


Tenancy Application

AGENCY NAME	LJ Hooker New Farm	
ADDRESS	629 Brunswick Street, New Farm Qld 4005	
PHONE	07 3146 5400	
FAX	07 3146 5499	
EMAIL	leasing.newfarm@ljh.com.au	

Our agency welcomes your application and any queries you may have about the property, tenancy or process. The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly.

Please read prior to completing your application.

- One application is to be completed per adult.
- This application cannot be processed until it is completed including copies of supporting documents attached as required for 100 Points Identification Check which must include 1 item of Photo ID. **Proof of income is also required.** Refer to list below:

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK	Points per Document
<input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate	70
<input type="checkbox"/> Drivers Licence <input type="checkbox"/> Proof of Age Card <input type="checkbox"/> Other Photo ID from Government e.g. Pension Card, Student Card	40
<input type="checkbox"/> 2 recent Rent Receipts <input type="checkbox"/> Tenant Ledger	25
Documents on which <u>your name</u> and <u>current address</u> appear: <input type="checkbox"/> Car registration certificate <input type="checkbox"/> Rates Notice <input type="checkbox"/> Electricity Account <input type="checkbox"/> Bank/Credit Card Statement <input type="checkbox"/> Telephone Account <input type="checkbox"/> Gas Account	25
TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS:	

DOCUMENTS ACCEPTED FOR PROOF OF INCOME

- 2 most recent payslips Employment contract Current Tax Notice
 Letter from accountant (if self employed) Bank statements

- Our agency will contact you within 24-48 hours. If the application is successful, you will be required to pay six weeks rent (2 weeks rent + 4 weeks bond) within 24 hours and sign the General Tenancy Agreement signed by all approved leaseholders.

Applicant Checklist - before I submit this application, I have:

- Attached photocopies of documents to meet 100 or more points of ID which include mandatory documents
- Inspected the Property both internally and externally
- Been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read. If not, please contact agency ASAP or go to www.rta.qld.gov.au
- Completed the application form **fully**, including the Privacy Disclosure Statement, Privacy Consent and Marketing Consent
- Attached proof of income and/or savings
- Completed the pet application & agreement form if pets are to reside at the property

Property address applying for:

Applicant name:

Best contact details (email or phone):

***Applicant's details (* denotes required information)**

*Name in full		Other name/s you have been known by	
*Date of birth		Place of Birth	
*Drivers licence no.	Expiry	Passport No	Expiry
☒ Home	☒ Mobile	☒ Business	
Email			

***Australian citizen**

<input type="checkbox"/> Yes	<input type="checkbox"/> No: attach copies of Passport and Visa	Visa Expiry Date		
*Current Address				
Renting <input type="checkbox"/>	Owned <input type="checkbox"/>	With friends/family <input type="checkbox"/>	Sharing, not on lease <input type="checkbox"/>	Other <input type="checkbox"/>
*Address in full:				
*Rent per week:	\$	*Period of occupancy:	years	months
*Agent/Landlord:		*Fax/email:	☒ Business	
*Reason for leaving				
*Do you expect the Bond to be refunded in full				
<input type="checkbox"/> Yes		<input type="checkbox"/> No		Why:

*Previous Address				
Renting <input type="checkbox"/>	Owned <input type="checkbox"/>	With friends/family <input type="checkbox"/>	Sharing, not on lease <input type="checkbox"/>	Other <input type="checkbox"/>
*Address in full:				
*Rent per week:	\$	*Period of occupancy:	years	months
*Agent/Landlord:		*Fax/email:	☒ Business	
*Reason for leaving				

Employment

*Current Employer Business Name:		*Your position:		
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Casual	<input type="checkbox"/> Contract	
*Length of employment	years	months	Pay day is	of each: week / fortnight / month
*Payroll/Manager's name		*Fax/email:	☒ Business	

If Self Employed

Company Name		Trading As		
Address		ABN		
Period self employed	Years	Months	Industry/Nature of Business	
Accountant Details		☒ Business		
Creditor Referee		☒ Business		

***Income – must provide verification**

• Employment	\$	gross per annum	\$	net weekly
• Self Employment – provide Accountant letter to verify	\$	gross per annum	\$	net weekly
• Other Source:	\$	gross per annum	\$	net weekly
*TOTAL	*\$	gross per annum	\$	net weekly

If student or not currently employed

Student ID #	Institution	Course	Duration
Refer to the following selected documents attached to application to verify my source of income:			
<input type="checkbox"/> Parent/Guardian Letter	<input type="checkbox"/> Centrelink Document	<input type="checkbox"/> Bank Statements	<input type="checkbox"/> Austudy Document
<input type="checkbox"/> Other			

Vehicles to be kept at property

Registration No	Model	Owned / Hire purchase
Other		

***Occupancy details** of persons to reside at property other than applicant, including dependants and other applicants

Name	Date of Birth	Relationship	Name	Date of Birth	Relationship

***Smoker** Yes No

***Pets** Yes No Type of pet: _____ Number of pets: _____

***Emergency contact details** of closest friends/relatives who will not be residing with you. Must be Australian numbers

1. Name	2. Name
Address	Address
Relationship to you:	Relationship to you:
{ M { H	{ M { H

***Referees (1 x professional, 1 x personal)** who are not relatives. Must be contactable within the next 48 hours.

Name	{ Business Hours Contact
1.	{ Mob { Work
2.	{ Mob { Work

Declarations – applicant to complete and provide details as required

Have you ever been evicted by any lessor or agent? No Yes:

Are you in debt to another lessor or agent? No Yes:

Is there any reason known to you that would affect your ability to pay rent when due? No Yes:

Was your bond at your last address refunded in full? Yes No:

Was the property in a satisfactory condition when you inspected it? If not, list requests. Yes No:

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records. I declare I am not bankrupt or an undischarged bankrupt.

I apply for tenancy for a period of * _____ months, at a rental of *\$ _____ per week commencing on * _____ / _____ / _____.

I have been given a copy of the General Tenancy Agreement, Terms and any Special Terms to read before submitting this application.

I understand that if the nominated applicant is advised this application is approved then within 24 hours, all approved applicants are to sign the General Tenancy Agreement and pay 6 weeks rent (2 weeks rent + 4 weeks bond). The tenant is then bound to the Terms of the Agreement and the property will cease to be available for rent. If the tenancy does not proceed, steps to apply for a refund of the bond will be taken by the agent for monies owed for rent until a replacement tenant is secured.

I understand the agent uses DEFT Payment Systems for rent payments and if used the tenant may incur a fee per transaction.

Pre-moving in costs as itemised below are to be paid by **BANK CHEQUE made payable to LJ HOOKER NE W FARM.**

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
*Rent – first 2 weeks rent	2 x \$	= \$	Within 24 hours of application approval
*Bond – 4 times weekly rent	4 x \$	= \$	Within 24 hours of application approval
TOTAL PRE-MOVING IN COST			\$
			Within 24 hours of application approval

***APPLICANT’S SIGNATURE**

***Date**

4/599 Brunswick Street, New Farm Qld 4005
P: 07 3146 5400 or F: 07 3146 5499
E: leasing.newfarm@ljh.com.au

PRIVACY DISCLOSURE STATEMENT

Please acknowledge the following by selecting either Yes or No

I, the applicant,

- 1. acknowledgement that my personal contents insurance is not covered under any lessor insurance policy/s and understand that is my responsibility to insure my own personal belongings. Yes No
- 2. understand that you as the agent/lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property – in particular to check my identification, my ability to care for the property, my character and my creditworthiness Yes No
 - 2.1 for such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary
 - 2.2 in doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties. Yes No
- 3. Acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons why. Yes No
- 4. Consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the agent/lessor to pass my details onto other which may include (but is not limited to) insurance companies, body corporates, contractors , other real estate agents, salespeople and tenancy default databases. Yes No
- 5. Acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18a), the standard terms and any special terms before completing this application. Yes No
- 6. Acknowledge that I have received or have available the Information Statement (Form 17a), body corporate by-laws (if applicable) before completing this application. Yes No
- 7. Acknowledge that I have signed the agency’s Privacy Notice and Consent . Yes No
- 8. Acknowledge that the lessor and applicant (tenant) are bound by this agreement immediately upon communication of either the lessor’s acceptance of the application Yes No
- 9. Consent to the use of email or facsimile and the method of receiving advice or notification by SMS is accepted. Yes No
- 10. Declare that the above information is true & correct and that I have supplied it of my own free will. Yes No

MARKETING CONSENT

I understand that the agency may need to contact me about property related information e.g. properties for rent or for sale or other services which may interest me. I am the telephone account holder or nominated person by the account holder and agree **LJ Hooker New Farm** to use the phone details provided to contact me for marketing purposes until I advise otherwise.

Period of Contact: Indefinite until advised in writing otherwise Other:

UTILITY CONNECTIONS

If my application for tenancy is accepted I would like assistance at no additional charge, with the connection of telephone, electricity or gas to the property. LJ Hooker New Farm is authorized to contact me direct regarding the CONNECTION of these utility services.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

*Applicant Name	
*Applicant Signature	
*Time	
*Date	