

# TENANCY APPLICATION

**LUCAS**



# Tenancy Application Form

Please fully complete and sign every page of this application in order for your application to be promptly processed.

# LUCAS

## 1. Properties Applying For (in order of preference)

Preference 1

Preference 2

Preference 3

Lease Term                      Years                      Months

Date Property is to be occupied                      /                      /

Rent Payable for Property    1:                      2:                      3:

Name(s) of other Applicants to Occupy Property

Property Manager Name:

Number of persons occupying property                      Adults                      Children

Please specify the ages of any children

Do you have pets?                      Yes                      No                      If Yes, please specify:

## 2. Personal Details

Title                      First Name                      Initial

Last Name

Date of Birth                      /                      /

Current Address

Suburb                      Post code

Drivers Licence Number                      State of Issue

Car Registration Number

Alternate ID (eg passport)                      No

Pension Type                      No

Home Phone

Mobile Phone

Email

Please provide a contact number you are available on all day

Contact number:

## 3. Next of Kin (not residing with you)

Emergency Contact

Relationship

Address

Email

Mobile

Phone

## 4. Utility Connection Service



### IT'S SMART TO SAVE

Let Foxie save you time and money connecting your Electricity, Gas, Water, Broadband, Phone and Foxtel.

Phone 1800 275 369

Foxie is a FREE and independent service, and in one brief phone call, your connections are organised on the offers that are right for you. No obligation, no more running around, no more phone calls.

Foxie will contact you to arrange your utilities connections. You will be advised of any associated terms and conditions, including any standard connection fees that may apply. Once you have chosen your utility provider, Foxie may then need to disclose your personal information to the selected utility company. Foxie and your Agent may receive a benefit for arranging your services. Foxie and your Agent are unable to accept responsibility for any delay or failure to connect your utility services.

Foxie is committed to protecting the confidentiality of your personal information and will at all times handle your personal details in accordance with Foxie's privacy policy available on the Foxie website.

Contact Foxie at [www.foxie.com.au](http://www.foxie.com.au) or call 1800 275 369.

By signing and submitting this application, I consent to my Agent referring my information to Foxie.



# Tenancy Application Form

Please fully complete and sign every page of this application in order for your application to be promptly processed.



## 13. Tenancy Disclosure Statement

The information on this form is being collected by Lucas Real Estate Pty Ltd. It is a condition of application for a tenancy for any property managed by Lucas, or in conjunction with other agents, that you consent to us collecting and using your personal information. We require this information so we can consider your application to become a preferred tenant and/or rent a property. If you provide us with the personal information of other parties (such as a joint tenant, emergency contact or of your referees), you must make them aware of the matters contained in this collection statement and let them know that their personal information had been provided to us.

We may provide this information and any or all information provided to us by any party to third parties including landlords, landlords' agents and solicitors and various government or statutory authorities in the interests of openness and transparency between all parties concerned. We may also contact personal and credit referees you nominate and exchange personal information according to normal commercial practice.

You authorise Lucas to conduct a tenant check with National Tenancy Database (NTD). Your information will be listed on the NTD and may be made available to other users or the NTD in the future. You may contact the NTD directly to verify the accuracy of the information on NTD and request any amendments. NTD can be contacted on 1300 563 826 or via [www.ntd.com.au](http://www.ntd.com.au).

Your personal information will be added to our database and may be used for the secondary purposes of providing you with further information about properties and services offered by Lucas. It is your responsibility to ensure information you provide to us is correct at all times.

Your personal information will be collected, held and disclosed in accordance with Lucas's privacy policy. To view our full privacy statement please visit our website [www.lucasre.com.au](http://www.lucasre.com.au).

## 14. Declaration

- a. I acknowledge that this is an application to lease this property and that my application is subject to the owners approval and the availability of the premises on the due date. No action will be taken against the Landlord or Agent if the application is unsuccessful or should the premises not be ready for occupation on the date for whatever reason.
- b. The tenant is responsible for the connection and payment of gas, electricity, telephone and water consumption. I acknowledge that I am responsible to turn the main power switch off before power is connected.
- c. The tenant acknowledges that the premises are a "Smoking Free Zone" and will ensure they and their invitees do not smoke inside the premises.
- d. I acknowledge that I have read and understood the privacy statements on this page.
- e. During my inspection of this property I found it to be in reasonably clean condition and I accept the property in the current condition.

If this is not the case, please indicate any items you would like attended to prior to your tenancy. I acknowledge that these items are subject to the owners approval:

.....

.....

.....

.....

Signed	<input type="text"/>
Name	<input type="text"/>
Date	<input type="text"/>
Witness	<input type="text"/>
Name	<input type="text"/>

### Checklist:

Please make sure you have attached copy of the following documentation:

- Photo ID
- If owner, copy of rates notice
- If student, copy of supporting documents
- If self-employed, copy of BAS statement
- If an international applicant, copy of passport & visa
- Payslip/Bank Statement
- Rental Ledger

To process your application we require 100 points of ID (copies). Identification must include at least one type of photo ID plus identification that contains the applicant's current residential address and date of birth.

Passport	70 points
Drivers Licence	40 points
Proof of Age Card	40 points
Student ID	40 points
Concession or Pension Card	40 points
Medicare Card	25 points
Rates Notice	25 points
Bank Statement	25 points
Copy of Recent Utility Account	25 points each

Please note, should your application be successful you will be required to sign a lease within 24 hours of approval providing a payment for your first months rental and your bond. Initial bond payment must be paid in the form of a bank cheque, cash or money order made payable to Lucas Real Estate. Please note personal cheques will not be accepted. Keys will not be handed over until the lease agreement has been signed by applicants.