

Tenancy Application Form

LJ Hooker Narooma



Applicants Please Note

- ✓ Our office requires 100 points of identification prior to final approval of your application.
- ✓ Our landlords require 2 real estate references with each application.
- ✓ Our office requires successful applicants to inspect the premises prior to final approval of the application.
- ✓ Please feel free to call the managing office of the property you are applying for should you have any questions with regards to the property or this application.
- ✓ For this Tenancy Application to be accepted EACH page must be fully completed and signed.

Licensed Agents ■ Property Managers

LJ Hooker Narooma

Shop 6, 4-6 Noorooma Crescent, Narooma NSW 2546
Phone (02) **4476 1000** ■ Fax (02) 4476 2958
www.ljhooker.com.au/narooma ■ narooma@ljh.com.au

Residential Tenancy Application Form

Please fully complete and sign every page of this application. For your application to be processed it must be fully completed.

1. Property Applying For

Address _____

Suburb _____ Postcode _____

Electricity Meter No: _____

Lease Term _____ Years _____ Months _____

Date Property is to be occupied _____ / _____ / _____

Name(s) of other Applicants to Occupy Property _____

2. If self-employed, please complete the following

Company Name _____

Company Address _____

Suburb _____ Postcode _____

Business Type _____

Position Held _____

A.B.N. _____

Accountant Name _____

Accountant Phone _____

Solicitor Name _____

Solicitor Phone _____

4. Utility Connction Service

3. Personal Details

Title _____ First Name _____ Initial _____

Last Name _____

Date of Birth _____ / _____ / _____

Current Address _____

Suburb _____ Postcode _____

Drivers Licence Number _____ State of Issue _____

Car Registration Number _____

Alternate ID (eg passport) _____ No _____

Pension Type _____ No _____

Work Phone Number _____

Mobile Phone Number _____

Email _____

Please provide a contact number you are available on all day

Contact number: _____

Signed: **X** _____

Date _____ / _____ / _____



MAKES MOVING EASY

Connecting your utilities has never been easier!!

Direct Connect can help arrange for the connection or provision of utilities and services.

Please complete the form on page 5 if you would like Direct Connect to contact you in relation to any of the utilities and other services they provide.

Please fully complete and sign every page of this application. For your application to be processed it must be fully completed.

APPLICATION

I/we apply for approval to rent the premises referred to in this form. I/we acknowledge that my/our application will be referred to the Owner of the property for their approval and if the application is approved, a Residential Tenancy Agreement for the premises will be prepared.

I/we agree and understand that in the event of this application being rejected there is no requirement at law for the agent to disclose to me/us any reason for such rejection. I/we also agree that I/we will not raise any objection for not being provided a reason for any rejection of this application.

I/we declare that I/we are not bankrupt or an undischarged bankrupt and that the information provided by me/us is true and correct. I/we have inspected the premises and wish to apply for tenancy of the premises for a period of _____ months, at a rental of \$ _____ per week.

I/we undertake to pay the monies detailed below by way of bank cheque or money order made out to "LJ Hooker Narooma". Cash is also accepted.

STATEMENT OF COSTS

Rental Bond (4 weeks rent)	\$
Rent in Advance	\$
Less Deposit	\$
TOTAL	\$

Date Lease to be signed: / / Time:

IF A RESERVATION FEE IS BEING PAID ON THE PROPERTY, THE FOLLOWING CONDITIONS WILL APPLY

- The premises will be reserved for the applicant for a period of _____ days.
- The reservation fee of \$ _____ is equivalent to one weeks rent to reserve the premises in favour of you for the period of seven days.
- That during this period, the premises will not be reserved for any other applicant, nor will a reservation fee be received from any other applicant.
- That should the Landlord decline the application, the reservation fee will be refunded to the applicant in full.
- That should the Landlord accept this application, the reservation fee will be paid towards the initial rent for the premises.
- That should the applicant decide not to proceed, after the Landlord has accepted this application, the Agent may retain out of the reservation fee the amount equal to the rent specified in this application (reduced to a daily rate) for each day the premises are being hold for the applicant and will refund the balance.
- That the reservation fee will be banked into a Trust Account and any refund given will be way of a Trust Account cheque.

I/we the Applicant/s, do solemnly and sincerely declare that the above information is true and correct and that I /we have supplied this information of my/our own free will.

NAME OF APPLICANT/S

SIGNATURE/S OF APPLICANT

X

DATE: / /

PRIVACY STATEMENT

The personal information you provide in this application or 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 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 the Agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the landlord, third parties and other agents. If you would like to access the personal information we hold about you, you may contact your Property Manager. 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 and manage your tenancy.

PRIVACY ACT AKNOWLEDGEMENT

I/we authorise you to give information to obtain information from all credit providers, Landlords, other Agents and references named in this application.

I/we confirm that I/we have read and understand the Privacy Policy that the lessor / agent has made available to me.

I/we have been advised that a consumer affairs booklet can be obtained from the Office of Fair Trading or Rental Bond office.

APPLICANT/S SIGNATURE X

APPLICANT/S SIGNATURE X

DATE: / /

APPLICANT 100 POINT IDENTIFICATION

It is required that we are able to suitably identify you and listed below are some of documents which would assist in this. NOTE: If you are not able to supply "100 check points", please speak to the Property Manager. **PLEASE CIRCLE POINTS YOU ARE PROVIDING**

DRIVERS LICENSE	30 POINTS
PASSPORT	30 POINTS
BIRTH CERTIFICATE	30 POINTS
RENTAL LEDGER	20 POINTS
PREVIOUS TENANCY AGREEMENT	20 POINTS
EMPLOYMENT PAY ADVICE	15 POINTS
VEHICLE REGISTRATION	10 POINTS
BANK/CREDIT CARD STATEMENTS	10 POINTS
MEDICARE CARD	10 POINTS
HEALTH CARD	10 POINTS
UTILITIES	10 POINTS

"Thank you Mr Hooker"