



Currumbin

816 PACIFIC PDE, CURRUMBIN
P: 07 5534 2266 F: 07 5534 2210
rentals.currumbin@ljh.com.au

OFFICE USE ONLY:
APPLICANT: _____
PROPERTY: _____
DATE + TIME RECEIVED: _____

Please read this page prior to proceeding with the application.

Before making an application you will need to inspect the premises. This is to ensure it meets all of your needs. All people over the age of 18 years will need to fill in an application form.

YOU ARE REQUIRED TO MEET AN IDENTIFICATION CRITERION UPON SUBMISSION OF YOUR APPLICATION. WE MAY PHOTOCOPY AND RETAIN ANY ITEM AS PART OF YOUR APPLICATION.

PLEASE TICK THE IDENTIFYING DOCUMENTS YOU HAVE PROVIDED WITH YOUR APPLICATION.

IMPORTANT: YOU MUST PROVIDE AT LEAST 1 ORIGINAL FORM OF PHOTO IDENTIFICATION (NO PHOTOCOPIES)

YOU MUST PROVIDE 1 OF THE FOLLOWING:

- PASSPORT
- FULL BIRTH CERTIFICATE
- CITIZENSHIP CERTIFICATE

YOU MUST PROVIDE 1 OF THE FOLLOWING:

- AUSTRALIAN DRIVERS LICENCE
- STUDENT PHOTO ID
- DEP OF VETERANS AFFAIRS CARD
- CENTRELINK CARD
- PROOF OF AGE CARD
- STATE/FEDERAL GOV. ID CARD

YOU MUST PROVIDE AT LEAST 2 OF THE FOLLOWING:

- MEDICARE CARD
- COUNCIL RATES NOTICE
- MOTOR VEHICLE REGISTRATION
- PHONE BILL
- ELECTRICITY BILL
- GAS BILL
- TENANCY LEDGER
- BANK STATEMENT**
- CREDIT CARD STATEMENT
- LAST 4 RENT RECEIPTS**
- RENT BOND RECEIPT
- PREVIOUS TENANCY AGREEMENT

YOU ARE ALSO REQUIRED TO SUPPLY THE AGENT/LESSOR WITH PROOF OF YOUR INCOME UPON SUBMISSION OF YOUR APPLICATION FOR EACH APPLICANT

- EMPLOYED:** Last TWO pay slips
- SELF EMPLOYED:** Group Certificate or Account's letter
- NOT EMPLOYED:** Centre link statement

Please Note: Please ensure all sections are completed in full and that all details and phone numbers are correct. An incorrect phone number and or details may result in your application not being processed. Your application will not be processed until it is completed in full and we have received all components for all applicants.



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RENTAL PROPERTY DETAILS:

PROPERTY DETAILS:

PROPERTY ADDRESS: _____

RENT: \$ _____ /WEEK BOND: \$ _____

TENANCY TERM: _____ STARTING ON: _____

APPLICANT DETAILS:

FULL NAME: _____ D.O.B: _____

HAVE YOU BEEN KNOWN BY ANY OTHER NAME? IF SO, WHICH ONE: _____

WORK PHONE: _____ MOBILE: _____

EMAIL: _____

DRIVERS LICENCE/PASSPORT NUMBER: _____ STATE: _____

DEPENDANTS:

DO YOU HAVE ANY DEPENDANTS? YES / NO HOW MANY WILL BE LIVING WITH YOU? _____

PETS:

DO YOU INTEND TO KEEP PETS AT THE PROPERTY? YES / NO

NUMBER OF PETS: _____ TYPE OF PETS: _____

ARE YOUR PETS REGISTERED WITH A COUNCIL? YES/ NO WHICH ONE? _____

CENTRELINK PAYMENTS:

ARE YOU RECEIVING ANY REGULAR CENTRELINK PAYMENTS? YES / NO

DESCRIPTION OF PAYMENT: _____

TOTAL INCOME (PER WEEK): \$ _____ DATE PAYMENTS COMMENCED: _____



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APPLICANTS ADDRESS HISTORY:

CURRENT RESIDENTIAL ADDRESS: _____

PERIOD OF OCCUPANCY: _____ TYPE OF OCCUPANCY: RENT / OWNER / OTHER: _____

CURRENT AGENT/LESSOR (IF RENTING): _____ CONTACT NO: _____

CURRENT RENT: \$ _____ PER WEEK REASON FOR LEAVING: _____

PREVIOUS RESIDENTIAL ADDRESS: _____

PERIOD OF OCCUPANCY: _____ TYPE OF OCCUPANCY: RENT / OWNER / OTHER: _____

CURRENT AGENT/LESSOR (IF RENTING): _____ CONTACT NO: _____

CURRENT RENT: \$ _____ PER WEEK REASON FOR LEAVING: _____

EMPLOYMENT:

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: _____

EMPLOYER BUSINESS NAME: _____

DATE COMMENCED EMPLOYMENT (APPROX): _____ DATE ENDED: _____

ADDRESS: _____

IF SELF EMPLOYED, ACCOUNTANTS NAME + NUMBER: _____

ARE YOU STUDYING FULL TIME? YES / NO

ARE YOU AN OVERSEAS STUDENT? YES / NO IF SO, VISA DETAILS: _____



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PERSONAL REFERENCES:

REFERREE 1: _____ RELATIONSHIP: _____

CONTACT NUMBER: _____

EMAIL: _____

REFERREE 2: _____ RELATIONSHIP: _____

CONTACT NUMBER: _____

EMAIL: _____

DECLARATION:

PLEASE DECLARE THE FOLLOWING BY STATING TRUE/FALSE:

I, the applicant,

- | | |
|---|--------------|
| 1. Have never been evicted by an agent/lessor | TRUE / FALSE |
| 2. Have no known reasons that would affect my ability to pay rent | TRUE / FALSE |
| 3. Was refunded the rental bond of my last tenancy, if applicable | TRUE / FALSE |
- If false, please advise what deductions were taken from your bond:

- | | |
|--|------------|
| 4. Have no outstanding debt to another agent/lessor? | TRUE/FALSE |
|--|------------|

Processing the application

Your application could take up to 48 hours to be processed. After we have completed all of our checks and the owner of the property has made a decision we will telephone you to inform if your application has been approved. However please note, we will not call if you have not been successful.

After approval you will be required to pay 2 weeks rent within 24 hours. If we have not received the funds within 24 hours of your approval your application will be cancelled. Should you not proceed with the application after the 2 weeks rent is paid there will be no refund of rent. You will also require another 4 weeks rent to be paid prior to the handover of keys; this will be allocated as your bond.

Please be aware that your rent is expected to always be paid one week in advance and your lease will state that you are required to have contents insurance on your belongings.

Regards,

Tara Lawley Passos
Property Manager

David Lawley
Principal

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ACKNOWLEDGEMENT :

By signing this you are agreeing to and acknowledging the following:

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.
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.
 - 2.1 for such purposes, I authorise you to contact the persons names in this application, and to undertake such enquiries and searches (including tenancy database searches) as you consider reasonably necessary.
 - 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.
3. Acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons as to why.
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 corporate, contractors, other real estate agents, sales people, and tenancy default databases.
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.
6. Acknowledge that I can request or have available the information statement (form 17a), body corporate by-laws (if applicable) before completing this application.
7. Acknowledge that I have been made aware of the agency's privacy policy.
8. Acknowledge that the lessor and applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agents acceptance of the application.
9. 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)*;
10. Declare that the above information is true & correct and that I have supplied it of my own free will.

Name of Applicant: _____

Signature: _____ **Date:** _____