

RESIDENTIAL TENANCY APPLICATION FORM

WARNING: You must read this information prior to filling in your application form. If your application is not filled in correctly and accurately, it will not be processed.

1. Each applicant must fill in their own individual application form.
2. For your application to be processed, it must be completed in full with supporting documentation, identification and valid references.
3. You must have inspected the property before submitting an application.
4. You will be required to pay a holding deposit (equivalent to 6 weeks rent) within 24 hours of your application being approved to secure the property. Should you proceed with a tenancy agreement, this payment will be applied toward payment of rental bond (4 weeks rent) and rent in advance (2 weeks rent). Should you choose not to proceed with a tenancy agreement 48 hours after paying a holding deposit, the bond amount of your holding deposit will be forfeited as per Section 161 of the Residential and Rooming Accommodation Act 2008.

Your application must contain copies of identification and proof of income. Outlined below, are examples of suitable identification. If these are not presented, your application will not be processed.

1. Identification

We require **100 points** of identification as per the options list below

- ✓ Drivers License, Passport, 18+ Card, Copy of Birth Certificate **50 points per item**
- ✓ Copy of ATM Card, Credit Card, Phone/Electricity or Gas Account **25 points per item**

2. Proof of Income

We require a copy of any of the following:

- ✓ Your 2(two) most recent payslips
- ✓ Employment Agreement from your employer
- ✓ Letter of guarantor (if insufficient independent income)
- ✓ Bank statements showing regular deposits

 **Complete the attached form and don't forget to sign Section 11 on the last page.**

How long will it take for my application to be processed?

Clark Real Estate endeavour to process your application within 24-48 hours. However, not completing your application as completely and accurately as possible or supplying false references may delay your application from being processed.

PRIVACY ACT DISCLOSURE

I, the Applicant declare that the above information is correct and that I have supplied it on my own free will and I authorise you as the Letting Agent, to conduct any enquiries, and/or searches, including any tenancy information databases in order to verify the above information. I acknowledge that any false information I provide in this application could jeopardise this application and any subsequent tenancy agreement entered into, and approval by the Lessor or Agent. Information already held on tenancy reference databases may also be disclosed to the Agent and or/Lessor. I authorise the agent to supply my contact details to any appropriate tradespeople for the purpose of maintenance and repairs. I acknowledge and accept that if this application is rejected, the Agent is not legally obligated to give reasons for the rejection. I, the Applicant declare that I am not bankrupt and that the rental is within my means.

Residential Tenancy Application Form



-- Office Use ONLY --

PROPERTY:			Time: :
1. APPLICANT DETAILS			<input type="checkbox"/> ID supplied <input type="checkbox"/> Sec 11 completed & signed
Full Name:		Preferred Name:	Applied With:
First Language:		License/Passport #:	DOB: / /
No. of children:	Ages:	Home Ph:	Gender: Male Female
Work Ph:	Mobile:	E-mail:	

2. OCCUPATION DETAILS		
Current Occupation:		Company Name:
Managers Name:		Contact No:
Address:		Email:
Income p/week(\$):	Length of Employment:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time

IF LESS THAN 6 MONTHS		Previous Company:	
Managers Name:		Office No:	Mobile:
<i>Admin Use -</i>			

3. STUDENT INFORMATION		
Name of College, TAFE or University:		Full Time Part Time
Course / Degree Studying:		Student ID Number:

4. CURRENT ACCOMODATION			Address:
Lessor / Agent:		Phone:	
Reason for leaving:		Fax:	
Lease Term:	Total Occupants:	Current Rent: \$	
<i>Admin Use -</i>			

5. PREVIOUS ACCOMODATION			Previous Address:
Lessor / Agent:		Phone:	
Reason for leaving:		Fax:	
Lease Term:	Was Bond Refunded in Full: YES / NO	Rent: \$	
<i>Admin Use -</i>			

6. REFERENCE 1 (not a relative)		
Name:		Relationship:
Current Address:		Known Since:
Home Phone:	Work:	Mobile:
Email:		
<i>Admin Use -</i>		

7. REFERENCE 2 (not a relative)		
Name:		Relationship:
Current Address:		Known Since:
Home Phone:	Work:	Mobile:
Email:		
<i>Admin Use -</i>		

PETS: Type of Pet: _____	Registered: No Yes - Number: _____
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*** Application MUST include Photo of pet, registration information and description of pet (breed, age, height, size, weight etc)

8. EMERGENCY CONTACT	Name: _____		
Best Contact Number: _____		Relationship: _____	
Address: _____		Post Code: _____	
Email: _____		Add. Ph No: _____	

9. APPLICATION PROCESS

1. ALL occupants signing the lease for the property must be present during the sign up appointment. No keys will be given until all parties have signed the tenancy agreement. Sign up times will be between 9:00am – 5:00pm weekdays. Saturday appointments at agents' discretion.
2. **It is a tenants responsibility to connect all utilities (including electricity, gas & phone) prior to moving into a property and ensuring they are disconnected at the end of the tenancy.**
3. Tenants must advise Clark Real Estate of any changes to contact details immediately.
4. Department of Housing Bond Loans are accepted but must be finalised prior to signing a tenancy agreement.
5. Preferred rent payment method is via Direct Deposit to the Agent's Trust Account. Bank details will only be supplied to successful applicants.
6. In the case of a shared tenancy, rent must be paid in full each time. We do not accept part payments.
7. No application will be approved until references have been checked and submitted to the Lessor.
8. All tenancy applications are checked through TICA for prior tenancy history

10. DISCLAIMER / AUTHORITY

I, the above named applicant, do agree that:

1. A copy of the tenancy documents outlining standard and special terms of the agreement (Form 17a – “green book” and Form 18a) have been provided to me with this application.
2. I will be required to pay a holding deposit **(equivalent to 6 weeks rent)** upon approval of my application being approved to secure the property. Should I proceed with a tenancy agreement, I understand this holding deposit will be applied toward payment of rental bond (4 weeks rent) and rent in advance (2 weeks rent). Should I choose not to proceed with a tenancy agreement 48 hours after being supplied a receipt for payment of a holding deposit, the rental bond amount for the holding deposit will be forfeited as per Section 161 of the Residential and Rooming Accommodation Act 2008.
3. The letting agent may conduct all relevant inquiries and/or searches from all creditors, providers & references named in this application as required for verifying the information contained herein. I allow the agent to supply my contact details to any tradespeople attending to maintenance at the property should I proceed with a tenancy agreement.
4. I have inspected the above mentioned property and have no outstanding enquiries.
5. I acknowledge receipt of the Privacy Act Disclosure Statement (Page 1).
6. I agree that immediately upon communication of the acceptance of this application by Clark Real Estate that this tenancy shall be binding on both landlord and tenant.
7. The above information is true and correct has been supplied of my own free will.

11. SUBMIT APPLICATION

I have inspected the above mentioned premises, agree to the attached privacy disclosure, above terms and conditions and wish to undertake a tenancy agreement for:

A period _____ months from ____ / ____ / ____ for a rental of \$ _____ per week

Applicant Signature: _____

Date: ____ / ____ / ____

Applicant Name: _____