

Property Address:

Shop 2/175 Ocean Drive
Twin Waters, Qld, 4564
Phone 07 5450 6188
Fax 07 5450 6288
rentals.twinwaters@ljh.com.au

Our Agency welcomes your Application and any queries you may have.

The following information and checklist will assist you to complete the Tenancy Application so it can be processed as quickly as possible.

Please read prior to completing your Application

- One Application is to be completed per person.
- Applicants are to supply their own photocopies of documentation required. This Application must be accompanied by copies of documents from those listed below for the 100 points Identification Check. **PLEASE NOTE THIS MUST INCLUDE A DRIVER'S LICENCE/PASSPORT/18+ CARD as well as PROOF OF INCOME.** Your original driver's licence, passport or 18+ card will be required to be sighted at the time of handing in your application.

<input type="checkbox"/>	Drivers Licence	40
<input type="checkbox"/>	Passport	40
<input type="checkbox"/>	18+ Card	40
<input type="checkbox"/>	Birth Certificate	30
<input type="checkbox"/>	Other Photo ID	30
<input type="checkbox"/>	Current Wage Advice (3 x payslips)	30
<input type="checkbox"/>	Previous Tenancy Reference	20
<input type="checkbox"/>	Previous two rent receipts	20
<input type="checkbox"/>	Motor vehicle registration certificate	10
<input type="checkbox"/>	Bank Statement	10
<input type="checkbox"/>	Telephone / Electricity / Gas Account	10 each
<input type="checkbox"/>	Medicare Card	10

TOTAL POINTS

- This Application cannot be processed until it is complete with copies of supporting documents attached.
- Our Agency staff will contact you within 24-48 business hours. If the Application is approved, the General Tenancy Agreement will need to be signed by all approved lease holders and a bond amount, equal to 4 weeks rent, be paid by money order or bank cheque within 24 hours of acceptance.

FOR FREE AND EASY CONNECTIONS

electricity, gas, telephone, internet, pay TV, cleaning services, contents insurance, removalists, take the stress out of moving we can do it all with one simple phone call

PLEASE NOTE: YOU WILL BE CONTACTED BY OUR SERVICE PROVIDER – PLEASE ADVISE THEM OF WHICH SERVICE CONNECTIONS/TRANSFERS THEY CAN ASSIST YOU WITH.

ARE YOU THINKING OF PURCHASING?

- ☐ Yes, I do intend on purchasing in the near future.
- ☐ Yes, I am interested in receiving information on finance and home loans.

APPLICATION CHECKLIST

Before I submit this Application, I have...

- ☐ Attached photocopies of documents to meet 100 or more points of ID. Refer to list above.
- ☐ Inspected the Property both internally and externally.
- ☐ Completed all details in full on the Application form.
- ☐ Provided all contact details and documentation for confirmation of income source.
- ☐ Completed the Pet Application & Agreement form if applicable
- ☐ Read and signed the Privacy Disclosure Statement, Privacy Consent and Marketing Consent – see Page 4

OFFICE USE ONLY – TO BE COMPLETED AT TIME OF APPLICATION BEING SUBMITTED WITH APPLICANT PRESENT

CHECKLIST	STAFF MEMBER	DATE	TIME
<input type="checkbox"/> Application received		/ /	AM/PM
<input type="checkbox"/> Sighted original ID		/ /	AM/PM
<input type="checkbox"/> Compared signatures to original		/ /	AM/PM
<input type="checkbox"/> Checked ALL Consents signed		/ /	AM/PM
<input type="checkbox"/> Checked Application is completed in full		/ /	AM/PM

APPLICATION PROPERTY ADDRESS				
How did you find out about this Property	<input type="checkbox"/> Newspaper <input type="checkbox"/> Website _____ <input type="checkbox"/> For Rent Sign <input type="checkbox"/> Walk-in <input type="checkbox"/> Referral <input type="checkbox"/> Other Agent <input type="checkbox"/> Other _____			
Applicant's Full Name and Address	Name: _____ Current Address: _____ Email Address: _____ By providing email address electronic transmission consent is given for communication regarding application and future tenancy if approved: <i>signed</i> _____			
Personal Details	Date of Birth / /		Place of Birth	
	Drivers Licence No.		Expiry Date	
	Passport No.		Expiry Date	
Applicant's Contact Details	☎ Home		☎ Business	
	☎ Mobile		Email	
Current Rental Details	Rent per week \$		Period of occupancy	Months Years
	Agent/Landlord		☎ Home	
	Fax		☎ Business	
	Do you expect the Bond to be refunded in full <input type="checkbox"/> Yes <input type="checkbox"/> No Why _____			
	Reason for leaving			
Previous Address	Address			
	Rent per week \$		Period of occupancy	Months Years
	Agent/Landlord		☎ Home	
	Fax		☎ Business	
	Reason for leaving			
Employment	Current Employer		<input type="checkbox"/> Full Time <input type="checkbox"/> Casual <input type="checkbox"/> Part Time <input type="checkbox"/> Contract	
	Your Position		Supervisor's Name	
	Length of Employment	Years	Company email:	
		Months	☎ Business	
	Total Annual Income (as declared to Australian Taxation Office) \$			
If Self Employed	Company Name		Trading As	
	Address			
	ABN		Industry/ Nature of Business	
	How long have you been self-employed?		Years	Months
	Total Annual Income (as declared to Australian Taxation Office) \$			
	Accountant		☎ Business	
	Will this business be run from the rental property? *YES / NO			
	* If YES – attach copies of current public liability & business insurance certificates			
If a Student or Not Currently Employed	VERIFICATION OF INCOME SOURCE MUST BE PROVIDED			
	Student ID # _____		Institution _____	Faculty _____
	Course _____		Duration _____	
	<input type="checkbox"/> ^Currently not employed ^ Please indicate documents supplied with this Application to confirm your income source: <input type="checkbox"/> Bank Statements <input type="checkbox"/> Centrelink Documents <input type="checkbox"/> Austudy Documents			

Australian Citizen	<input type="checkbox"/> Yes <input type="checkbox"/> No – copies of Passport and Visa attached		Visa Expiry / /
Vehicle Information	Total number of vehicles to be kept at the premises		
	Registration No State	Model	Owned / Hire Purchase
	Registration No State	Model	Owned / Hire Purchase
Occupancy Details Full Names, Current Addresses and Ages of all People, Including Children, who will Reside at this Property	Name	Address	Age
Pets	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	If YES please complete a Pet Applications & Agreement form and return with the completed application form to our Agency		
Emergency Contact Details of Closest Relatives who will not be Residing with You	Name		Name
	Relationship		Relationship
	Address		Address
	t Home		t Home
	t Work		t Work
	t Mobile		t Mobile
Personal References (not relatives) Please ensure each has agreed for you to nominate them as a Referee.	Name	Occupation	t Business Hours Contact

I confirm the following:

	No	Yes	Detail
1. Have you ever been evicted by any Lessor or Agent?	No	Yes	_____
2. Have you been refused another Property by a Lessor or Agent?	No	Yes	_____
3. Are you in debt to another Lessor or Agent?	No	Yes	_____
4. Is there any reason known to you that would affect your ability to pay rent when due?	No	Yes	_____
5. Was your rental bond at your last address refunded in full?	No	Yes	_____

I confirm the following:

During my inspection of the Property on ____/____/____ I found it to be in a satisfactory condition . ☐ Yes ☐ No

If "No" I request the following items be attended to prior to my tenancy, subject to the Lessor's approval.

Declaration & Electronic Consent

I declare that the Application information provided is true and correct. I consent to correspondence via email address as provided. I consent to this Application being verified and to the access of Tenancy Information Centre of Australia and National Tenancy Database records for information about my tenancy history if applicable. I apply for approval to rent the premises referred to in this form and acknowledge that my Application will be referred to the Lessor of the Property for consideration. I declare that I am not bankrupt or an undischarged bankrupt.

I have inspected the premises and apply for tenancy for a period of ____ months, at a rental of \$ ____ per week commencing on ____/____/____.

I understand that if this Application is approved by the Lessor:

- I, or the nominated Applicant, will be notified within 24-48 business hours of the application status.
- Arrangements must be made for all approved Applicants to sign the General Tenancy Agreement within 24 hours of the approval, as well as an amount paid to the Agent equal to 4 weeks' rent as Bond.
- Pre-moving in costs as itemised below are to be paid by **BANK CHEQUE OR MONEY ORDER**.

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
Rent – first 2 weeks rent	2 x \$	= \$	Must be paid BEFORE lease commences
Bond – 4 times weekly rent NB: If rent is over \$700pw, Bond is specified on rent list	4 x \$	= \$	Full bond must be paid within 24 hours of Application approval .
TOTAL PRE-MOVING IN COST		\$	Must be paid BEFORE lease commences
APPLICANT'S SIGNATURE		Date	

**PRIVACY DISCLOSURE & TENANCY DATABASES
STATEMENT OF LJ HOOKER TWIN WATERS**

OF SHOP 2/175 OCEAN DRIVE, TWIN WATERS, QLD 4564 Ph: 07 5450 6188

We are an independently owned and operated business. We are bound by the National Privacy principles. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your current employer and your referees. We will also check whether any details of tenancy defaults by you are held on a tenancy default database. **Information about your application and tenancy databases (To be provided by the property manager / owner to prospective tenants to comply with section 458A of the Residential Tenancies and Rooming Accommodation Act 2008).**

Tenancy databases are used to protect a property owner's investment. However, unfair and old listings can disadvantage some people when they try to secure private rental housing. **What this means for you** As property managers, we are required by law to let you know which databases we use to check your rental history.

- At LJ Hooker Twin Waters we use the following tenancy database: TICA – www.tica.com.au

What if you are listed? If you are listed on a tenancy database that we use, we are required by law to let you know that you are listed, and provide you with the contact details of the database operator so you can find out information about your listing.

Where can I get further information? If you would like more information about tenancy database laws you can visit the Residential Tenancies Authority website at rta.qld.gov.au or call 1300 366 311.

COLLECTION NOTICE

The personal information you provide in this application or our Agency collects from other sources is necessary for **LJ HOOKER TWIN WATERS** to verify your identity, to process and evaluate the application and to manage the tenancy. If the application is successful, personal information collected about you in this application and during the course of your tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessors, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to **LJ HOOKER TWIN WATERS** and/or the Lessor. If you enter into a Residential Tenancy Agreement and if you fail to comply with your obligations under this agreement, the facts and other relevant personal information collected about you during the course of your tenancy may also be disclosed to the Lessor, third party operators of tenancy databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your application is not successful it will be stored securely for a period of one month only. If you decide not to collect your application **LJ HOOKER TWIN WATERS** will destroy your documents to comply with privacy legislation.

If you do not complete this form or do not sign the consent below then your application for residential tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the application.

PRIVACY CONSENT

I, the Applicant, acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of **LJ HOOKER TWIN WATERS**. I authorise **LJ HOOKER TWIN WATERS** to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Any Tenancy Default Database (including TICA & NTD) which may contain personal information about me. I also authorise **LJ HOOKER TWIN WATERS** to disclose details about any defaults by me under the tenancy to which this application relates to, any tenancy default database to which it subscribes to include TICA and NTD.

I authorise **LJ HOOKER TWIN WATERS** to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, body corporate offices, insurance companies, financial services (to assist with home loan applications, if required in the future) and to authorities as required by law.

I agree to be contacted by electronic and or/SMS methods.

MARKETING CONSENT

I, the Applicant understand that the Agency may need to contact me about Property related information eg properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree **LJ HOOKER TWIN WATERS** to use the phone details provided below to contact me for marketing purposes until I advise otherwise.

Period of Contact ☐ Indefinite – Until advised in writing otherwise
☐ Other - _____

APPLICANT TO COMPLETE SECTION BELOW

Applicant Name		
Applicant Phone Number/s	<input type="checkbox"/> As detailed in this Application Form	<input type="checkbox"/> Other:
Applicant Signature		
Date		



Tenant Privacy Statement

All property managers must ensure that you fully understand the National Privacy Principles and the manner in which your private information may be used in order to fulfil their role as professional property managers. Please take the time to read this Privacy Statement carefully and once completed, return it to this office with your tenancy application.

As professional property managers, LJ Hooker Twin Waters collects personal information about you. You can ask to access the information the real estate agent holds about you, by contacting the office LJ Hooker Twin Waters via:

Telephone: (07) 5450 6188

Facsimile: (07) 5450 6288

Email: rentals.twinwaters@ljh.com.au

Collection and disclosure of personal information

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested and for the ongoing management of your tenancy agreement.

To carry out this role when processing your application, during the term of your tenancy and for sometime thereafter, we are often required to disclose your personal information to one or more of the following:

- The landlord
- The landlord's lawyers, mortgagee or insurer
- Referees you have nominated
- Organisations or trades people required to carry out maintenance to the premises
- Rental bond authorities or rent bond insurance providers
- Residential Tenancy Tribunal & courts
- Mercantile Agents
- TICA and/or National Tenancy Database (NTD)
- Other real estate agents & landlords

If your personal information is not provided to us 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 then cannot provide you with the lease/tenancy of the premises. We request that you please sign below to acknowledge that you fully understand the National Privacy Principles and the manner in which your private information may be used.

NAME:

SIGNATURE:

DATE:



TICA Disclosure Statement

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the Australian Privacy Principles in the Privacy Act 1988.

TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application enquiries and tenancy history. If a member chooses to run a check through the TICA System for risk management purposes, this may result in information being disclosed on your previous rental history; also your current and future managing agent/landlord being advised of your applications.

TICA Assist Pty Ltd (ABN 28137 488 503) is a database Agent that records information from Debt Collection Agencies, Mercantile Agents, Credit Providers, associated industries and related persons.

In accordance with the Australian Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by any of the following ways

Phone: 1902 220 346 calls are charged at \$5.45 per minute including GST (higher from mobile or pay phone)

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80

Online: My TICA File provides instant access via the internet for 12 months a \$55.00 subscription fee applies.

All pricing includes GST.

Primary Purpose

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organisation other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows

Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Further Information about TICA

Full details about TICA's Privacy Policies and its deletion timeframe policies can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy Policies or by contacting The TICA Group on our Helpline 190 222 0346 calls charged at \$ 5.45 per minute including GST (higher from mobile and pay phones)

If the applicant/s personal information is not provided to The TICA Group the member may not proceed with assessing the application and the applicant/s may not be provided with the rental property.

By signing this document, you consent to the collection, use and disclosure of your personal information for purposes set out above.

NAME:

SIGNATURE:

DATE: