

Residential Application Form
For your application to be processed you must answer all questions
(Including the reverse side)

A. AGENT DETAILS
LJ Hooker Singleton and Greta/Branxton
Address: 7/172 John Street Singleton NSW 2330
Phone: (02) 6572 4930
Fax: (02) 6572 4999
Email: singleton@ljh.com.au
Web: www.singleton.ljhooker.com.au

B. PROPERTY DETAILS
1. What is the address of the property you would like to rent?
2. Lease commencement date?
3. Lease term?
4. How many tenants will occupy the property?

C. PERSONAL DETAILS
5. Please give us your details
6. Please provide your contact details
7. What is your current address?
8. How did you find out about this property?

D. UTILITY CONNECTIONS
This is a FREE service that connects all your utilities and other services.
Direct Connect can help arrange for the connection or provision of the following utilities and other services:
Electricity, Gas, Phone, Internet, Pay TV, Cleaners, Insurance, Removalist, Truck or van hire
DIRECT CONNECT MAKES MOVING EASY
We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in.
Once Direct Connect has received this application Direct Connect will call you to confirm your details.
DECLARATION AND EXECUTION: By signing this application, you:
1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application).
2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above.
3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose.
4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.
By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.
Signature Date
PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F: 1300 664 185. www.directconnect.com.au

E. DECLARATION
I hereby offer to rent the property from the owner under a 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 owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have Inspected the premises and am not bankrupt.
I authorise the Agent to obtain personal Information from:
(a) The owner or the Agent of my current or previous residence;
(b) My personal referees and employer/s;
(c) Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;
I am aware that I may access my personal information by contacting -
• TICA: 1902 220 346
If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a 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 in order to:
(a) communicate with the owner and select a tenant
(b) prepare lease/tenancy documents
(c) allow tradespeople or equivalent organisations to contact me
(d) lodge/claim/transfer to/from a Bond Authority
(e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
(f) refer to collection agents/lawyers (where applicable)
(g) complete a credit check with NTD (National Tenancies Database)
I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.
Signature Date

F. APPLICANT HISTORY**9. How long have you lived at your current address?**

	Years		Months
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10. Why are you leaving this address?

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11. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

--

Landlord/agent's phone no.

--

Weekly Rent Paid

\$

12. What was your previous residential address?

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Postcode

13. How long did you live at this address?

	Years		Months
--	-------	--	--------

14. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

--

Landlord/agent's phone no.

--

Weekly Rent Paid

\$

Was bond refunded in full?

--

If not why not?

--

G. EMPLOYMENT HISTORY**15. Please provide your employment details**

What is your occupation?

--

What is the nature of your employment?
(FULL TIME/PART TIME/CASUAL)

--

Employer's name (inc. accountant if self employed or institution if student)

--

Employer's address

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Postcode

Contact name

--

Phone no.

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Length of employment

	Years		Months
--	-------	--	--------

Net Income p/w

\$

16. Please provide your previous employment details

Occupation?

--

Employer's name

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Contact name

--

Phone no.

--

Length of employment

	Years		Months
--	-------	--	--------

Net Income p/w

\$

H. CONTACTS / REFERENCES**17. Please provide a contact in case of emergency**

Surname

--

Given name/s

--

Relationship to you

--

Phone no.

--

18. Please provide 2 personal references (not related to you)

1. Surname

--

Given name/s

--

Relationship to you

--

Phone no.

--

2. Surname

--

Given name/s

--

Relationship to you

--

Phone no.

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I. OTHER INFORMATION**19. Car Registration**

--

20. Please provide details of any pets

Breed/type

Council registration / number

1.

2.

J. PAYMENT DETAILS**Property Rental**

\$

 per week

First payment of rent in advance (2 weeks)

\$

Rental Bond (4 weeks rent):

\$

Sub Total

\$

Less: Holding deposit (see below)

\$

**Amount payable on signing tenancy agreement
(bank cheque or money order only)**

\$

K. HOLDING FEE

The holding fee can only be accepted after the application for tenancy is approved.

The holding fee (not exceeding 1 week's rent) 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's 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;

and

(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 of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the 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.

Signature of Landlords agent

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Date

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Signature of Applicant

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Date

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The following information and documentation is required by each applicant.

All applications will **NOT** be accepted until you have attached **ALL** relevant supporting documents listed below.

You will need to provide at least one the following:

- ☐ Driver's license
- ☐ Passport
- ☐ Proof of age card

Please also attach the following:

- ☐ Current tenant ledger

Proof of income one of the following:

- ☐ 3 pay slips
- ☐ A letter from employer stating income, position and period of employment
- ☐ A letter from your accountant if self employed
- ☐ A Centrelink statement

Proof of current address:

- ☐ Current Bank statement showing receipt of last three pays

(mandatory) And at least one of the following:

- ☐ Electricity, gas or phone bill
- ☐ Home ownership
- ☐ Council rates
- ☐ Selling agents details

Additional information:

- ☐ Medicare card
- ☐ Key card

- **Please ensure the application is fully completed**
- **All applicants over the age of 18 have completed a separate application form**
- **The applicant has inspected the inside of the property**

All application forms will be kept for a maximum of 2 weeks in the event you wish to apply for another property within our agency. This information will be shredded after this period.