

LJ Hooker Tully Tenancy Application Form

APPLICANTS FULL NAME: _____

DATE OF BIRTH: _____

CONTACT NUMBER: _____

EMAIL ADDRESS: _____

PROPERTY/IES APPLYING FOR: _____

Drivers Licence # _____ EXPIRY: _____

Passport # _____ EXPIRY: _____

VISA # _____ EXPIRY: _____

IDENTIFICATION

Three (3) Required (inc. 1x Photo ID)

- Drivers Licence
- Passport
- Proof of Age Card
- Bank Card
- Medicare Card

PROOF OF INCOME

One (1) Required

- 3x Current Pay Slips
- Centrelink Income Statement
- 3 x Current Contracting Invoices

ADDITIONAL DOCUMENTS

(if requested)

- Bank Statement – Last 3 Months/Summary

BASIC INFORMATION

Preferred Property Type (E.g. House, Unit): _____

Preferred Area/s: _____

When do you want to move in? ____/____/____ or ASAP

Lease Term Requested: 6 MONTHS 12 MONTHS

Are you currently in a Lease? Y / N

Has your tenancy ever been terminated by a Landlord or Agency? Y / N

Are you in debt to another Landlord or Agency? Y / N

Do you have any Pets? Y / N

If yes;

- Number/ Type: _____
- Breed/s: _____
- Council Registration # : _____

Number of Vehicles to be kept at Property: _____

Make / Model : _____

Registration #: _____

EMERGENCY CONTACT

Name of Contact: _____

Address: _____

Number: _____

Relationship to Applicant: _____

OCCUPANT DETAILSName of **ALL** Occupants to reside at Property (including Age):

1. _____
2. _____
3. _____
4. _____
5. _____

RENTAL HISTORY NOTE: We require at least 2 years of rental history.**CURRENT** Address: _____

Rent \$ _____ per WK / FN Length of time at Property: _____

Agency / Landlord Name: _____

Agency / Landlord Contact Number: _____

Reason for Leaving: _____

PREVIOUS Address: _____

Rent \$ _____ per WK / FN Length of time at Property: _____

Agency / Landlord Name: _____

Agency / Landlord Contact Number: _____

Reason for Leaving: _____

EMPLOYMENT DETAILS**CURRENT** Employer: _____

Length of Employment: _____

Type of Employment: FULL TIME / PART TIME / CASUAL

Contact Name: _____

Contact Number / Email: _____

NET Income: \$ _____ per WEEK / FORTNIGHT

PREVIOUS Employer: _____

Length of Employment: _____

Type of Employment: FULL TIME / PART TIME / CASUAL

Contact Name: _____

Contact Number / Email: _____

NET Income: \$ _____ per WEEK / FORTNIGHT

LJ Hooker Tully - Tenant Declaration

- I acknowledge that this is an application to rent a property and that my application is subject to the landlord's approval. Processing time will vary according to our ability to contact the Landlord.
- I understand that my application may be declined, and if so, L J Hooker Tully will not enter into any explanation on the reason/s for this.
- I acknowledge that all prospective residents over the age of 18 must fill in a separate application.
- I understand that applications for properties rented through this office are accepted on the basis that the applicant pays their rent using **Centrepay, Money Order, EFT, Eftpos or Payroll Deduction**.
- I understand that I can view a copy of the standard terms and conditions that would be included in a General Tenancy Agreement by visiting <https://tully.ljhooker.com.au/renting/tenant-forms>
- I, the Applicant, declare that I am not bankrupt or undischarged bankrupt, and that the information provided by me is true and correct.
- I understand that if the application is approved, I need to pay 1 weeks rent by **EFT, Eftpos or Money Order** within 48 hours of viewing the property and accepting it, or the property will be offered to the next applicant.
- I understand that upon signing a General Tenancy Agreement, I will be required to pay the full bond amount as advised by the Agency which will be lodged with the Residential Tenancies Authority (RTA) for the duration of my tenancy.

If your application is declined it will be retained for 7 days, then destroyed.

Approved applications will be kept for a short period of time, then destroyed, if a suitable property is not found.

If you would like to access the personal information we hold, as provided within this application, please contact our office. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application.

I, _____ **acknowledge that I have read, understood and agree with the above Tenant Declaration.**

Signed _____ Dated: _____

Please return the completed Tenant Declaration with the Rental Application and required documents to: reception@ljhtully.com.au

| OFFICE USE ONLY | |
|-----------------|--|
| Date Received | |
| Received By | |

LJ Hooker Tully - Tenancy Privacy Statement

APPLICANTS NAME: _____

The personal information you provide in this application, or that is collected by us from other sources, is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy [if your application is successful], may be disclosed for the purpose for which it was collected to other parties including the landlord, referees, other agents and third party operators of tenancy and Government reference databases. Information already held on these databases may also be disclosed to us and the landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the landlord, third party operators of tenancy reference databases and other agents.

- I consent to the information provided in this application being verified and a reference check on national tenancy and Government databases being undertaken.
- I acknowledge that an inquiry, independent or otherwise, may be made, to verify the validity of the personal details that have been supplied and to check my credit worthiness. 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 in receiving such information.

I, _____ **acknowledge that I have read, understood and agree with the above Tenancy Privacy Statement.**

Signed _____ **Dated:** _____

Please return the completed Privacy Statement attached to the Rental Application and required documents to: reception@ljhtully.com.au