

LJ Hooker

Rental Application Form

Property Address _____



LJ Hooker Rockhampton
222 Bolsover Street, Rockhampton City
(07) 4922 2122 e; rockhampton@ljhooker.com.au



Personal Information

The agent collects, and uses, personal information obtained from you (as the applicant) to provide the services required by you, or on your behalf. You, as the applicant, agree the agent may collect, use and disclose your personal information in accordance with and subject to the Privacy Act 1988 (CTH) for (where applicable) marketing, sales promotion, and administration, and as required for legislative and regulatory requirements relating to promotion administration and use of the agents products and services.

Payment of Rent & Bond

Prior to taking possession of the property we require two weeks' rent and four weeks bond to be paid in 24 hours to secure the property. All monies must be cleared prior to collecting keys. The RTA now require every tenant to have a separate email address.

Bond Lodgment

All parties signing the bond lodgment form at the commencement of the tenancy must be present in the office at the end of the tenancy to sign the bond refund form. Failure of having all signatures on the refund form will result in delays of up to three weeks for monies to be released.

Signing the Tenancy Agreement

All occupants are required to sign the lease in the timeframe nominated by the agent. The keys will not be released unless all lessees have signed the lease, all paid monies in full, and cleared in full.

Electricity & Gas Connection

Unless choosing to use the LJ Hooker Direct Connect Service, it is the tenant's responsibility to connect the electricity (and gas – if applicable) and to ensure it is disconnected at the end of the tenancy. All connection costs and deposits are at the tenants cost. If you have opted to use a utility connection service, you consent to the disclosure of the information contained within this application to the utility connection provider for the purpose of enabling the connection and or disconnection of your services. Without provision of certain information, the agent may not be able to act effectively, or at all, on the Principal's behalf.

Tenancy Default Agency – TICA & Barclay MIS

Our office is a member of TICA, which a tenant default agency. Should you default in your rent or breach a term in your Tenancy Agreement, the details will be listed on TICA. Once listed, the information will remain on file until the default is rectified. We strive for a harmonious tenant/agent relationship and will only take this action if absolutely necessary.

Barclay MIS – It is agreed and I/We undertake that on the executing of this management agreement I/We warrant and guarantee that I/We will have no direct, indirect or any form of communication. We do look forward to a harmonious agent/tenant relationship, and we will only take this course of action when absolutely necessary.

100 Point Identification & Income Checklist

Prior to submitting this application please ensure you have met all of the following criteria

100 POINT IDENTIFICATION CHECK – Photocopied & attached to application

Item		Initial	Item		Initial
Drivers License/ 18+ Card	(40Points)	<input type="checkbox"/>	Mortgage Statement	(20 Points)	<input type="checkbox"/>
Passport	(40Points)	<input type="checkbox"/>	Bank Statement	(10 Points)	<input type="checkbox"/>
Other Photo ID	(30 Points)	<input type="checkbox"/>	Utility Account	(10 Points)	<input type="checkbox"/>
Birth Certificate	(30 Points)	<input type="checkbox"/>	Motor Vehicle Registration	(10 Points)	<input type="checkbox"/>
Proof of Income	(30 Points)	<input type="checkbox"/>	Pension Card	(10 Points)	<input type="checkbox"/>
Previous Tenancy Agreement (20Points)		<input type="checkbox"/>	Other...		<input type="checkbox"/>

- Inspected the Property internally & externally
- Accept the property in the current condition
- Completed all details, in full, on the application form
- Provided all contact details & documentation for confirmation of income
- All applicants over 18 have completed an application form
- Read & signed the Privacy Disclosure located at the bottom of this page

Please Note

- In most instances we are able to process your application within 48-72 hours and will advise you by telephone & email correspondence. If we are unable to complete reference checks, this process may take longer.
- Final application approval is at the landlord's discretion – no reason shall be given for unsuccessful applications, all unsuccessful applications will be shredded to maintain your privacy



Privacy Act Acknowledgement for Tenant/s

Please read the following privacy act acknowledgement and sign the bottom prior to submitting your application form.

In accordance with Privacy Principal 1.3 of the Privacy Act we require you to read and sign this acknowledgement. In order to process a tenancy application, a tenancy applicant is required under the National Privacy Principles of the Privacy Act to be made aware that an organization may access a database. In addition, a tenancy applicant is entitled to know what will happen to their information when it is passed to any agent.

In accordance with the National Privacy Principles the database member discloses that in addition to information being supplied to a database company, other organizations may receive information from time to time. Other organizations may include debt collection agencies, insurance companies, government departments, and other landlords or agents.

I/We the said applicants declare that I/we give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Control Pty Ltd & Barclay MIS Debt Recovery. I/We further give my/our permission for my/our information to be provided by me/us in my/our tenancy application.

I/We acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 1902 220 346. I/We agree that calls to the TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

You agree that for the purpose of this application for tenancy, the owner or agent may make enquiries of the persons given as referees, next of kin or emergency contacts by you, and also make enquiries of such other persons or agencies as the owner may see fit.

The personal information you give in this application for Tenancy or collected from other sources is necessary for the owner or agent to verify your identity, to process and evaluate the offer, to manage the tenancy and to conduct the agent's business. Personal information collected about you in this offer and during the course of the tenancy if the application for tenancy is successful may be disclosed for the purpose for which it was collected to other parties including the owner, referees, other agents, third party operators of tenancy reference data bases may also be disclosed to the agent or owner. If you enter into the lease or you fail to comply with your obligations under the tenancy agreement/lease that fact and other relevant personal information collected about you during the course of this application for tenancy may also be disclosed to the owner, third party operators of tenancy reference databases or other real estate agents. If you would like to access the personal information the owners or agents hold, you can do so by contacting the agent. You can also correct this information is inaccurate, incomplete or out of date. If the information in this offer, option or the lease is not provided, the agents may not be able to process Application for Tenancy properly or manage the tenancy properly.

Barclay MIS Protect

Full Name: _____

Signature: _____

Date: ___/___/___

To ensure your application is processed with minimum delay, please make sure all applicants aged over 18 years have filled out this application form in full.

1. PREMISES DETAILS (intended property)

Address: _____

Lease commencement date: _____

Lease term: _____

Rent: \$ _____ per week

Bond: \$ _____

2. APPLICANT DETAILS

2.1 Full Name: _____ Dr / Mr / Mrs / Ms / Miss

Date of Birth: _____

Car make: _____

Registration number: _____

2.2 Phone(h): _____

Phone(w): _____

Mobile: _____

Email address: _____

2.3 I, as a prospective tenant of LJ Hooker Rockhampton **agree** or **do not agree** to receive correspondence

via e-mail address. This includes notices, breaches and other general mail. Please note, the **RTA now require a separate email for all tenants** that will be placed on a lease. Failure to have an email will result in not being able to rent to the applicant.

2.4 Driver's License No.: _____ (State): _____

2.5 Passport No.: _____ (Country): _____

3. RENTAL HISTORY

3.1 Current Address: _____ Rent: \$ _____ per week

Lessor/Agent: *(If Applicable)* _____

(Ph) _____

(Email) _____

Reason for leaving: _____

Period of Occupancy: _____

3.2 Previous Address: _____

3.3 Rent: \$ _____ per week

Lessor/Agent: _____

(Ph) _____

(Email) _____

Reason for leaving _____

Period of Occupancy: _____

4. SUPPLEMENTARY DETAILS

4.1 No Pets Pets (Please complete pet application form attached)

4.2 Smoker Non – Smoker

4.3 Will the Premises be used for Business Purposes? Yes No

Please provide details (if applicable): _____

4.4 Have you ever been evicted from a premise? Yes No

4.5 Are you currently in debt to any landlord or agent? Yes No

5. INCOME STATUS (Tick appropriate options)

Weekly income: \$

5.1 **Employed- Please provide 3 pay slips**

Duration:

Full time/ Part-Time /Casual Job Title:

Employer Phone:

Employer Name:

Employer Email:

Industry (i.e. retail, construction):

5.2 **Centrelink (CRN) – please provide income statement with payment summary**

Net fortnightly income: \$

5.3 **Student**

Full time / Part-time / International

Institution:

5.4 **Self-employed – Please provide accountant’s letter**

6. OCCUPANT NAMES

Number of adults:	Age:	Number of dependents/children:	Age:
1)		1)	
2)		2)	
3)		3)	
4)		4)	
5)		5)	

7. REFERENCES – Please ensure all

7.1 Business Referee:

(Ph)

Relation:

7.2 Business Referee:

(Ph)

Relation:

7.3 Personal Referee:

(Ph)

Relation:

7.4 Personal Referee:

(Ph)

Relation:

Emergency Contact : **(cannot be living at the property)**

7.1 Full name:

(Ph)

7.2 Address:

Relation:

7.3 Full name:

(Ph)

7.4 Address:

Relation:

Pet Application Form

Should your application be approved, this document will form part of your General Tenancy Agreement

Property Address _____

Pet No. 1

Animal Type : _____
Breed : _____
Colour : _____
Approximate Age : _____
Approximate Size Small Medium Large
De-sexed Yes No
This pet is kept Indoors Outdoors
Council Registration : *(If applicable)*
Name :

Pet No. 2

Animal Type : _____
Breed : _____
Colour : _____
Approximate Age : _____
Approximate Size Small Medium Large
De-sexed Yes No
This pet is kept Indoors Outdoors
Council Registration : *(If applicable)*
Name :

Pet No. 3

Animal Type : _____
Breed : _____
Colour : _____
Approximate Age : _____
Approximate Size Small Medium Large
De-sexed Yes No
This pet is kept Indoors Outdoors
Council Registration : *(If applicable)*
Name :

**** PLEASE PROVIDE A RECENT PHOTO FOR EACH PET ACCORDINGLY ****

Should your application be approved, this document will form part of your General Tenancy Agreement. By signing this document, the tenant(s) agree to the following:

- If approved as an outside pet, the tenant(s) agree not to allow the pet inside the property at all times.
- Appropriate pest control must be carried out upon vacating the property with the proof of a receipt.
- Should there be any evidence of fleas and lice during the tenancy, the property must be fumigated immediately at the tenant(s)' expense with proof of receipt.
- Keep the yard clean and free from animal droppings
- Tenant(s) will be deemed responsible for any damages caused by the pet(s) during the tenancy and these damages must be repaired immediately.
- The lessor will not be in any way responsible for any damages, injuries, loss, costs or any other expenses that is caused directly or indirectly from the tenant(s)' pet to any third party.
- Only the approved pet(s) described in this application is/are allowed to be kept at the property. Substitution and/or 'pet-sitting' is only allowed upon approval, and any pet's offspring must be removed within 60 days of birth.
- Dog(s) should be registered in accordance with the local council by-laws and kept in a fenced area and not to cause any disturbance to the neighbours.
- Do not leave pet food or water outside the property where it may attract other animals or pests. It is also important to consider pet food storage as pet food often attract pests (e.g. vermin)
- For fish that is/are kept in a fish tank, the tenant(s) accept the responsibility for any damages caused by leakage or water spillage.

Tenant Signature: _____ Date: _____

Terms of Application

1. Declaration

The Applicant declares:

- I. That all the above details are true and correct

2. Applicant Agrees

2.1. The Applicant agrees that:

- I. They have inspected the Premises in Item (1) and accept its condition
- II. The Applicant will sign the Tenancy Agreement forthwith upon being notified of acceptance of this Application by the Agent
- III. This Tenancy Application, unless accepted, creates no contractual or legal obligations between parties.
- IV. The Applicant understands that the Agent/landlord is not required to give an explanation to the Applicant for any application not approved.

2.2 By signing and submitting a tenancy application, the Applicant agrees that:

- I. On acceptance of this Application by the Landlord being notified to the Applicant, verbally or in writing, the Applicant will rent the Premises from the Landlord under a Tenancy Agreement drawn up by the Agent
- II. When an application is approved, the Applicant is required to pay the first TWO week's rent within 24 hours to secure the property. These funds must be paid in clear funds via Direct Debit, bank cheque or money order. Once this payment is received, the property will be taken off the rental list.
- III. Should the Applicant's application be accepted and the Applicant does not enter into Agreement, the one week's payment will be forfeited to the Landlord.
- IV. The applicant accepts the property as is, this includes the cleanliness of the property and any/all defaults.

2.3 On signing this Tenancy Application, the Applicant agrees the Agent is authorized to make enquiries to verify the information contained in the Item Schedule with relevant tenancy databases including databases of the Applicant's previous Letting Agents.

Signature:

Date:

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