

# Tenancy Application Form

Applications will only be processed once this application is fully completed. Should the applicant fail to provide the following details the application will not be processed.

- If your application is successful you must provide 1 weeks rent for the holding deposit

## **HOLDING DEPOSITS ARE NOT REFUNDABLE.**

- When signing the Lease you must provide: Bond (4 weeks rent) plus 2 weeks rent (which includes the holding deposit)

## **REQUIRED DOCUMENTS FOR TENANCY APPLICATION**

**The following information MUST be supplied to process an application**

- **Drivers license or Proof Of Age card**
- **Passport & Birth Certificate**  
(if no drivers license or Proof of Age card is available)  
Passport Number Identification **MUST** also include the following:  
Place of Birth \_\_\_\_\_ Name at Birth \_\_\_\_\_
- **3 Current payslips or Letter from Employer**
- **Self Employed - Notice of Tax Assessment (2 years)**
- **Current Centrelink Income Statement**
- **Current Bank statement** (must include account name details)
- **Utility bill with current address** (ie: phone, power, car registration)
- **Written reference from Landlord** (if not renting through agent)

### Notice to prospective Tenants

It is the Tenants responsibility to make their own enquiries as to the availability and adequacy of telephone lines, internet services, digital or cable television. These services are not the responsibility of the Landlord.

Please note it is our job to process the application and the Landlord will make the final decision. This can take up to 3 -4 working days.

## **PREPARED BY:**



1393 Camden Valley Way, LEPPINGTON NSW 2179  
P: 02 9606 4311  
F: 02 9606 4399  
W: [leppington.ljhooker.com.au](http://leppington.ljhooker.com.au)  
E: [rentals.leppington@ljhooker.com.au](mailto:rentals.leppington@ljhooker.com.au)

**DISCLOSURE OF MATERIALFACTS**

The applicant(s) / prospective tenant(s) acknowledge having been informed of the existence of the following material fact(s):

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Please provide a brief explanation on your current circumstances and reasons for moving:

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All other Applicants not on the lease

Full Name: \_\_\_\_\_  
Date Of Bith: \_\_\_\_\_  
Relationship to Applicant: \_\_\_\_\_

Full Name: \_\_\_\_\_  
Date Of Bith: \_\_\_\_\_  
Relationship to Applicant: \_\_\_\_\_

Full Name: \_\_\_\_\_  
Date Of Bith: \_\_\_\_\_  
Relationship to Applicant: \_\_\_\_\_

Full Name: \_\_\_\_\_  
Date Of Bith: \_\_\_\_\_  
Relationship to Applicant: \_\_\_\_\_

Full Name: \_\_\_\_\_  
Date Of Bith: \_\_\_\_\_  
Relationship to Applicant: \_\_\_\_\_

# Residential Application Form

For your application to be processed you must answer all questions  
(Including the reverse side)



<b>A. AGENT DETAILS</b>
<b>LJ Hooker Leppington</b>
Address: 1393 Camden Valley Way, LEPPINGTON NSW 2179 Phone: 02 9606 4311 Fax: 02 9606 4399 Email: rentals.leppington@ljhooker.com.au Post: PO Box 97 LEPPINGTON NSW 2179 Web: www.leppington.ljhooker.com.au
<b>B. PROPERTY DETAILS</b>
1. What is the address of the property you would like to rent? <input type="text"/> <input type="text"/> Postcode <input type="text"/>
2. Lease commencement date? <input type="text"/> Day <input type="text"/> Month <input type="text"/> Year
3. Lease term? <input type="text"/> Years <input type="text"/> Months
4. How many tenants will occupy the property? <input type="text"/> Adults <input type="text"/> Children <input type="text"/> Ages of Children
4a. Please provide details of any pets Breed/type <input type="text"/> Council registration / number <input type="text"/> 1. <input type="text"/> 2. <input type="text"/>
<b>C. PERSONAL DETAILS</b>
5. Please give us your details Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Other <input type="checkbox"/> Surname <input type="text"/> Given Name/s <input type="text"/>
Date of Birth <input type="text"/> Driver's licence No. / NSW Card No. <input type="text"/>
Driver's licence expiry date / State <input type="text"/> Vehicle Registration <input type="text"/>
Passport no. <input type="text"/> Passport country <input type="text"/>
Pension no. (if applicable) <input type="text"/> Pension type (if applicable) <input type="text"/>
6. Please provide your contact details Home phone no. <input type="text"/> Mobile phone no. <input type="text"/>
Work phone no. <input type="text"/> Fax no. <input type="text"/>
Email address <input type="text"/>
7. What is your current address? <input type="text"/> <input type="text"/> Postcode <input type="text"/>
8. How did you find out about this property? <input type="radio"/> Newspaper <input type="radio"/> The Internet <input type="radio"/> Local Paper <input type="radio"/> Office <input type="radio"/> Office Window <input type="radio"/> Sign Board at property <input type="radio"/> Referral <input type="radio"/> Other (specify) <input type="text"/>
Office use only:- Tenant Check Completed <input type="checkbox"/> LJH Assist signed <input type="checkbox"/>

<b>D. DECLARATION</b>
PH: 1300 875 974   Fax: 1300 889 598 assistinfo@ljhooker.com   assist.ljhooker.com.au
<b>Moving home? Relax, we've got you covered.</b> A FREE* moving service to essential home services & utilities.
LJ Hooker Assist takes care of connecting all your home moving needs. We'll make your move easier, saving you time and effort. All you need to do is choose the services that best suit your home and lifestyle, and we'll look after the rest.
We can connect your essential services including electricity, gas, home phone, internet, and Pay TV from a range of leading providers. We can also organise disconnections at your previous property and offer a range of home services such as cleaning, fresh food delivery, removalists and vehicle hire.
Once we receive your contact request, we'll be in touch with you within one business day. If you prefer to kick things off earlier, you can call us on 1300 875 974.
<b>PRIVACY CONSENT AND TERMS:</b> By signing this form you consent and agree to the following: CONNECTNOW Pty Ltd (ABN 79 097 398 662) ("LJ Hooker Assist") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third party suppliers. These other companies may also use your details to contact you directly about their products and services. See LJ Hooker Assist's Privacy Policy for further details, including your rights to access and correct the information held about you at assist.ljhooker.com.au. Third party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to LJ Hooker Assist continuing to market to you unless you opt out, including by emailing privacy@connectnow.com.au. To the extent permitted by law, LJ Hooker Assist is not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. LJ Hooker Assist may be paid a fee by service providers and may pay a fee to real estate agents relating to services provided to you. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.
I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement. I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt. I authorise the Agent to obtain personal information from: (a) The owner or the Agent of my current or previous residence; (b) My personal referees and employer/s; (c) Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history; I am aware that I may access my personal information by contacting - NTD: 1300 563 826; TICA: 1902 220 346; TRA: (02) 9363 9244; LJ Hooker Leppington: (02) 9606 4311 If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future. I am aware that the Agent will use and disclose my personal information in order to: (a) communicate with the owner and select a tenant (b) prepare lease/tenancy documents (c) allow tradespeople or equivalent organisations to contact me (d) lodge/claim/transfer to/from a Bond Authority (e) refer to Tribunals/Courts & Statutory Authorities (where applicable) (f) refer to collection agents/lawyers (where applicable) (g) complete a credit check with NTD (National Tenancies Database) (h) This form provides information about how we LJ Hooker Leppington handle your personal information, as required by the national Privacy principles in the Privacy Act 1988, and seeks your consent to disclosures to TICA Default tenancy Control Pty Ltd (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we cannot process your application. As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office on 96064311 or leppington@ljh.com.au
I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. Signature <input type="text"/> Date <input type="text"/>
<input checked="" type="checkbox"/> <b>Yes, I accept the Terms. Please call me to connect my new home services</b>

**F. APPLICANT HISTORY**

9. How long have you lived at your current address?

|  Years  |  Months

10. Why are you leaving this address?

11. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$

12. What was your previous residential address?

Postcode

13. How long did you live at this address?

|  Years  |  Months

14. Landlord/Agent details of this property (if applicable)

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent Paid

\$

Was bond refunded in full?

If not why not?

**G. EMPLOYMENT HISTORY**

15. Please provide your employment details

What is your occupation?

What is the nature of your employment?  
(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

|  Years  |  Months

Net Income

\$

16. Please provide your previous employment details

Occupation?

Employer's name

Contact name

Phone no.

Length of employment

|  Years  |  Months

Net Income

\$

**H. CONTACTS / REFERENCES**

17. Please provide a contact in case of emergency

Surname

Given name/s

Relationship to you

Phone no.

18. Please provide 2 personal references (not related to you)

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

**I. OTHER INFORMATION**

Disclosure of material facts

The applicant(s) / prospective tenant(s) acknowledge having been informed of the existence of the material fact(s) attached to this application.

Tenant's Agent (optional)

You may nominate a person as your appointed agent / representative to receive notices or documents given under the tenancy. The appointment may be revoked in writing at any time during the tenancy. Name and contact details of tenants agent (name and address to be included in the lease)

Surname

Given Name/s

Address

Phone

Email

**J. PAYMENT DETAILS - OFFICE USE ONLY**

Property Rental \$  per week

First payment of rent in advance

\$

Rental Bond (4 weeks rent):

\$

Sub Total

\$

Less: Holding deposit (see below)

\$

Amount payable on signing tenancy agreement (bank cheque or money order only) Payable to LJ Hooker Leppington

\$

**K. HOLDING FEE**

The holding fee can only be accepted after the application for tenancy is approved. The holding fee (not exceeding 1 week's rent) of ..... keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

- (i) The application for tenancy has been approved by the landlord; and
- (ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement;
- and
- (iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee;
- and
- (iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.

(v) The whole of the fee will be refunded to the prospective tenant if:

- (a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period
- (b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

Signature of Landlords agent

Date

Signature of Applicant

Date

# Getting started with Rental Bonds Online

**Rental Bonds Online helps tenants, agents and private landlords to lodge and refund bond money easily and securely.**

Tenants can use NSW Fair Trading's convenient service to:

- pay your bond direct to NSW Fair Trading through a secure website
- check the status and progress of your bond lodgment or refund 24/7 through your own Rental Bonds Online account
- receive email and SMS updates related to your bond
- submit a claim to get your bond money refunded online after confirming with your agent or private landlord.

## Getting started

To use Rental Bonds Online, your agent (or private landlord where the property is not managed by an agent) must already be registered as a user. They will help get you set up by inviting you to use the service, normally before you sign your tenancy agreement.

To get started you must have:

- details of the bond amount to be paid (as agreed with your landlord/agent)
- your email address
- your mobile number
- access to the internet (using a standard browser such as Internet Explorer, Chrome or Safari)
- a Visa card or Mastercard or the ability to pay by BPAY through your bank, credit union or building society
- your Australian bank account details (BSB and account number). This account will be used for refunding any bond money due to you at the end of your tenancy.

## How do I register and pay my rental bond?

1. Give your email address to your agent (or private landlord).
2. You will receive an email from Rental Bonds Online with instructions and a link to the secure Rental Bonds Online website.
3. Follow the instructions to create an account and pay your bond. This should take less than 10 minutes.
4. Once the bond money is received, NSW Fair Trading will issue you a receipt and immediately notify your agent or private landlord.
5. Your agent or landlord will then arrange for you to sign the tenancy agreement.



**Fair  
Trading**

**Other key information**

**How will I be able to pay my bond money?**

Pay your bond by Visa, Mastercard or BPAY.

For payments by Visa or Mastercard, you will be guided to our secure third party payment gateway. A small 0.4% surcharge applies. This is the fastest way to pay your bond and the best option if you need to sign your tenancy agreement quickly.

If you choose to use BPAY, a BPAY Advice Slip will be produced with a Biller Code, Reference Number and the amount to pay. Access your internet banking and make your payment by BPAY. Speak to your bank if you need to know more about BPAY. Be aware that there may be up to a 3-day delay before your bank advises NSW Fair Trading that the payment has been completed.

**What if I do not proceed with the tenancy?**

If you decide not to go ahead with the tenancy after paying your bond money, you can ask for your payment to be returned. As your bond money is securely held by NSW Fair Trading, simply logon to Rental Bonds Online and choose 'Request Return of Funds'. Your landlord or agent will be notified.

**What if I am sharing with other tenants?**

If there are other tenants (co-tenants), decide which tenant is going to be the 'Principal Tenant' and advise your agent or private landlord.

The Principal Tenant acts on behalf of all tenants and is responsible for:

- registering with Rental Bonds Online and paying the bond money to NSW Fair Trading
- providing the contact details for all co-tenants so that all tenants are informed of any changes to the bond
- submitting or responding to a claim for refund of bond money on behalf of all the tenants at the end of the tenancy
- distributing the bond refund to the other tenants.



**Need help?**

Visit the Fair Trading website [fairtrading.nsw.gov.au/rentalbondsonline](http://fairtrading.nsw.gov.au/rentalbondsonline) where you can:

- watch a video about the new service
- learn more on the benefits
- download easy to read fact sheets
- read through frequently asked questions.

Once you have registered log on to <https://rbo.fairtrading.nsw.gov.au/tenant/login> to access online guides providing assistance with processes such as making a claim or changing your account details.

**Contact the Rental Bonds Online team**  
 Email [rbosupport@finance.nsw.gov.au](mailto:rbosupport@finance.nsw.gov.au)  
 Call 1800 990 724

**For general Fair Trading enquiries:**

[fairtrading.nsw.gov.au](http://fairtrading.nsw.gov.au) | 13 32 20

TTY: 1300 723 404 (for hearing impaired)

Language assistance: 13 14 50 (ask for an interpreter in your language)

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**Fair Trading**