

# CLARK REAL ESTATE TENANCY APPLICATION FORM

**If you do not complete this document in full, we will not be able to process your application within 24 hours. Please make sure that...**

- Each adult has completed an Application Form
- I have written down the Address of the property I want to apply for
- I have noted how many people will be living at the property with me
- All phone numbers and email addresses are correct
- I have included a Phone Number for my supervisor
- I have provided details of my current AND previous address – including boarding
- I have included details about my pet/s as well as a Photo
- I have Signed the Privacy Consent
- I have put the date I want to move in and how long I want my lease



## HAVE YOU ATTACHED 100 POINTS OF IDENTIFICATION?

### PROOF OF INCOME

- 2 Recent Payslips  
 Recent Bank Statement  
 Signed Employment Contract

### PHOTO ID

- Drivers Licence  
 Passport  
 Proof of Age Card

### PROOF OF ADDRESS

- Phone/Electricity/Gas Bill  
 Council Rates Notice  
 General Tenancy Agreement

## WHAT HAPPENS NEXT?

**IF you have followed the above steps, you will receive Email and SMS updates when:**

- We have started processing your application
- When it is with the Landlord for their final approval
- When you have been approved (or declined)
- Once you have signed all documents and paid your Bond & Rent

OFFICE OPEN 7 DAYS

**PROPERTY:**

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**1. APPLICANT DETAILS (individual)**

Full Name (legal):		Preferred Name:	
First Language:	License/Passport #:	DOB: / /	
Total Applicants:	Number Children:	Ages:	Gender: Male Female
Work Ph:	Mobile:	E-mail:	

**2. OCCUPATION DETAILS**

Current Occupation:		Company Name:	
Manager/Supervisor:		Supervisor Contact Ph:	
Income p/week (net):	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:

**IF SELF EMPLOYED**

Company Name:		
ABN:	Established since:	Your salary p/week: \$
Accountant:	Accountant Ph:	

**3. CURRENT ACCOMODATION**

Address:		
Lessor / Agent:		Phone:
Reason for leaving:		Fax:
Lease Term:	Total Occupants:	Current Rent: \$

**4. PREVIOUS ACCOMODATION**

Address:		
Lessor / Agent:		Phone:
Reason for leaving:		Fax:
Lease Term:	Was Bond Refunded in Full: YES / NO	Rent: \$

**5. CHARACTER REFERENCES (not a relative)**

Name:		Relationship:
Current Address:		Known Since:
Home Phone:	Work:	Mobile:
Email:		

Name:		Relationship:
Current Address:		Known Since:
Home Phone:	Work:	Mobile:
Email:		

**6. EMERGENCY CONTACT**

Name:		
Best Contact Number:		Relationship:
Address:		Post Code:
Email:		Add. Ph No:

**7. PETS**

Type:	Number:	Breed:
Council Registration:	Age:	Size:

## 8. PRIVACY DISCLOSURE



This form provides information about how we use your personal information, as required by the Australian Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we cannot process your application. As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

### Primary Purpose:

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property. In order to assess your application we disclose your personal information to:

The Lessor / Owners for approval or rejection of your application, to assess the risk to our clients and verify the details provided in your tenancy application, any other persons to validate information supplied in your application and Other Real Estate Agents to assess the risk to our clients

### Secondary Purpose:

During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors / Owners insurer in the event of an insurance claim and Future rental references to other asset managers / owners.

### TICA Statement:

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the Australian Privacy Principles in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the Australian Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80

## 9. 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 and Form 18a) have been provided to me.
2. I will be required to pay 6 weeks rent upon approval of my application being approved to secure the property. Should I proceed with a tenancy agreement, I understand this payment will be applied toward payment of rental bond (4 weeks rent) and rent in advance (2 weeks rent).
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.

## 10 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 of \_\_\_\_\_ months from \_\_\_\_ / \_\_\_\_ / \_\_\_\_ for a rental of \$ \_\_\_\_\_ per week

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_