

Tenancy Application Form

Please ensure you have read and completed each page in full and have all required information available when submitting this

I/we agree to supply the following for each applicant ...

NB. Each item can only be used for 1 category

- | | office use | |
|---|--------------------------|--------------------------|
| | 1 | 2 |
| ✓ 2 forms of identification eg Drivers Licence, Birth Certificate, 18+ card, Passport, Medicare Card (at least 1 must be photo ID) | <input type="checkbox"/> | <input type="checkbox"/> |
| ✓ Proof of regular housing payments eg Rent Receipts, Rent Ledger, Bank Statement, Mortgage Statement (if home owner) | <input type="checkbox"/> | <input type="checkbox"/> |
| ✓ 2 forms of proof of current address (other than those provided as identification) eg Bank Statement, Phone Bill | <input type="checkbox"/> | <input type="checkbox"/> |
| ✓ Proof of income eg 2 recent payslips, Centrelink Income Statement, recent Group Certificate (if self-employed) | <input type="checkbox"/> | <input type="checkbox"/> |

PLEASE READ & TICK THE FOLLOWING ITEMS:

- I/we have inspected the property on ____/____/____ and wish to submit this application for tenancy
- I/we acknowledge that once acceptance of my application has been conveyed to at least one of the applicants either in writing or verbally the terms of the lease agreed upon becomes binding.
- I/we agree that if the application is approved, I/we must sign the Form 18A - General Tenancy Agreement and pay the equivalent of 1 weeks rent within 24 hrs.
- I/we authorise LJ Hooker Gladstone to make any enquires they feel necessary to verify the information provided in this application.
- I/we authorise LJ Hooker Gladstone to pass along our details to ConnectNow Pty Ltd to assist with the connection of utilities as per the Information Declaration on page 2 of this application.
- I/we agree to receive tenancy documentation via email and also agree to receive advice or notification of tenancy issues by email and/or SMS throughout the tenancy.
- I/we the applicants understand and acknowledge the above requirements and terms and wish to submit this application for processing.
- I/We have not applied for any other properties with any other Real Estate Agencies

Property Address:

Applicant (1) Print Name:

Applicant (2) Print Name:

Applicant (1) Signature:

Applicant (2) Signature:

Date:

I/we have inspected the above mentioned premises and wish to take a tenancy of such premises for a period of _____ months from ____ / ____ / ____ at a rental of \$ _____ per week and that the rental to be paid is within my/our means. I/we also undertake to pay a rental bond of 4 x weekly rent which I/we understand we must pay upon the signing by me/us of the Tenancy Agreement. We understand and wish to apply for a tenancy on this property as we inspected it.

In accordance with the National Privacy Principals Act we require you to read and sign this Acknowledgment and Consent Form

- We are an independently owned and operated business.
This Acknowledgment outlines how our business will handle your personal information.
- If you do not sign and complete this Acknowledgement we may elect not to accept or proceed with processing this application.
- If you do not provide sufficient information for us to adequately process your application we may elect not to accept or proceed with processing this application.

Acknowledgement

The primary purpose for collecting your personal information on this application form is to accurately access your suitability for a tenancy in the nominated property. The information we collect about you from your previous landlords/letting agents, your current/previous employer, your references and tenancy default databases including TICA, may be disclosed to the owner and/or owner's representatives of the property to which this application relates, even if the owner/owners representative resides outside Australia.

If this application is accepted, the secondary purpose for maintaining your personal information provided on this application, and collected throughout your tenancy, is to responsibly manage the property and your tenancy. The information we hold about you may be disclosed to other parties including, but not limited to, other landlords/lettings agents, registered valuers, sales consultants from licensed real estate agencies, contractors/tradespeople, Body Corporates, debt collection agencies, tenancy default databases including TICA, insurance companies and government departments.

If this application is declined and you wish to collect the personal information you supplied in this application, you can do so within 7 days of this application being lodged. After this 7 day period, LJ Hooker Gladstone will take all reasonable steps to destroy all information collected during the application process including this application form and any information from previous landlords/letting agents, your current/previous employer, your references and any information received from tenancy default databases including TICA.

Consent Form

I, the said applicant declare that I give my permission to LJ Hooker Gladstone to confirm any personal information provided in this application as well as collect my information and pass on such information as outlined in the above acknowledgement if this application is accepted.

I do solemnly and sincerely declare that the information contained in this application is true and correct and that all information has been given of my own free will. I authorise LJ Hooker Gladstone to contact and/or conduct any inquiries or searches with regard to the information supplied on this application.

I acknowledge that once acceptance of my application has been conveyed to me either in writing or verbally, the terms of the lease agreed upon become binding.

Applicant (1) Print Name:	Applicant (2) Print Name:
Applicant (1) Signature:	Applicant (2) Signature:
Date:	Date:

CONNECT NOW PTY LTD

Declaration:

I consent to ConnectNow Pty Ltd A.C.N 79 097 398 662 arranging for the connection and disconnection of the nominated home services and to providing information contained in this application to the service providers. While the ConnectNow service is FREE, standard service provider connection fees and charges still apply. You pay NO extra charges as a result of using the ConnectNow service. I agree that neither ConnectNow nor LJ Hooker Gladstone accepts any responsibility or liability for any loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames and terms and conditions once the client has agreed to use the chosen service provider. I authorise the obtaining of a National Metering Identifier (N.M.I) on my address to obtain supply details. If the power has been disconnected, it is the responsibility of the tenant to ensure that the Main Electricity Switch is in the "Off Position" between 7am & 7pm on the day connection is required. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that ConnectNow will be paid a fee by the service provider and will be paying a fee to LJ Hooker Gladstone for the service being provided to me. *Note: Disconnection and connection of your utilities will only be initiated once a representative has discussed your connection with you and obtained your consent to the terms and conditions of the relevant utility service provider(s).*

Property Address:**APPLICANT (1)**

Full Name:		
Drivers Licence #:	Contact Ph #: (h)	(m)
Date of Birth: / /	Email:	
Current Address:	Rent p/w: \$	
Rented or Owned:		
Landlord/Agent:	Ph:	
If renting, reason for moving:		
Length of Occupancy: ____yrs ____mths		
Previous Address:	Rent p/w: \$	
Landlord/Agent:	Ph:	
Length of Occupancy: ____yrs ____mths <i>(If less than 3 years, please attach additional details)</i>		
Occupation:	<input type="checkbox"/> Casual <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	Weekly \$ gross/nett
Employer:	Length of Employment: __yrs __mths	
Employer Contact Name:	Ph:	
Next of Kin: (Not Living With You)	Relationship:	Ph:
Address (Must Be In Australia)		

APPLICANT (2)

Full Name:		
Drivers Licence #:	Contact Ph #: (h)	(m)
Date of Birth: / /	Email:	
Current Address:	Rent p/w: \$	
Rented or Owned:		
Landlord/Agent:	Ph:	
If renting, reason for moving:		
Length of Occupancy: ____yrs ____mths		
Previous Address:	Rent p/w: \$	
Landlord/Agent:	Ph:	
Length of Occupancy: ____yrs ____mths <i>(If less than 3 years, please attach additional details)</i>		
Occupation:	<input type="checkbox"/> Casual <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	Weekly \$ gross/nett
Employer:	Length of Employment: __yrs __mths	
Employer Contact Name:	Ph:	
Next of Kin: (Not Living With You)	Relationship:	Ph:
Address (Must Be In Australia)		

OTHER OCCUPANTS (& PETS)

Name:	DOB: / /	Drivers Licence #:
Name:	DOB: / /	Drivers Licence #:
Name:	DOB: / /	Drivers Licence #:
Name:	DOB: / /	Drivers Licence #:
Pet/s Breed:	Age:	Council Registration #:
Pet/s Breed:	Age:	Council Registration #:

VEHICLES/BOATS/MOTORBIKES/TRAILERS/BOATS ETC TO BE KEPT AT PREMISES:

TYPE:	NUMBER:	REGISTRATION/S #	#
TYPE:	NUMBER:	REGISTRATION/S #	#

Signed: (1) _____ (2) _____