



TENANT APPLICATION INFORMATION

***Applications Will Not Be Processed Unless All Information Is Supplied**

***Each applicant must complete a separate Application**

**The property will not be held for you until the application has been approved and the first weeks rent has been paid to our office in cleared funds
(i.e. EFT or direct deposit)**

PHOTO IDENTIFICATION

When returning your application, you **must** submit one form of photo identification.

REQUIRED SUPPORTING DOCUMENTS

You will be required to submit supporting documents with your application. Your application will not be processed if all documents are not given. Our office will require a minimum of 100 points for your application to be considered.

100 point check - Should you be unable to meet the 100 point check criteria, please speak with the property manager

50 points Previous Rent Ledgers

10 points Current Motor Vehicle Rego Papers

40 points Drivers License

20 points Min. 2 references from previous Agent/Lessor

30 points Photo Identification

30 points Passport

10 points Birth Certificate

10 points Copy of Telstra / Energex / Gas Account

10 points Other Identification

- ☐ Photo Identification (18+ Card, Drivers License, University or TAFE Card, Passport)
- ☐ Other Identification (Medicare card, bank card, pensioner card)
- ☐ Proof of current address (Phone Bill, Electricity Account, Tenancy Agreement, Council Rate Notice)
- ☐ Proof of regular housing payments (Rent Receipts, Tenant Ledger, Proof of Mortgage Payments)
- ☐ Proof of Income (Wage Slips, Bank Statements, Employee Letter, Centrelink letter).
- ☐ Written References (Personal, Rental and Employment)

PROCESSING AN APPLICATION

In most instances, we are able to process your application within 24-48 hours and advise you by telephone. If we are unable to contact all of your referees, this process may take longer.

PAYMENT of 1st week's rent

Once the application has been approved, you will be required to pay one weeks rent within 24 hours to secure the property, this is non refundable.

ELECTRICITY CONNECTION

If you wish for our Property Management team to request electricity connection for your new home please advise upon approval. Our service is free and our partner company 'Connect Now' will find you the best and most cost effective Electricity provider and plan. If you do not wish to go through Connect Now it is your responsibility to organise your connection

LJ Hooker Shailer Park
T: 07) 3102 0829
F: 07) 3103 1394
A: 9/46 Bryants Road, Shailer Park Q 4128
E: shailerpark@ljhooker.com.au

APPLICATION FOR RESIDENTIAL TENANCY – The pages of this application must be completed in full & signed or your application will not be processed.

RENTAL PROPERTY: _____

MOVE IN DATE:

APPLICANT DETAILS

Name	D.O.B	
Contact No.	Work	Mobile
Email Address	Fax No	
Number of dependants to reside in property; 1 Total occupants; 4 <i>(You must list ALL occupants names below)</i>		
Car Registration	Drivers License No.	Licensed State
Passport No.	18+ Card No.	Other ID
Car Make/Model & Year	No of Cars to be kept on premises	
Pets (Check with agent) ☐ Yes ☐ No	Number	Type & Breed
Are the pets registered with the council ☐ Yes ☐ No	Are you a smoker ☐ Yes ☐ No	
Full name of all persons other than applicant wishing to occupy the premises:		

CURRENT RENTAL DETAILS

Address	☐ Rented \$ per week	☐ Owned
Name of Real Estate, Lessor or Agent	Fax:	
Address	Phone:	
Period of occupancy / / to / /	Reason for leaving	
Do you expect the bond to be refunded in full ☐ Yes ☐ No If no, why		

PREVIOUS RENTAL DETAILS

Address	☐ Rented \$ per week	☐ Owned
Name of Real Estate, Lessor or Agent		
Address	Phone	
Period of occupancy / / to / /	Reason for leaving	
Was the bond refunded in full ☐ Yes ☐ No If no, why		

PERSONAL REFERENCES - Does not include relatives (This must be completed in full)

Name	Address
Phone	Relationship
Name	Address
Phone	Relationship
Name	Address
Phone	Relationship

Next of Kin or other person to contact in case of an emergency _____

Address _____ Phone _____

INCOME DETAILS – ALL INCOME IS NET OR TAKE HOME “*PER WEEK*”

Occupation	Period of employment
Employer	Weekly wage \$
Address	Phone:
Email	Fax:
☐ Full - time ☐ Part - time ☐ Casual (hours per week)	
If less than 6 months Previous Employer	
Occupation	Period of employment
Address	Phone Weekly wage \$
Email	Fax
☐ Full - time ☐ Part - time ☐ Casual (hours per week)	
Other	☐ Student (Name of College, TAFE, UNI) Austudy \$ ☐ Pensioner Type Allowance \$ ☐ Unemployment benefit Allowance \$ ☐ Self Employed (Name of Business) Wage \$ Address Phone How long established ABN No. Accountant Name Phone ☐ Other type of Income (ie. Savings or Investments) Other Income \$

Have you ever been evicted or are you in debt to another Lessor or Agent ☐ Yes ☐ No

If yes, give details _____

I, the applicant, accept the property in its present condition ☐ Yes ☐ No

(A detailed Condition Report will be completed prior to you taking possession)

If no, give details _____

TERMS & CONDITIONS

AUTHORITY & PRIVACY DISCLAIMER

Applicant's Name: _____

I, the applicant, do solemnly and sincerely declare that the information provided is true and correct. I have inspected the above listed rental property and wish to take a tenancy of such premises for a period of _____ months/years from ____/____/____ at a rental of \$_____ per week. The rent to be paid is within my means and I agree to pay a bond of \$_____. It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness and **authority** is hereby given to the agent to check credit references, employment details, previous rental references, database agencies, personal references and any other searches which may verify the information provided by me. I also **authorise** the agent to give information to the lessor of the property, credit providers, insurance providers, other agents, salespeople, database agencies, references named in this application or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, credit worthiness, credit standing, credit history or credit capacity. Once a tenancy agreement has been entered into the tenant **agrees** that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry agents and or other agents.

Once the application has been approved I agree to pay a minimum of the first weeks rent to secure the property. In this instance that being \$_____. THE PROPERTY WILL NOT BE HELD UNTIL THE FIRST WEEKS RENT IS RECEIVED.

In the event that the application is successful and acceptance is communicated and the first week's rent is paid, but I decide not to proceed, I agree that this money will be forfeited to your office. Upon communication of acceptance of this application by the agent I agreed that this tenancy shall be binding.

I, the applicant, **accept** that if the application is rejected, the agent is not legally obliged to give a reason. If your application is declined, your details will be held on file for one month. Following this period all details held will be disposed of.

APPLICANTS SIGNATURE _____ DATE _____

Connect Now – Make a connection -- THIS IS A FREE SERVICE

Please tick utilities as required:

Electricity	Gas	Phone	Internet	Insurance	Pay TV	Removals
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DECLARATION and EXECUTION

By signing this application, I/We consent to Direct Connect arranging for the connection and disconnection of the nominate utility services and to providing information contained in this application to utility providers for this purpose, acknowledge having been provided with the terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below, declare that all the information contained in this application is true and correct and given of their own free will, expressly authorise Direct Connect to provide any information disclosed in the application to a supplier or potential supplier of the services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the services, declare and undertake to be solely responsible for all amounts payable in relation to the connections to the connections and/or supply of the services and hereby indemnify Direct Connect and it's officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the services, acknowledge that to the extent permitted by law, Direct Connect shall not be liable for any loss or damage to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection .

Signature

Date