

## APPLICATION FOR TENANCY

<b>PROPERTY ADDRESS:</b>
--------------------------

<b>DATE PROPERTY WAS INSPECTED:</b>
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Thank you for choosing to rent through LJ Hooker Cleveland

In order for your application to be processed as quickly as possible, we ask you to provide 100 points (minimum) of identification, one of which must be a form of Photo ID. We also require documentation relating to your proof of income and an account confirming current address details for each applicant. Please note that your application will not be processed until all forms of documentation are received.

The following documents are acceptable:

<b>Drivers Licence</b>	<b>40 Pts</b>	
<b>Passport / Photo ID</b>	<b>40 Pts</b>	
<b>Birth Certificate</b>	<b>30 Pts</b>	
<b>Last Two (2) Wage Advices</b>	<b>20 Pts</b>	
<b>Bank Statement</b>	<b>20 Pts</b>	
<b>Telstra Account / Car Registration Certificate</b>	<b>10 Pts</b>	
<b>Electricity Account or Gas Account</b>	<b>10 Pts</b>	
<b>Medicare Card</b>	<b>10 Pts</b>	

**All parties over 18 years** of age wishing to reside at the property **must** complete the application.

If you are not an Australian resident or not currently employed a bank account statement will need to be supplied as proof of being able to support rental value.

In the event that your application is successful, we require you to **pay the first two (2) weeks rent**, to secure the property. This payment is **NON REFUNDABLE** should you decide not to proceed.

**PLEASE NOTE:** When paying the first two (2) weeks rent and bond, the full amount must be in the form of:

**BANK CHEQUE, MONEY ORDER, BPAY or EFTPOS ONLY.**  
**NO PERSONAL CHEQUES OR CASH WILL BE ACCEPTED**

📞 (07) 3286 3660 📠 (07) 3821 5159

@ rentals.cleveland@ljh.com.au

✉ 133a Queen Street, Cleveland

🌐 cleveland.ljhooker.com.au

# PRIVACY STATEMENT

The personal information you provide in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy.

Personal information collected about the applicant in this application and during the course of the tenancy if the application is successful may be disclosed for the purpose for which it was collected to other parties including Landlords and their advisors, referees, other agents and third party operators of the tenancy reference databases.

**Your Rights:** You need not give the Agent any of the personal information it requests. However, without this information, the Owner and Agent may not be able to provide you with the service you require.

If the Applicant would like access to the personal information the Agent holds, they can do so by contacting LJ Hooker Cleveland 133a Queen Street, Cleveland.

Phone: (07) 3286 3660, Fax (07) 3821 5159 or Email: [rentals.cleveland@ljh.com.au](mailto:rentals.cleveland@ljh.com.au)

The Applicant can also correct this information if it is inaccurate, incomplete or out of date.

# PRIVACY ACKNOWLEDGEMENT

I/We authorise you to give information to and obtain information from all credit providers, employment providers and references named in this application. I/We confirm that I/we have read and understand the Privacy Policy that the Lessor/Agent has made available to me/us. I/We have been advised that a Consumer Affairs Booklet can be obtained from the Office of Fair Trading or Rental Bond Authority.

Signed by the Applicant/s:

_____ Signature	_____ Print Name
_____ Signature	_____ Print Name
_____ Date        /        /	_____ Witnessed

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**133a Queen Street, Cleveland**

# APPLICATION FOR RESIDENTIAL TENANCY

Full name of APPLICANT (1): \_\_\_\_\_ Ph(H): \_\_\_\_\_

DOB: \_\_\_/\_\_\_/\_\_\_ Ph(W): \_\_\_\_\_

Drivers Lic No: \_\_\_\_\_ Smoker/Non Smoker: \_\_\_\_\_ Mobile: \_\_\_\_\_

Passport No: \_\_\_\_\_ Email address: \_\_\_\_\_

Current Address: \_\_\_\_\_ Rent P/W: \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ Owned or Rented: \_\_\_\_\_

Current Lessor/Agent: \_\_\_\_\_ Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

(Or Selling Agent): \_\_\_\_\_ Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Email address: \_\_\_\_\_

Previous Address: \_\_\_\_\_ Rent P/W: \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ Owned or Rented: \_\_\_\_\_

Previous Lessor/Agent: \_\_\_\_\_ Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

(Or Selling Agent): \_\_\_\_\_ Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Email address: \_\_\_\_\_

Occupation of Applicant (1): \_\_\_\_\_ Net Income (P/W): \_\_\_\_\_

Employer: \_\_\_\_\_ Payroll Contact: \_\_\_\_\_ Phone No: \_\_\_\_\_

Fax No: \_\_\_\_\_ Email: \_\_\_\_\_

Period of Employment: \_\_\_\_\_ Full Time / Part Time / Casual (please circle)

Other Income (eg Centrelink) – Type of Payment: \_\_\_\_\_ Net Income (P/W): \_\_\_\_\_

## SELF EMPLOYED (If Applicable)

Name of Business: \_\_\_\_\_ Industry: \_\_\_\_\_ Ph: \_\_\_\_\_

Address: \_\_\_\_\_

Net Weekly Salary: \$ \_\_\_\_\_

Accountant Name: \_\_\_\_\_ Ph: \_\_\_\_\_

Personal Referee 1 (Not Relatives): \_\_\_\_\_ Ph: \_\_\_\_\_

Personal Referee 2 (Not Relatives): \_\_\_\_\_ Ph: \_\_\_\_\_

## BUSINESS REFERENCES (If Applicable)

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Relative in Case of Emergency (must not be living with you): \_\_\_\_\_

Address of Contact: \_\_\_\_\_

Ph(H): \_\_\_\_\_ Ph(W): \_\_\_\_\_ Ph(Mob): \_\_\_\_\_

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# APPLICATION FOR RESIDENTIAL TENANCY

**Full name of APPLICANT (2):** \_\_\_\_\_ Ph(H): \_\_\_\_\_

DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ Ph(W): \_\_\_\_\_

Drivers Lic No: \_\_\_\_\_ Smoker/Non Smoker: \_\_\_\_\_ Mobile: \_\_\_\_\_

Passport No: \_\_\_\_\_ Email address: \_\_\_\_\_

**Current Address:** \_\_\_\_\_ Rent P/W: \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ Owned or Rented: \_\_\_\_\_

Current Lessor/Agent: \_\_\_\_\_ Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

(Or Selling Agent): \_\_\_\_\_ Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Email address: \_\_\_\_\_

**Previous Address:** \_\_\_\_\_ Rent P/W: \_\_\_\_\_

Period of Occupancy: \_\_\_\_\_ Owned or Rented: \_\_\_\_\_

Previous Lessor/Agent: \_\_\_\_\_ Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

(Or Selling Agent): \_\_\_\_\_ Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Email address: \_\_\_\_\_

**Occupation of Applicant (2):** \_\_\_\_\_ Net Income (P/W): \_\_\_\_\_

Employer: \_\_\_\_\_ Payroll Contact: \_\_\_\_\_ Phone No: \_\_\_\_\_

Fax No: \_\_\_\_\_ Email: \_\_\_\_\_

Period of Employment: \_\_\_\_\_ Full Time / Part Time / Casual (please circle)

Other Income (eg Centrelink) – Type of Payment: \_\_\_\_\_ Net Income (P/W): \_\_\_\_\_

## SELF EMPLOYED (If Applicable)

Name of Business: \_\_\_\_\_ Industry: \_\_\_\_\_ Ph: \_\_\_\_\_

Address: \_\_\_\_\_

Net Weekly Salary: \$ \_\_\_\_\_

Accountant Name: \_\_\_\_\_ Ph: \_\_\_\_\_

**Personal Referee 1 (Not Relatives):** \_\_\_\_\_ Ph: \_\_\_\_\_

**Personal Referee 2 (Not Relatives):** \_\_\_\_\_ Ph: \_\_\_\_\_

## BUSINESS REFERENCES (If Applicable)

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

**Relative in Case of Emergency (must not be living with you):** \_\_\_\_\_

Address of Contact: \_\_\_\_\_

Ph(H): \_\_\_\_\_ Ph(W): \_\_\_\_\_ Ph(Mob): \_\_\_\_\_

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# APPLICATION FOR RESIDENTIAL TENANCY

## ADDITIONAL INFORMATION

Pets: Yes / No - **If YES, please complete Pet Application on reverse of this page**

No. of Vehicles to be parked at property: \_\_\_\_\_ Vehicle Type/s (i.e. Car, Boat, Truck, etc): \_\_\_\_\_

## PLEASE LIST ALL PEOPLE THAT WILL BE LIVING AT THE PROPERTY (INCLUDING YOURSELF/CHILDREN):

Name: _____	DOB: _____	Full Time / Part Time	
		<input type="checkbox"/>	<input type="checkbox"/>
Name: _____	DOB: _____	<input type="checkbox"/>	<input type="checkbox"/>
Name: _____	DOB: _____	<input type="checkbox"/>	<input type="checkbox"/>
Name: _____	DOB: _____	<input type="checkbox"/>	<input type="checkbox"/>
Name: _____	DOB: _____	<input type="checkbox"/>	<input type="checkbox"/>

**A** Have you ever been evicted by any landlord or agent? Yes / No (please circle)

If yes, give details: \_\_\_\_\_

**B** Have you ever been refused another property by any landlord or agent? Yes / No (please circle)

If yes, give details: \_\_\_\_\_

**C** Are you in debt to another landlord or agent? Yes / No (please circle)

If yes, give details: \_\_\_\_\_

**D** Is there any reason known to you that would affect your rental payment? Yes / No (please circle)

If yes, give details: \_\_\_\_\_

**E** Were there any deductions made from your rental bond at your last address? Yes / No (please circle)

If yes, give details: \_\_\_\_\_

## AUTHORITY

I/We, the Applicant, do solemnly and sincerely declare that the above information is true and correct and that I/We have supplied this information of my/our own free will. I/WE HEREBY AUTHORISE the Letting Agent to conduct any and all enquiries and/or searches required to verify the information contained in this application.

I/We, the Applicant, solemnly and sincerely declare that I am not an undischarged bankrupt. I/We have inspected the abovementioned premises and wish to take the tenancy of such premises for a period of 6 / 12 months from \_\_\_ / \_\_\_ / \_\_\_ at a rental of \$\_\_\_\_\_ per week and that the rent to be paid is within my means.

I also undertake to pay a rental bond of \$\_\_\_\_\_ upon signing the tenancy agreement or collecting the keys.

I/We, the Applicant, acknowledge that the Letting Agent has supplied me/us with a copy of the general tenancy agreement at the time of application submission.

IT IS AGREED that immediately upon communication of acceptance of this application by the Landlord or their Agent that this tenancy shall be binding on both Landlord/Agent and Tenant.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date / /



PET APPLICATION

Property: \_\_\_\_\_

Name/s of applicant: \_\_\_\_\_

Name/s of pet: \_\_\_\_\_

Type of pet: Dog - Breed: \_\_\_\_\_ Number: \_\_\_\_\_ Age: \_\_\_\_\_

Cat - Breed: \_\_\_\_\_ Number: \_\_\_\_\_ Age: \_\_\_\_\_

Other: \_\_\_\_\_

Pet's emergency caretaker:

Name: \_\_\_\_\_ Phone Number/s: \_\_\_\_\_

Address: \_\_\_\_\_

**\* Current photo required of all pets named on application \***

Is the pet desexed: Yes / No

Is the pet registered by council: Yes / No - Registration Number: \_\_\_\_\_

Is the pet registered by council: Yes / No - Registration Number: \_\_\_\_\_

Should the application be approved, the tenants agree to the following:

1. If an outside pet, the tenant/s agree not to allow the pet inside the house at any time.
2. The tenant/s agree to have flea control treatment for the keeping of dogs and cats, and lice control treatment for the keeping of birds, carried out by a registered pest control company upon vacating the property. A receipt is to be produced as proof of having this done.
3. Should there be evidence of fleas and lice during the tenancy, the property must be fumigated by a registered pest control company at the tenant's expense and a receipt is to be produced.
4. The tenant/s agree to remove the pet droppings from the property on a weekly basis.
5. The tenant/s agree that the dog will be registered in accordance with the local council by-laws and kept in a fenced area and not to cause a disturbance to the neighbours.
6. The tenant/s hereby indemnify and keep the lessor/agent indemnified in respect of all damages, injuries, loss, costs or any other expenses, whether caused directly or indirectly from the tenants dog, including but not limited to, the tenants dog escaping the property and causing loss, damage injury or costs to any third party.
7. The tenant/s agree that any damages caused by the pet during the tenancy will be repaired immediately, at the tenants expense.
8. The tenant/s agree that no unauthorised pets will be kept at the property, even on a short-term or temporary basis.
9. The tenant/s agree that this agreement is only for the specific pet/s described above, and that the tenant/s will not harbour, substitute or "petsit" any other pet.
10. The tenant/s agree that the pet shall not cause any sort of nuisance or disturbance to neighbours, and agree to do whatever is necessary to keep the pet from making noise that would annoy others, and will take steps immediately to rectify complaints made by neighbours or other tenants.
11. The tenant/s agree that if they keep fish in a fish tank, they accept responsibility for any damage caused by leakage or spillage of water.

The tenant understands that failure to comply with these terms shall give the owner the right to revoke permission to keep the pet and is also grounds for further action.

Applicants Name/s: \_\_\_\_\_

Applicants Signature/s: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_