We collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested, and if the risk is considered acceptable, to providing you with the lease/tenancy of the premises and act as the property manager.

To carry out this role and during the term of your tenancy, we will disclose your personal information to: The Landlord, The Landlord's lawyer, The Landlord's mortgagee, Referees you have nominated, Your Next of Kin as nominated, Organisations/Trades people required to carry out maintenance to the premises, Rental Bond Authorities, Residential Tenancy Tribunal/Courts, Collection Agents, National Tenancy Database Pty Ltd (ABN 65 079 105 025) ('NTD'), Other Real Estate Agents and Landlords where disclosure is required or permitted by law; to our Related Entities and franchises; if disclosure will prevent or lessen a serious or imminent threat to someone's life or health; or where it is reasonably necessary for the enforcement of the criminal law, a law imposing a pecuniary penalty or for the protection of public revenue.

## Secondary Purpose

We also collect your personal information to enable us, or the Landlord's lawyers, to prepare the lease/tenancy documents on the premises. Allow organisations/tradespeople to contact you in relation to maintenance and/or safety matters relating to the premises. Pay/release rental bonds to/from Rental Bond Authorities (where applicable) Refer to Tribunals, Courts, and Statutory Authorities (where necessary) Refer to Collection Agents/Lawyers (where default/enforcement action is required) Provide confirmation details for organisations contacting us on your behalf i.e. Banks, Utilities (Gas, Electricity, Water, Phone), Employers etc.

If your personal information is not provided to us and NTD, or is incomplete and you do not consent to the uses to which we put your personal information; we cannot properly assess the risk to our client, or carry out our duties as professional property managers. Consequently, we may not provide you with the lease/tenancy of the premises.

## NTD Disclosure Statement

You can contact National Tenancy Database Pty Ltd (ABN 65 079 105 025) ('NTD') by **Telephone** 03 9610 4996, **Facsimile** 03 9620 7339, **Email** [kim@ntd.net.au](mailto:kim@ntd.net.au), **In person** Level 7, 477 Collins Street, Melbourne, VIC 3000, **Mail** PO Box 156, Collins St West, Melbourne, Vic 8007, **Website** [www.ntd.net.au](http://www.ntd.net.au)

## Primary Purpose

NTD collects your personal information to provide to its members historical tenancy and public record information on individuals and companies who/which lease residential and commercial property from or through licensed real estate agent members of NTD

NTD also provide credit information on companies/directors applying for commercial leases.

The real estate agent/property manager will advise NTD of your conduct throughout the lease/tenancy and that information will form part of your tenant history.

NTD usually discloses information to Licensed real estate agent members NTD's parent company, Collection House Limited (ABN 74 010 230 716) and its subsidiaries Credit Bureaus

## I acknowledge that I have read and understood this privacy statement

Applicant 1 Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Applicant 2 Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Witness Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_