

# Residential Application Form

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



## A. AGENT DETAILS

### Leah Jay Property Management - Hamilton

**Address:** Suite 1, 74-84 Tudor Street, Hamilton NSW 2303  
**Phone No:** (02) 4965 3153  
**Fax No:** (02) 4965 3163  
**Email:** [leahjay@ljp.com.au](mailto:leahjay@ljp.com.au)  
**Web:** [www.ljp.com.au](http://www.ljp.com.au)

Property Manager Name

## B. PROPERTY DETAILS

### 1. What is the address of the property you would like to rent?

Postcode

### 2. Lease commencement date?

Day  Month  Year

### 3. Lease term?

Years  Months

### 4. How many tenants will occupy the property?

Adults  Children   Age/s

## C. PERSONAL DETAILS

### 5. Please give us your details

Mr  Ms  Miss  Mrs  Other

Surname  Given Name/s

Date of Birth  Driver's licence number

Driver's licence expiry date  Driver's licence state

Passport no.  Passport country

Pension no. (if applicable)  Pension type (if applicable)

### 6. Please provide your contact details

Home phone no.  Mobile phone no.

Work phone no.  Fax no.

Email address

### 7. What is your current address?

Postcode

**N.B. Both sides of this application must be completed**

## D. UTILITY CONNECTIONS

This is a free service that connects all your utilities

# Direct Connect

Once we have received this application we 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 the information on this Application and explain the details of the services offered. Direct Connect is a utility one stop connection service.

### Please tick utilities as required

Electricity  Gas  Phone  
 Pay TV  Internet  Insurance

**DECLARATION AND EXECUTION:** By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/until 28 days after we/I disconnect the last of the services in respect of which this application is made]; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services.

Signature  Date

PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F: 1300 664 185. [www.directconnect.com.au](http://www.directconnect.com.au)

## E. DECLARATION

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;

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)

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. I am aware that I may access personal information on the contact details above.

Signature  Date

Application Fax to   
Direct Connect (If Required)

**F. APPLICANT HISTORY**

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

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 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?

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 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?

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

Employer's address

Postcode

Contact name

Phone no.



Length of employment

Net Income

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 Years      Months

16. Please provide your previous employment details

Occupation?

Employer's name

Length of employment

Net Income

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 Years      Months

**H. CONTACTS/REFERENCES**

17. Please provide a contact in case of emergency

Surname

Given name/s



Relationship to you

Phone no.



Address

**H. CONTACTS/REFERENCES (Cont.)**

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**

19. Car Registration

20. Please provide details of any pets

Breed/type

Council registration / number



21. How did you find out about this property?

- Herald       Domayne Website       LJPM Website  
 Referral       Office Window       Sign Board at property  
 Other (specify) \_\_\_\_\_

**J. PAYMENT DETAILS - TO BE COMPLETED BY LEAH JAY PROPERTY MANAGEMENT**

Property Rental

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 \$      per week      \$      per month

Rental Bond (4 weeks rent):

First payment of rent in advance

Tenants share of cost of preparing tenancy agreement:

Sub Total

Less: deduct Reservations Fee (see below)

Amount payable on signing tenancy agreement (bank cheque or money order only)

**K. RESERVATION - TO BE COMPLETED BY LEAH JAY PROPERTY MANAGEMENT**

Complete this section if you wish to reserve the property for a period of time:

Reservation Fee

Reservation Period



The Landlords Agent undertakes:

- The premises will not be let during the Reservation Period, pending the agreement of a residential tenancy agreement;
- The whole fee will be refunded if the Landlord does not decide to enter into a residential tenancy agreement for the premises for the Reservation Period;
- The whole fee will be refunded if the Landlord does not carry out (during the Reservation Period) repairs or other work on which it is a condition to enter into a residential tenancy agreement;
- If the applicant decides not to enter into a residential tenancy agreement, and the premises are not let or otherwise occupied during the Reservation Period, the Landlord may retain the portion of the fee representing the rent that would have been paid during the Reservation Period (based upon the proposed rent), but must refund the remainder;
- If a residential tenancy agreement is entered into, the fee is to be contributed towards rent for the premises.

Signature of Landlords Agent

Date