

LJ Hooker Tully Tenancy Application Form

APPLICANTS NAME: _____

CONTACT NUMBER: _____

PROPERTY APPLYING FOR: _____

EMAIL ADDRESS: _____

Identification

Please provide **three** of the following:

- Drivers license
- Passport
- Proof of age card
- Bank card
- Medicare card

Proof of income

Please provide **one** of the following:

- 3 current pay slips
- Centrelink Income Statement
- 3 current Contracting Invoices

Requirements

Please provide the following if requested:

- Bank statement – last 3 months/Summary

Tenancy Privacy Statement

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.

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

Approved applications will be kept for a short period of time, then shredded, if a property is not taken.

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 You can also correct this information if it is inaccurate, incomplete or out of date.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.

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 consent to the information provided in this application being verified and a reference check on national tenancy and Government databases being undertaken.
- 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 acknowledge that an inquiry, independent or otherwise, may be made on all applicants applying for this property, 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 confirm that I have been given the opportunity to view a copy of the standard terms and conditions that would be included in a lease, should my application be successful.
- I, the Applicant, declare that I am not a bankrupt or an 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, _____ acknowledge that I have read, understood and agree with the above Tenancy Privacy Statement and Tenant Declaration.

Signed _____ Dated: _____

Please return completed application with required documents to: tully@ljh.com.au

Office Use: Received: _____

