

Our Details

Email
apply@leahjay.com.au

Website
www.leahjay.com.au

East Maitland
suite 1, 19 mitchell drive
east maitland, nsw 2323
p.o. box 428
t: 02 4931 4811
f: 02 4933 1115

Hamilton
suite 1, 74-84 tudor street
hamilton, nsw 2303
p.o. box 106
t: 02 4965 3153
f: 02 4965 3163

Warners Bay
suite 3, 87 king street
warners bay, nsw 2282
p.o. box 1069
t: 02 4948 4188
f: 02 4948 8279

Leasing Details AN APPLICATION MUST BE SUBMITTED FOR EACH PERSON

What are the addresses of the properties you would like to lease in order of preference?

Street address:	Suburb:	Street address:	Suburb:
1. <input type="text"/>	<input type="text"/>	2. <input type="text"/>	<input type="text"/>
Street address:	Suburb:	Street address:	Suburb:
3. <input type="text"/>	<input type="text"/>	4. <input type="text"/>	<input type="text"/>

When would you like the lease to commence?

/ / dd / mm / yy

What is your preferred length of lease?

years months

How many people will occupy the property?

Adults Children Ages of children:

Are you seeking a premises that allows smoking?

Yes No

Do you intend to keep pets at the property?

Yes No
If yes, please indicate the following:

Type and/or breed: Council rego number:

1. <input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>

How did you find out about this property?

Leah Jay website Domain Newspaper Referral Sign at property
 Other website (specify) _____

Please note: You need to inspect each property before your application can be considered.

Free Utility Connection



T 1300 664 715 :: F 1300 664 185 :: www.directconnect.com.au

This is a free service that connects all your utilities. 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.

Please tick which utilities you require (we will call you to confirm your details and connection timings)

Electricity Internet Gas Phone PayTV Contents Insurance

For all terms and conditions, visit: www.directconnect.com.au/terms.php

Would you like the utility connections to be arranged for you by Direct Connect? No Yes

Do you agree to all of the terms and conditions and confirm that you authorise Leah Jay to provide your personal details to Direct Connect? Yes, I agree

Your Details

About you

Mr Ms Miss Mrs Other _____ Your date of birth: / / dd / mm / yy

Surname:

Given name(s):

Driver's licence number:

Driver's licence expiry date:

Driver's licence state:

Car registration:

Passport number:

Passport country of issue:

Social security number (if applicable):

Your contact details

Home phone number:

Mobile phone number:

Work phone number:

Email address:

Please provide a contact in case of an emergency
(someone who will not be residing at the property)

Email address:

Surname:

Given name(s):

Relationship to you:

Mobile number:

Home number:

Employment History

Please provide your current employment details

What is your occupation?

Employer's name: (incl. Accountant if self-employed or institution if student)

Employer's address:

Contact name:

Contact number:

Net income (after tax):

 \$ *per week*

Length of employment:

 years months

Please provide your previous employment details

What was your previous occupation?

Employer's name:

Net Income (after tax):

 \$ *per week*

Length of employment:

 years months

References

Please provide 2 personal references (not related to you)

Surname:

Given name(s):

Relationship to you:

Contact number:

1.

Surname:

Given name(s):

Relationship to you:

Contact number:

2.

Holding Fee

Under Clause 24 of the Residential Tenancy Act 2010 and subject to the provision of that clause, if your application is approved, you may then be required to pay within 24 hours a holding deposit of up to one week's rent. If you proceed with the tenancy, the deposit will go towards the rent. If you refuse to proceed and do not enter into an agreement, the deposit can be retained by the owner. For Clause 24 of the Residential Tenancy Act 2010, [click here](#).

By checking the box you agree to pay, if required, a holding fee if your application is approved. Yes, I agree

Tenancy Reference Check

IMPORTANT: For us to consider your application it is most likely we will need to confirm your rental history with your previous agent or landlord AND we MUST have your authority to do this.

Surname:

Given name(s):

Your Rental History

What is your current address?

Street address:

Suburb:

How long have you lived at your current address?

years months

Why are you leaving this address?

Landlord or Agent's details for this property (if applicable)

Name of landlord or agent:

Landlord or agent's phone number:

Rent you paid:

\$ *per week*

Email address of landlord or agent:

Landlord or agent's fax number:

What was your previous address?

Street address:

Suburb:

How long did you live at this address?

years months

Landlord or agent's details for this property (if applicable)

Name of landlord or agent:

Landlord or agent's phone number:

Rent you paid:

\$ *per week*

Email address of landlord or agent:

Landlord or agent's fax number:

Was the bond refunded to you in full?

Yes No If no, why not?

Declaration

I offer to rent the property from the owner under a lease to be prepared by Leah Jay. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement. I acknowledge this application is subject to the approval of the owner/landlord. I declare that all information in this application is true and correct and given of my own free will. I declare I have inspected the premises and am not bankrupt.

I authorise Leah Jay to use my personal Information 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 authorise Leah Jay to obtain personal Information from:

- (a) The owner or 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 Leah Jay 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 if information is not provided or I do not consent to the uses to which personal information is put, Leah Jay cannot provide me with the lease/tenancy of the premises. I am aware that Leah Jay may access personal information using the contact details provided.

By checking this box you confirm that you have read and agree with the declaration above including authority for Leah Jay to obtain information as stated?

Yes, I agree

By checking this box you confirm that you are the person named in this application and that all the information you have provided is correct?

Yes, I agree

[Click to apply signature here](#)

For the Agent or Landlord to complete

Dear Agent/Landlord,

We have received an application for tenancy from:

Surname:

Given name(s):

We would appreciate your help in establishing the rental history for the prospective tenant (see over for details), who has authorised us to make these enquiries. Can you please assist us by providing the information requested hereunder, along with a tenancy ledger, at your earliest convenience.

Property Manager's name

Date

apply@leahjay.com.au

East Maitland 02 4933 1115 (fax)

Hamilton 02 4965 3163 (fax)

Warners Bay 02 4948 8279 (fax)

Name & position of person completing form			
Period of tenancy			
Weekly rental amount	\$		
Was the rent paid on time?	Y <input type="checkbox"/>	N <input type="checkbox"/>	Details:
Were termination notices issued?	Y <input type="checkbox"/>	N <input type="checkbox"/>	Reason(s):
Were routine inspections conducted?	Y <input type="checkbox"/>	N <input type="checkbox"/>	Comments:
Were lawns, edges and gardens maintained?	Y <input type="checkbox"/>	N <input type="checkbox"/>	Comments:
Do the tenants have pets?	Y <input type="checkbox"/>	N <input type="checkbox"/>	Type of Pet: Details:
Have the tenants vacated?	Y <input type="checkbox"/>	N <input type="checkbox"/>	
If yes, in what condition was the property left?			
Was the bond refunded in full?	Y <input type="checkbox"/>	N <input type="checkbox"/>	Details:
Would you rent to the tenants again?	Y <input type="checkbox"/>	N <input type="checkbox"/>	Comments:
Were the tenants cooperative?	Y <input type="checkbox"/>	N <input type="checkbox"/>	Comments:

Agent or landlord's signature

Date