

# 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 two (2) real estate references with each application.
- Our office requires successful applicants to inspect the premises prior to the final approval of the application.
- Please feel free to call the managing office 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.
- Please return completed applications to our office at Midtown Arcade, Narooma or via email on [narooma@ljhooker.com.au](mailto:narooma@ljhooker.com.au).

**Applicant's Name:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**PROPOSED PROPERTY:**

Address: \_\_\_\_\_

Rent p/w: \_\_\_\_\_ Preferred Length of Tenancy: 6mth / 12mth

Other: \_\_\_\_\_ Preferred Start Date: \_\_\_\_\_

**APPLICANTS DETAILS:**

**(all persons 18+ are required to complete a separate application)**

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Drivers Licence No: \_\_\_\_\_ State: \_\_\_\_\_

Passport No: \_\_\_\_\_ Country: \_\_\_\_\_

Visa No: \_\_\_\_\_ 18+ Card No: \_\_\_\_\_ Medicare No: \_\_\_\_\_

Your Current Address: \_\_\_\_\_

Home Ph: \_\_\_\_\_ Mobile: \_\_\_\_\_

Work Ph: \_\_\_\_\_ Email: \_\_\_\_\_

How many people will be residing at the property? \_\_\_\_\_

Adults Ages: \_\_\_\_\_

Children Ages: \_\_\_\_\_

Do you have any pets? **Yes / No** - Breed & Age: \_\_\_\_\_

Vehicle Rego No: \_\_\_\_\_ State: \_\_\_\_\_

Make, Model & Colour: \_\_\_\_\_

No. of vehicles to be parked on the premises: \_\_\_\_\_

Are you or any of the dependents residing with you, smokers? **Yes / No**

**EMPLOYMENT DETAILS**

Occupation: \_\_\_\_\_

Full Time / Part Time / Casual / Contract / Self Employed / Unemployed

Current Employer: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Their Position: \_\_\_\_\_

Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Position held: \_\_\_\_\_

Net Weekly Income (excl. overtime): \$ \_\_\_\_\_

**Previous Employer (complete if current employment is less than 6 months)**

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Their Position: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Position held: \_\_\_\_\_

**If you are Self Employed**

Registered name of business: \_\_\_\_\_

ABN: \_\_\_\_\_ Type of business: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

Length of time in business: \_\_\_\_\_

List one major creditor: \_\_\_\_\_

**If you are a Student**

Are you: Full Time / Part Time

Are you an overseas student? **Yes / No** - Visa expiry date: \_\_\_\_\_

Name of learning institution: \_\_\_\_\_

Department: \_\_\_\_\_ Student union no: \_\_\_\_\_

Student ID no: \_\_\_\_\_ Income source: \_\_\_\_\_

Contact: \_\_\_\_\_ Net weekly income: \$ \_\_\_\_\_

**If you receive a Centrelink Payment**

Total amount received weekly (total payments): \$ \_\_\_\_\_

Type of payment: \_\_\_\_\_ CRN No: \_\_\_\_\_

Copy of Card attached: **Yes / No**

**YOUR RENTAL HISTORY:**

Current Agent/Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of rented property: \_\_\_\_\_

Date vacated or vacating: \_\_\_\_\_ Period of tenancy: \_\_\_\_\_

Rent per week: \$ \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Was the bond refunded in full? **Yes / No**

If no, why? \_\_\_\_\_

Previous Agent/Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of rented property: \_\_\_\_\_

Date vacated or vacating: \_\_\_\_\_ Period of tenancy: \_\_\_\_\_

Rent per week: \$ \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Was the bond refunded in full? **Yes / No**

If no, why?

**EMERGENCY CONTACT** (not residing with you)

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**100 POINTS OF IDENTIFICATION**

Before any application is considered, you must provide a minimum of 100 points.

- |                                    |           |
|------------------------------------|-----------|
| • Drivers Licence                  | 30 points |
| • Proof of Age Card                | 30 Points |
| • Passport                         | 30 points |
| • Birth Certificate                | 30 points |
| • Rental Ledger                    | 20 points |
| • Previous Tenancy Agreement       | 20 points |
| • 2 Employment Pay Advice          | 15 points |
| • 2 Tax Returns (if self-employed) | 15 points |
| • Vehicle Registration             | 10 points |
| • Bank/Credit Card Statements      | 10 points |
| • Medicare Card                    | 10 points |
| • Health Card                      | 10 points |
| • Utility Account                  | 10 points |

## **Privacy Disclosure & Disclaimer Authority:**

This form provides information about how we use your personal information, as required by the Australian Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application. As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

### **Primary Purpose:**

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property. In order to assess your application we disclose your personal information to:

The Lessor / Owners for approval or rejection of your application, TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application, Any other persons to validate information supplied in your application and Other Real Estate Agents to assess the risk to our clients.

### **Secondary Purpose:**

During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors / Owners insurer in the event of an insurance claim and Future rental references to other asset managers / owners.

### **TICA 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 inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. 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 mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee will apply

### **TICA 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 organization 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.

I \_\_\_\_\_, the said applicant, do solemnly and sincerely declare that the information contained in this application is true and correct and that all of the information was given of my own free will. I further consent to the lessor/agent contacting and /or conducting any enquiries and/or searches with regard to the information and references supplies in this application.

I, the said applicant, do solemnly and sincerely declare that I am over 18 years of age and have read and understand the contents of this agreement and have the competence and capacity to enter into this agreement.

**Applicant's Full Name:**

**Signature:**

**Date:**