

# LJ Hooker Wingham Residential Tenancy Application Form

Applicant/s Names: \_\_\_\_\_

Property addresses you are applying for:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Important Information

All persons over the age of 18 MUST be listed as an applicant.

Our office does not accept bond transfers under any circumstance.

Successful applicants will be required to pay 4 weeks bond and 2 weeks rent in advance on the day of signing the lease agreement for the property. A photo/admin fee of \$18.00 will also apply. No keys will be issued until all monies have been paid.

Office approved applications will be held for 4 weeks from date of receipt. Any applications that do not meet the requirements of our office will be held for 7 days and then destroyed.

## Identification Requirements

Before any application will be considered, each applicant MUST achieve a minimum of 100 check points.

Please note: All applications take approximately 48 hours to process. If you do not supply sufficient information (as required below) your application will not be processed and the property may be let to another applicant.

Drivers Licence/ Proof of Age Card	50 points	Medicare Card	30 points
Passport	50 points	Birth Certificate	30 points
Tenancy History Ledger	30 points	Health Care Card	30 points
Previous Tenancy Agreement	30 points	Previous 4 rent Receipts	30 points
Bank Card	30 Points	Pay Slip	20 points
Bank or Credit Card Statements	30 points each	Centrelink Income Statement	20 points
Electricity/Phone/Gas/Water/ Council Accounts	30 points each		

### OFFICE USE ONLY

Date Received: \_\_\_/\_\_\_/\_\_\_

100 Points of I.D Received: \_\_\_\_\_

TICA: \_\_\_\_\_

Employment Confirmed: \_\_\_\_\_

Rental Reference Requested: \_\_\_\_\_

Received: \_\_\_\_\_

Office Approved: YES/ NO

**LJ HOOKER WINGHAM, Corner of Isabella & Bent Streets, Wingham NSW 2429**

Phone: 02 6553 5511

Fax: 02 6557 0515

Email: [wingham@ljh.com.au](mailto:wingham@ljh.com.au)

**Applicant One**

Full Name: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
\_\_\_\_\_  
Home #: \_\_\_\_\_ Work #: \_\_\_\_\_  
Mobile #: \_\_\_\_\_  
Email: \_\_\_\_\_  
D.O.B: \_\_\_\_\_ Drivers Licence #: \_\_\_\_\_  
Make of Vehicle: \_\_\_\_\_ Vehicle Rego: \_\_\_\_\_  
Do you smoke? YES/ NO

**Employment Details**

Occupation: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Employer's Address: \_\_\_\_\_  
Phone : \_\_\_\_\_ Weekly Wage:\$ \_\_\_\_\_  
Additional Income: \_\_\_\_\_  
Source: \_\_\_\_\_

**Rental History**

Agent/ Landlord: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Period of Occupancy: \_\_\_\_\_ Rent: \$ \_\_\_\_\_  
Address: \_\_\_\_\_

Agent/ Landlord: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Period of Occupancy: \_\_\_\_\_ Rent: \$ \_\_\_\_\_  
Address: \_\_\_\_\_

**In case of an emergency, please contact:**

Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Applicant Two**

Full Name: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
\_\_\_\_\_  
Home #: \_\_\_\_\_ Work #: \_\_\_\_\_  
Mobile #: \_\_\_\_\_  
Email: \_\_\_\_\_  
D.O.B: \_\_\_\_\_ Drivers Licence #: \_\_\_\_\_  
Make of Vehicle: \_\_\_\_\_ Vehicle Rego: \_\_\_\_\_  
Do you smoke? YES/ NO

**Employment Details**

Occupation: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Employer's Address: \_\_\_\_\_  
Phone : \_\_\_\_\_ Weekly Wage:\$ \_\_\_\_\_  
Additional Income: \_\_\_\_\_  
Source: \_\_\_\_\_

**Rental History**

Agent/ Landlord: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Period of Occupancy: \_\_\_\_\_ Rent: \$ \_\_\_\_\_  
Address: \_\_\_\_\_

Agent/ Landlord: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Period of Occupancy: \_\_\_\_\_ Rent: \$ \_\_\_\_\_  
Address: \_\_\_\_\_

**In case of an emergency, please contact:**

Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Additional Number of Persons to Reside at Property**

Children (names and ages): \_\_\_\_\_  
\_\_\_\_\_

**Pets**

Breed: \_\_\_\_\_ Registered: \_\_\_\_\_ Age: \_\_\_\_\_ Number: \_\_\_\_\_

To process your application, you are required to answer the following questions to the best of your ability. Any false information given may result in your application being declined.

1. Has your tenancy ever been terminated by a landlord or agent? If yes, please provide details \_\_\_\_\_
2. Have you ever been refused a property by a landlord or agent? If yes, please provide details \_\_\_\_\_
3. Are you in debt to another landlord or agent? If yes, please provide details \_\_\_\_\_
4. Have any deductions ever been made from your bond? If yes, please provide details \_\_\_\_\_
5. Have you ever been declared bankrupt? \_\_\_\_\_
6. Are there any reasons that may affect your future rental payments? If yes, please provide details \_\_\_\_\_

### Privacy Statement

The personal information you, the prospective tenant, provide in this application or collected by us, the agent, 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 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 you would like to access the personal information we hold about you, you can do so by contacting LJ Hooker Wingham, Corner of Isabella and Bent Streets, Wingham NSW 2429 Phone: 02 6553 5511 Fax: 02 6557 0515 Email: [wingham@lh.com.au](mailto:wingham@lh.com.au)

In relation to the holding deposit of one weeks rent you are required to pay once your application has been approved, the Landlords agent acknowledges the following:

- A holding fee will only be accepted once an application has been approved by the landlord.
- The premises will not be let once a holding deposit has been paid, pending the preparation of a Residential Tenancy Agreement.
- Once the deposit is paid, the premises will not be reserved for any other applicant, nor will a holding fee be received from any other applicant.
- If the applicant decides not to enter into such an agreement, the landlord may retain the full holding deposit.
- If the Landlord has not decided to enter into a Residential Tenancy Agreement in the agreed terms for the residential premises concerned during that period, the whole fee will be refunded.
- If a Residential Tenancy Agreement is entered into, the fee is to be paid towards rent for the premises.

I hereby offer to rent the property from the Landlord under a lease to be prepared by the agent. I acknowledge that this application is subject to the approval of the Landlord. I declare that all information contained in this application is true and correct and given of my own free will. I authorize the agent to obtain personal information from the owner/ agent of my current or previous residence, my personal referees and employer/s and any record, listing or database of defaults by tenants. If I default under a rental agreement, the agent may disclose details of any such default to tenancy databases and to agents/ Landlords of properties I may apply for in the future. I understand that this agent is a member of TICA Default Tenancy Control Pty Ltd and that the agent may conduct a reference check with this organization. I authorise this agent to provide any information about me to these databases for the purpose of conducting the checks and acknowledge that such information may be kept and recorded. I acknowledge that if I default on my tenancy or rental obligations I may be listed on TICA until such time as the problem giving rise to the listing is resolved to the satisfaction of the agent. I understand that I am under no obligation to sign this declaration, but that failure to do so may result in my application being refused.

I acknowledge and give permission for a representative of LJ Hooker Wingham to conduct appropriate checks and to verify all information provided in this application for tenancy and obtain written confirmation from referees supplied. I also acknowledge and give permission for LJ Hooker Wingham to retain my contact details so as to send property updates and newsletter correspondence.

Applicant ONE Name: \_\_\_\_\_

Applicant ONE Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant TWO Name: \_\_\_\_\_

Applicant TWO Signature \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY

Approved Property Address: \_\_\_\_\_

Landlord Approved: \_\_\_\_\_ Tenant Notified: \_\_\_\_\_

Notes: \_\_\_\_\_

# RENTAL REFERENCE CHECK



In accordance with the Privacy Act, I/ we the undersigned authorise the recipient of this fax to provide information to LJ Hooker Wingham in relation to my/ our application. I/ We understand that this information will be used to assess my/ our application

Applicant Name/ s	
Previous rental property address	
Managing agent	
Contact details	PH: _____ FAX: _____
Signature/s of applicant/ s	

**\*PLEASE FILL IN THE ABOVE INFORMATION AND RETURN WITH YOUR COMPLETED APPLICATION.**

**\*\*PLEASE DO NOT COMPLETE LOWER SECTION**

Name and position of person completing this form: \_\_\_\_\_ Signature: \_\_\_\_\_

Address of property rented: \_\_\_\_\_

Were the above applicant/s listed as tenants? YES / NO

Were pets kept? YES / NO

Rental Period: From \_\_\_\_\_ To: \_\_\_\_\_

Weekly Rent :\$ \_\_\_\_\_

Was rent paid on time? ALWAYS / SOMETIMES / NEVER

How would you rate the tenants care of the premises? \_\_\_\_\_

How would you rate the tenants care of the lawns & gardens? \_\_\_\_\_

Were routine inspections conducted? YES / NO

Were there any areas of concern? YES / NO

If Yes, please elaborate: \_\_\_\_\_

Was the tenant co-operative? YES / NO

Was the tenant considerate? YES / NO

If no, Please elaborate: \_\_\_\_\_

Did the applicant breach the Residential tenancy Agreement? YES / NO

If Yes, please elaborate: \_\_\_\_\_

Who ended the tenancy? LANDLORD / AGENT / TENANT / NOTICE NOT YET GIVEN

If there was a specific reason, please elaborate \_\_\_\_\_

Was the premises left clean and undamaged? YES / NO / NOT YET VACATED

If No, please elaborate \_\_\_\_\_

Was the bond returned in full? YES / NO / NOT YET VACATED

Would you rent to this tenant again? YES / NO

Additional Comments: \_\_\_\_\_

***Once complete, please attach a tenant ledger and return via fax on 02 6557 0515***

***Thank you for your assistance \_\_\_\_\_***

**LJ Hooker Wingham, Corner of Isabella and Bent Streets, Wingham NSW 2429**

**Phone: 02 6553 5511**

**Fax: 02 6557 0515**

**Email: wingham@ljh.com.au**