



LJ Hooker Tenancy Application Form

Property Address:

-  (07) 3849 9400
-  (07) 3343 8411
-  1369 Logan Road
MOUNT GRAVATT QLD 4122
-  reception@ljhmtgravatt.com.au
-  mtgravatt.ljhooker.com.au
-  facebook.com/ljhookermtgravatt

Your LJ Hooker
Property Management
Contact Details





GENERAL INFORMATION PRIOR TO TAKING UP TENANCY

PLEASE NOTE: APPLICATIONS WILL NOT BE PROCESSED UNLESS ALL INFORMATION IS SUPPLIED AND PHOTOCOPIES OF DOCUMENTS ATTACHED

Processing an Application

In most instances we are able to process your application within 48 hours and will advise you by telephone. If we are unable to complete reference checks, this process may take longer.

Payment of Rent & Bond

Prior to taking possession of the property we require 2 weeks rent and 4 weeks bond. If your weekly rent is more than \$700 per week the bond requirement may vary. **This office does not accept full bond transfers and does not transfer 'Department of Housing' Bonds.** If you are relying on a bond transfer please discuss this with our office prior to signing the Tenancy Agreement. All monies must be paid in **cleared funds** prior to collecting the keys.

Signing of Tenancy Agreement

Keys will not be released until **all** lessee's have signed the tenancy agreement and **all** funds are paid in full.

Electricity Connection/ Telephone Connection

It is the tenants' responsibility to connect the electricity and telephone (if applicable) and to ensure that they are disconnected at the end of the tenancy. All connection costs and deposits are the tenants' responsibility.

Condition Reports

When you move into the property we ask that you are very particular with the entry condition report and make sure you mark down anything not already outlined on the report. If you do not mark it down you will be liable for discrepancies when you vacate. You must return the condition report to our office within three (3) days of moving into the property. Keep the report in a safe place during your tenancy, as you will need to refer to the report when vacating the property. **(There is a maximum penalty of \$1,500 under the Residential Tenancy Act for not returning a condition report)**

Tenant Default Agency - TICA

Our office is a member of TICA, which is a tenant default agency. Should you default in your rent or breach a term in your tenancy agreements, the details may be listed with TICA.

Part 1 The Property you are applying for:

Item 1: Property Details

Property address

Rent: \$ a week Bond: \$

Starting on: / /

Preferred lease length: **6 months / 12 months**

Part 2 Applicant Details

Item 2: Contact Details

Full name

Date of Birth

Have you been known by any other name(s)? ☐ Yes ☐ No

If Yes, what other name(s) have you been known by?

Work phone

Mobile

Home phone

Email:

Driver's licence/Passport number

State

Number of vehicles

Registration number(s)

Item 3: Dependants

Do you have any dependants to list on the tenancy ☐ Yes ☐ No

Dependant full name(s)

Relationship to Applicant

Dependant Date of Birth

Item 4: Pets

Do you intend to keep pets at the property? ☐ Yes ☐ No

Number of pets

Type of pet/s

Are your pets registered with a council?

☐ Yes☐ No

If Yes, please state which council:

Item 5:**Smoking**

Are you or any of the dependents living with you a smoker? Yes No

Item 6:**Applicants Address History****Current residential address**

Period of occupancy

Type of occupancy:

☐

Rented

☐

Owned

☐

Other >

Current Agent/Lessor (if renting)

Agent/Lessor phone

Agent/Lessor fax

Current rent

Reason for leaving:

\$ ☐

a week

☐

a fortnight

☐

a month

Previous residential address

Previous Agent/Lessor

Agent/Lessor phone

Agent/Lessor fax

Period of occupancy

Type of occupancy:

☐

Rent

☐

Owner

☐

Other>

Current rent

Reason for leaving:

\$ ☐

a week

☐

a fortnight

☐

a month

Item 7:**Employment Details**

Are you employed? ☐ Yes ☐ No (if no, please provide details of previous employer, if any)

Employment status: ☐ Full Time ☐ Part Time ☐ Casual ☐ Contract ☐ Self employed

Occupation

Net income (per week)

\$

Date commenced employment (approx)

Date terminated employment (if any)

Employer/Business Name

Address

Phone

If self employed, Accountant's Name

Phone

Item 8:**Centrelink Payments**

Are you receiving any regular Centrelink payments?

☐ Yes☐ No

Description of payment(s)

Total income (per week)

\$

Date payments commenced

/ /

Item 9:**Student Details**

Are you studying full time?

☐ Yes☐ No

Name of education institution you are currently attending

Student Identification Number

Are you an overseas student?

☐ Yes☐ No

If yes, Visa expiry date:

Item 10:**References**

Please do not list relatives, another applicant or partners and provide business hours contact number.

Referee 1

Relationship

Address

Phone/Mobile

Referee 2

Relationship

Address

Phone/Mobile

Item 11:**Personal Representative**

i.e. preferred person(s) to be contacted in the event of an emergency.

Representative 1

Relationship

Address

Phone

Representative 2

Relationship

Address

Phone

Part 3 Supporting Documents

Item 12:

Identification

You are required to meet a 100 point identification criterion upon submission of your application. The agent/lessor may photocopy any item and retain as part of your application.

Please tick the identifying documents you have provided with your application.

IMPORTANT: At least one form of Photo Identification MUST be provided.

70 Points

☐ Passport ☐ Full birth certificate ☐ Citizenship certificate

40 Points

☐ Australian driver's licence ☐ Student Photo ID ☐ Department of Veterans Affairs card

☐ Centrelink Card ☐ Proof of age card ☐ State/Federal Government Photo ID

25 Points

☐ Medicare card ☐ Council rates notice ☐ Motor vehicle registration

☐ Telephone bill ☐ Electricity bill ☐ Gas bill

☐ Tenancy History Ledger ☐ Bank Statement ☐ Credit card statement

☐ Last FOUR rent receipts ☐ Rent bond receipt ☐ Previous tenancy agreement

Item 13:

Proof of Income

You are also required to supply the agent/lessor with proof of your income upon submission of your application.

Employed: Last TWO pay slips.

Self employed: Latest Bank Statements, Group Certificate, Tax Return or Accountant's letter.

Not employed: Centrelink Statement.

Terms of Application

1) Declaration

The applicant declares:

- i. That all the above details are true and correct
- ii. Not to be bankrupt or insolvent

2) Applicant Agrees

2.1) The applicant agrees that:

- i. They have inspected the Premises in Item (1) and accept its condition
- ii. This Tenancy application, unless accepted, creates no contractual or legal obligations between parties

2.2) By signing and submitting a tenancy application, the Applicant agree that:

- i. When applicant is approved, the applicant is required to pay the first week's rent within 48 hours to secure the property. Once this payment is received, the property will be taken off the rental list.

Acknowledgement

I, the applicant,

- | | | |
|---|------------------------------|-----------------------------|
| 1. acknowledge that my personal contents insurance is not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 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 <input type="checkbox"/> | No <input type="checkbox"/> |
| 2.1 for such purposes, I authorize you to contact the persons named in this application, and to undertake such inquiries and searches (including tenancy database searches) as you consider reasonably necessary. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 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 <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons as to why. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 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 others which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 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 <input type="checkbox"/> | No <input type="checkbox"/> |
| 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 <input type="checkbox"/> | No <input type="checkbox"/> |
| 7. consent to the use of email and facsimile in accordance with the provisions set out in chapter 2 of the Electronic Transactions (Queensland) Act 2001 (Qld) and the Electronic Transactions Act 1999 (Cth); | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8. acknowledge that I have been made aware of the agency's Privacy Policy | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 9. declare that the above information is true & correct and that I have supplied it of my own free will. | | |

Name of Applicant: _____

Signature: _____

Date: / /

LJ Hooker Assist Application Form

Don't waste precious hours of your time ringing around to organise utility connections for your new home. Let **LJ Hooker Assist**, the moving house utility and home services connection specialists, do it for you.

We coordinate your connections and disconnections while getting you some of the best utility rates in the market from our large panel of suppliers.

What's even better is that our service is FREE!



LJ Hooker Assist can help manage your:



Please indicate which services you would like:

Please provide the following:

Personal Information

Title	First Name

Last Name

Date of Birth

Day	Month	Year
-----	-------	------

Contact Information

Home Phone

Mobile Phone

Email Address

Connection Date

Day	Month	Year
-----	-------	------

Once LJ Hooker Assist has received your application we will make all reasonable efforts to contact you within 24 hours of the nearest business day to identify how we can help.

You agree and acknowledge:

1. LJ Hooker Assist operates in conjunction with Compare & Connect
2. That you accept the Terms and Conditions that may be accessed at www.assist.ljhooker.com.au
3. We will contact you by telephone, email or text message in order to provide the services requested by you even if your details are registered on the Do Not Call Register.
4. That we may share your details with their suppliers and service providers in order to facilitate the connection and/or disconnection of the requested services.
5. That we may receive a fee from the suppliers and service providers, part of which may be paid to a referral partner, and you are not entitled to any part of any such fee.
6. That we do not accept any liability on behalf of the suppliers and providers.

Signature

New Address - Moving To

Unit	Street Number

Street Name

Suburb

State

Postcode

I am (check one):

☐ Renting this property

☐ Buying this property

Current Address - Moving From

Unit	Street Number

Street Name

Suburb

State

Postcode

You further authorise LJ Hooker Assist to:

7. Obtain the National Metering Identifier and/or Meter Installation Reference Number of the properties that you are vacating and/or relocating to.
8. Contact you with future promotions and offers.

By signing this application form you warrant that you are authorised to make this application and provide the invitation, consents, acknowledgments, authorisations and undertakings set out in this application form on behalf of all of the applicants listed herein.

Date