

One application form completed in full with relevant supporting documentation is **required for each proposed resident over 18 years of age.**

Address of Rental Applied for:


### APPLICANT DETAILS

Surname	First Name/s

DOB	Sex
/ /	M / F _____

Mobile Number	Work Number

Email

### OCCUPANT INFORMATION

Number of persons who will occupy premises:

Adults	Children	Ages of Children
□	□	□

Names of other Adult Applicants (if any):

Smokers?	Pets?	Number and Type of Pets
Y / N	Y / N	□

### REFERENCES

Please do not use work/rental references here or use contacts related to you.

**Personal Reference 1:**

Name	Contact Number

**Personal Reference 2:**

Name	Contact Number

### EMPLOYMENT

Please ensure you provide recent **Proof of Income documents** with your application.

Occupation	Company Name

### EMPLOYMENT Cont.

Net Weekly Income	Date Commenced
	/ /

Employment Ref. Name	Contact Number

### PREVIOUS EMPLOYMENT:

Occupation	Company Name	Date Commenced
		/ /

Employment Ref. Name	Contact Number

### TENANCY HISTORY

If you are/have been a home owner, please still complete the address and sales agent info (if any).

**Current Address:**

Landlord / Agency Name - (if private, include name & phone)

Phone Number	Fax Number

Time at Present Address	Rent Paid
Years      Months	\$                      pw

Reason for Leaving

**Previous Address:**

Previous Landlord / Agency Name - (if private, include name & phone)

Phone Number	Fax Number

Time at Previous Address	Rent Paid
Years      Months	\$                      pw

Reason for Leaving

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### Have you made an application for accommodation in any social housing, as defined in the Residential Tenancies Act 2010 or Aged Care Facility?

Y / N	Date of Application	/	/
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### EMERGENCY CONTACT INFORMATION

Name	Relationship

Contact Number	Email

Address

### INSPECTION & CONDITION

- I have inspected the property
- I accept the condition and cleanliness of this property -OR- The following repairs are required with this application:

### Additional Application Information (if any):

### PRIVACY POLICY

The Privacy Act 1988 (Cth) (The Act) allows certain information about the applicant referred to in this application to be collected, used and disclosed for the purpose for which it was collected, and otherwise in accordance with the Act. This Privacy Policy only applies to the extent the Agent collects, uses and discloses personal information. The Agent may amend, or amend and restate, this Privacy Policy from time to time and may subsequently notify the Applicant of any changes to this Privacy Policy by updating it on the agent's website or by other written communication to the Applicant. Any changes to this Privacy Policy take effect upon the earlier of the update to the website or other notification to the Applicant. This application requires the collection of certain information including personal information about the Applicant. Personal information may be collected during each of the application, assessment and processing stage. The personal information the Applicant provides in this Application or collected from other sources is necessary for the Agent to: a) identify and verify the Applicant's identity; b) process and assess the Application; c) assess the Applicant's ability to meet their financial and other obligations under the Residential Tenancy Agreement; d) make recommendations to the Landlord; e) manage the tenancy for the landlord; f) process any payment (including without limit the exchange of personal information with the relevant provider, where necessary); g) liaise with exchange information with the Applicant, and the Agent's or Applicant's legal and other advisors in relation to or in connection with the Residential Tenancy Agreement; h) comply with any applicable law; and i) comply with any dispute resolution process. If the personal information is not provided by the applicant, the agent may not be able to carry out the steps described above and may therefore not be able to process the application. Personal information collected about the applicant in connection with this application and, of successful, the tenancy may be disclosed by the Agent for the purpose for which it was collected to other parties including to the Landlord, the Landlord's mortgagee or lead-lessor (in either case, if any), referees, other agents, Courts, tribunals responsible for residential tenancy matters, third part operators of tenancy databases, other third parties instructed by the applicant and any prospective or actual purchaser of the premises including to their prospective or actual mortgagee (if any), or as required by applicable law. Information held by tenancy databases may also be requested about the Applicant (as tenant) fails to

comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant (as Applicant or tenant) may also be disclosed to the Landlord, third party operators of tenancy databases, other agents, Courts, tribunals responsible for residential tenancy matters. The agent may also use the applicant's information including personal information for marketing and research purposes to inform the applicant of products and services provided by the agent, which the agent considers may be of value or interest to the applicant, unless the applicant tells the agent (see opt out option below) or has previously told the agent not to. If the applicant does not wish to receive any information about such services, then please tick this box  or otherwise notify the agent using the agent's contact details set out earlier in this application. The applicant has the right to request any personal information held by the agent which relates to them, unless the agent is permitted by law (including the Act) to withhold that information. Any requests for access to the applicant's personal information should be made in writing to the agent at the contact details include in this application. The agent may charge a reasonable fee where access to personal information is provided (no fee may be charged for making an application to access personal information). The applicant has the right to request the correction of any personal information which relates to the applicant that is inaccurate, incomplete or out-of-date. The agent will take reasonable precautions to protect the personal information it holds in relation to the applicant from misuse, loss, and unauthorised access, modification or disclosure. By signing this application, the applicant acknowledges that it has read, understands and accepts the terms of this privacy policy and the permissions to collect, use and disclose personal information, and the applicant authorises the agent to collect, use and disclose, in accordance with the Act, their personal information for the purposes specified in this privacy policy.

### Notice to Prospective tenants:

The availability of telephone lines; internet services; analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and tenants should make their own enquiries as the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant and tenants must rely upon their own enquiries.

I, the applicant, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the above information is true and correct. I, the applicant hereby apply for the approval by the owner of the premises referred to in this form to become the tenant of those premises on the terms and conditions contained in this form and in the residential tenancy agreement to be drawn up by the owner's agent. In accordance with Section 24 of the Residential Tenancies Act 2010, it is hereby acknowledged that the taking of the Holding Fee referred to in this application for tenancy form is subject to the following conditions: 1) If the applicant has paid a holding fee, the landlord must not enter into a residential tenancy agreement for the residential premises with any other person within 7 days of payment of the fee (or within such further period as may be agreed with the tenant) unless the tenant notifies the landlord that the tenant no longer wishes to enter into a Residential Tenancy Agreement. 2) A holding fee may be retained by the landlord only if the tenant enters into the Residential Tenancy Agreement or refuses to enter into the Residential Tenancy Agreement. 3) A holding fee must not be retained by the Landlord if the tenant refuses to enter into the Residential Tenancy Agreement because of a misrepresentation or failure to disclose a material fact by the landlord or Agent. 4) If a Residential Tenancy Agreement is entered into after the payment of a holding fee, the fee must be paid towards rent. 5) A tenant cannot be asked to pay a holding fee unless the tenant's application has been approved by the Landlord and the holding fee does not exceed 1 week's rent of the residential premises. I declare that the rental to be paid is within my means. I undertake to pay a rental bond as requested upon the signing of a Residential Tenancy Agreement.

### Applicant Information

- Please ensure your references are available to contact.
- Our property managers will contact you to advise you of the owner's decision, regardless of the outcome of your application.
- No Cash or Personal Cheques accepted as methods of payment.
- Reception banking closes 30 minutes prior to close of business for rent and holding deposit payments.

<b>Office Hours:</b>		
Mon-Fri	9am – 5pm	AEST
Sat	9am-4pm	AEST
Sun	CLOSED	



# Kingscliff

4/106 Marine Parade, Kingscliff NSW 2487

P: 02 6674 1000

F: 02 6674 2758

E: [kingscliff@ljh.com.au](mailto:kingscliff@ljh.com.au)

**If submitting electronically, please email to the relevant Property Manager:**

Melissa Mason  
Amanda Philp  
Kelsey Bonser

[mmason.kingscliff@ljh.com.au](mailto:mmason.kingscliff@ljh.com.au)  
[aphilp.kingscliff@ljh.com.au](mailto:aphilp.kingscliff@ljh.com.au)  
[kbonser.kingscliff@ljh.com.au](mailto:kbonser.kingscliff@ljh.com.au)

## Supporting Documentation

Please ensure the following is included with your completed application form prior to submission:  
**(PLEASE TICK)**

### Item A – Minimum 1 Document

- Passport (Valid)
- Driver's Licence (Valid)
- Proof of Age Card (Valid)

### Item B – Minimum 1 Document

- Last 4 Payslips
- Current Bank Statement with your **name**
- Current Centrelink Statements
- PAYG/BAS/Accountant's Letter

### Item C – Minimum 2 Documents

- Medicare Card (Valid)
- Birth Certificate
- Telephone or Electricity Bill (page 1)
- Vehicle Registration
- Bank Card (Valid)

**Supporting documentation must be clear and in colour- our reception can photocopy these for you.**

**Please provide the following document numbers to assist with your application:**

Drivers Licence Number	State
/	

Passport Number	Country of Issue
/	

Medicare Number	Your Ref. No.	Colour	Expiry Date
			/



MAKES MOVING EASY

**This is a FREE service that connects all your utilities and other services. Direct Connect can help arrange for the connection or provision of the following utilities and other services:**

Once Direct Connect has received this application Direct Connect will call you to confirm your details. Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. Direct Connect is a one stop connection service. Direct Connect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges. Electricity Cleaners Gas Insurance Phone Removalist Internet Truck or van hire We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to Direct Connect's Terms & Conditions for further information. **DECLARATION AND EXECUTION:** By signing this application, you: 1. Acknowledge and accept Direct Connect's Terms and Conditions (which are included with this application). 2. Invite Direct Connect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide Direct Connect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement 3. Consent to Direct Connect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services. 4. Authorise Direct Connect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to. 5. Agree that, except to the extent provided in the Terms and Conditions, Direct Connect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services. 6. Acknowledge that Direct Connect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee. By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

**ELECTRICITY - PHONE - INTERNET  
GAS - INSURANCE - REMOVALISTS**

Please tick this box if you would like Direct Connect to contact you in relation to any of the above utilities and other services.

Signed: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

If my application is successful I agree to pay 2 weeks rent within 24 hours of being advised of approval (1 week as holding deposit towards rent and 1 week towards rent in advance). I agree if the deposit is not paid in 24 hours, I forfeit my tenancy approval of the property. I declare that all information I have provided in this application is true and correct. I acknowledge that I have read the privacy policy and agree to all terms and conditions noted.

**APPLICANTS SIGNATURE** **DATE**

X \_\_\_\_\_ \_\_/\_\_/\_\_

### Holding Deposit & Lease Term

I request a  26 week /  52 week lease

Lease begin date \_\_/\_\_/\_\_ At \$\_\_\_\_ per week