

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 **both** of the following:

- Bank statement – last 3 months
- Electricity / gas / phone bill

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 You can also correct this information if it is inaccurate, incomplete or out of date.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

Applicants Name				
Preferred Property Type	House	Flat	Furnished	Unfurnished
Preferred Area	Tully / Other	Rural / Town	Max rent \$	
Tenancy Requirements	When do you want to move in? ____/____/____ or			ASAP
	Lease Term Requested: 6 months / 12 months			
Other Information	Are you currently under a lease?			Y / N
	Has your tenancy ever been terminated by a Landlord or Agent?			Y / N
	Are you in debt to another Landlord or Agent?			Y / N
Occupants	What are the total number of occupants ? 1 2 3 4 5			
	Names of all occupants			
	Ages of dependants (if any)			
PETS	Yes / No	Number	Type	Breed
	Council Registration No.			
Current address	Current Address: _____			
	Rent \$ ____ per week	I have lived here for	Year	Months
	Agent / Landlord Name _____			
	Agents Phone Number _____			
	Why are you leaving?			
Previous address (must supply min 2 years history Or atleast 1 Real Estate history)	Previous Address: _____			
	Rent \$ ____ per week	I lived there for	Year	Months
	Agent /Landlord Name _____			
	Agents Phone Number _____			
	Why did you leave?			
CURRENT Employment If Self Employed, Accounts Phone number Or Tax Income Statement	Current Employer: _____			
	Length of Employment: _____			
	Contact Name: _____		Ph. _____	
	Fulltime <input type="checkbox"/>	Partime <input type="checkbox"/>	Net Weekly Income: \$ _____	
PREVIOUS Employment [required if less than 6 Months at current]	Previous Employer: _____			
	Length of Employment: _____			
	Contact Name: _____		Ph. _____	
	Fulltime <input type="checkbox"/>	Partime <input type="checkbox"/>	Net Weekly Income: \$ _____	
Centrelink / Retired	If currently unemployed or retired, a current Centrelink statement must be supplied			
Personal Details	Date of Birth: _____		VISA Expiry Date: _____	
	Drivers Licence No: _____		Expiry Date: _____	
	Passport No: _____		Expiry Date: _____	
	Smoker: Yes / No			
Vehicles	Car Rego: _____	Make & Model: _____		
Emergency Contact	Name of Contact: _____			
	Address: _____			
	Relationship to you: _____		Contact: _____	