

Thank you for choosing Clark Real Estate. Please fill in all details and attach copies of all supporting documents. If details are not complete, the application will not be processed.  
**Please ensure that all tenants have completed a copy of the tenancy application.**

Property Address:
Name of Applicant:
Date of Submission:

<b>Tenancy Requirements</b>		
Length of tenancy:	(months)	Rent per week:
Commencement date:		

<b>Occupancy Details</b>		
Number & Names of Occupants:		
Names & Ages of Children:		
Number & Type of Pets:		

<b>Applicant's Details</b>		
Name:		
Address:		
Email Address:		
Home Phone:	Work Phone:	Mobile:

<b>Personal Details</b>		
DOB:		
Driver's Licence Number:	Expiry Date:	
Passport Number:	Expiry Date:	
Car Make/Model/Registration/Colour 1.:		
Car Make/Model/Registration/Colour 2.:		

<b>Current Accommodation Details</b>		
Address:	Rent/Mortgage payments per week:	
Agent/Landlord:	Phone:	Fax:
Reason for leaving:	Duration of Occupancy:	

<b>Previous Accommodation Details</b>		
Address:	Rent/Mortgage payments per week:	
Agent/Landlord:	Phone:	Fax:
Reason for leaving:	Duration of Occupancy:	

<b>Current Employment</b>		
Current Employer:		
Your position:		
Manager's Name:	Contact Number:	
Length of employment:	Weekly Income after tax: \$	
Type:	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time <input type="checkbox"/> Casual

<b>Previous Employment - (Please complete if current employment length is less than 3 months)</b>		
Previous Employer:		
Your position:		
Manager's Name:	Contact Number:	
Length of employment:	Weekly Income after tax: \$	
Type:	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time <input type="checkbox"/> Casual

<b>Self Employed</b>		
ABN:		
Name of Business:		
Name of Accountant		
Length of Self Employment:	Income after tax: \$	
Please attach proof of earnings		

<b>Emergency Contact Details</b>		
Name:	Relationship:	
Contact Number:	Work Number:	
Address:		

<b>Personal References (no relatives)</b>		
Name:	Occupation :	Phone:
Name:	Occupation:	Phone:

The following documentation is required to be submitted for each applicant:

You must provide 3 of the following, one must be photo identification.	
<input type="checkbox"/> Driver's Licence	<input type="checkbox"/> 18+ Card
<input type="checkbox"/> Passport	<input type="checkbox"/> Birth Certificate
<input type="checkbox"/> Credit Card	<input type="checkbox"/> Gas / Electricity Account
<input type="checkbox"/> Bank Statement	<input type="checkbox"/> Telephone Account

You must provide 2 of the following, for proof of current address	
<input type="checkbox"/> Car Registration Form	<input type="checkbox"/> Telephone Account
<input type="checkbox"/> Gas / Electricity Account	<input type="checkbox"/> Bank Statement
<input type="checkbox"/> Council Rate Notice	

You must provide 1 of the following, for proof of previous address	
<input type="checkbox"/> Tenant Ledger	<input type="checkbox"/> Council Rate Notice

You must provide at least 1 of the following, depending on what applies to your personal situation	
<input type="checkbox"/> Pay Slips (2 most recent)	<input type="checkbox"/> Centrelink Income Statement
<input type="checkbox"/> Bank Statement	

Applications will take a minimum of 24/48 hours to process. We will telephone you once processed.

Within 24 hours of approval of the application, you will be required to make a payment by Internet transfer, totalling 6 weeks rent (4 weeks bond and 2 weeks rent). This will confirm that the property will be available for your tenancy. An appointment will then be made with the Property Manager to sign your lease.

We do not accept bond transfers or personal cheques under any circumstances.

Our office reserves the right to allow for any changes or additions to the above.

**I confirm the following:**

I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval. I consent to the information provided in this application being verified & a reference check on national tenancy databases undertaken. I acknowledge that I have inspected the property that I am applying for and accept it in its current condition.

**Privacy Statement**

The personal information you provide in this application or collected by us from other sources is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to us and the Landlord. If you enter into a Residential Tenancy Agreement, and you fail to comply with your obligations under that Agreement, that fact and other relevant personal information collected during the course of your tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your Property Manager. You can also correct this information if it is inaccurate, incomplete or out of date. If the information required from you is not provided by you, we may not be able to process your application.

**Application**

I, the Applicant apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the Landlord of the property for their acceptance and if the application is approved, to prepare a Residential Tenancy Agreement for the premises

I, the Applicant, declare that I am not a bankrupt or an undischarged bankrupt and that the information provided by me is true and correct. I have inspected the above premises and wish to apply for tenancy of the premises for a period of ..... **months**, at a rental of \$..... **per week**.

I undertake to pay a rental bond and two week's rent by internet transfer to Clark Real Estate within 24 hours of my application being approved.

**Statement Of Costs**

Rental Bond (4 week's rent)	\$
First 2 weeks rent	\$
<b>Total</b>	\$ _____

**TICA Annexure**

PART A

1. To process your application you are requested to answer all questions to the best of your ability. Any false information provided could jeopardise your application.
2. The completion of this annexure does not constitute an offer or acceptance.
3. Any information provided in your application and this annexure may be passed onto Tenancy Information Centre Australia in the event of a default occurring.

PART B

**(PLEASE CIRCLE YES OR NO)**

1.
  - a) Have you ever been evicted by any landlord or agent? Yes/No  
If yes give details \_\_\_\_\_
  - b) Have you been refused another property by any landlord or agent? Yes/No  
If yes give details \_\_\_\_\_
  - c) Are you in debt to another landlord or agent? Yes/No  
If yes give details \_\_\_\_\_
  - d) Is there any reason known to you that would effect your rental payment? Yes/No  
If yes give details \_\_\_\_\_
  - e) Were any deductions made from your rental bond at your last address? Yes/No  
If yes give details \_\_\_\_\_
2. I the applicant hereby authorise you, as the agent to conduct an inquiry with Tenancy Information Centre Australia Pty Ltd, and any other searches which may verify the information provided by me. I do solemnly and sincerely declare that the above information is true and correct and has been willingly supplied to assist in the assessment of my application.

**Applicant's signature** \_\_\_\_\_ **Date** \_\_\_\_\_