



PRE-APPLICATION INFORMATION

Thank you for your enquiry regarding our available rental property. To assist you in the process of applying for a property to lease, we provide the following information:

1. VIEW PROPERTY

- Only once you have viewed the property, will your application be processed.
- We recommend you to do a drive-by prior to the inspection of the property for location suitability

2. APPLICATION PROCESS

- Complete Application Form – one per person (two attached)
- **You Must** Include evidence of your income e.g.
 - * Pay slip
 - * Centrelink Documents
 - * Accountant Letter
 - * Scholarship Document

Provide and attach photocopies of documents required to meet 100 points of identification as the guide shows below.

100 POINTS—OPTIONS LIST			
Driver's Licence / Passport	40 points	Current vehicle registration cert	10 points
Copy of Birth Certificate	40 points	Bank Statement	10 points
18+ Card / Other Photo ID	30 points	Credit Card Statement	10 points
Current or recent pay advice	30 points	Medicare Card	10 points
Previous tenancy ledger	30 points	Pension / Health Care Card	10 points
Previous 2 rental receipts	20 points	Telephone / Electricity / Gas Bill	10 points

PLEASE NOTE—ALL PROPERTIES HAVE A STRICT NO INTERNAL SMOKING POLICY

3. APPLICATION PROCESS

Information Checks

- To verify your application information we contact National Tenancy Databases (TICA & NTD). If you have had a problem with a previous agency or lessor, please discuss the circumstances with us.
- Your employer; HR Manager; current and previous agent/lessor; and personal referees

Rent Payment method options

- Option 1: Electronic Funds Transfer direct to landlord's account (details will be provided)
- Option 2: Bank cheque or Money Order
- Option 3: Cash will only be accepted under prior agreement

APPLICANT CHECKLIST - BEFORE I SUBMIT THIS APPLICATION I HAVE:

- ☐ Attached photocopies of documents to meet 100 or more points of ID
- ☐ Inspected the property both internally and externally
- ☐ Been given a copy of the Residential Tenancy Agreement, Terms and any Special Terms to read. (If not, please contact us ASAP)
- ☐ Completed the application form fully, including the Privacy Disclosure Statement and Privacy Consent.

Signature Applicant 1: _____ Signature Applicant 2: _____

NAME OF NOMINATED APPLICANT FOR CONTACT REGARDING APPLICATION STATUS

Name: _____ Day Time Phone No: _____

OFFICE USE ONLY—To be completed at time of application being submitted with applicant present

CHECKLIST	STAFF	DATE	TIME
<input type="checkbox"/> Application Received		/ /	am / pm
<input type="checkbox"/> Original ID signatures same as Application			



TENANCY APPLICATION FORM

PLEASE COMPLETE ALL OF THE FOLLOWING

Applicant #

____ of ____

PROPERTY ADDRESS: _____

LEASE PERIOD: _____ RENT: _____ MOVE IN DATE: _____

PERSONAL DETAILS

FULL NAME

DATE OF BIRTH

CAR REGISTRATION NO.

DRIVERS LICENCE

PASSPORT

ADULTS # CHILD

NAMES & AGES OF CHILDREN

CONTACT DETAILS

MOBILE NO.

HOME NO.

WORK NO.

FAX NO.

EMAIL ADDRESS

PRESENT ADDRESS

PROPERTY ADDRESS

NAME OF AGENT/OWNER (please circle)

DAY TIME PHONE NO.

FAX NO.

PERIOD OF OCCUPANCY

WEEKLY RENTAL AMOUNT

REASON FOR LEAVING

PREVIOUS ADDRESS

PROPERTY ADDRESS

NAME OF AGENT/OWNER (please circle)

DAY TIME PHONE NO.

FAX NO.

PERIOD OF OCCUPANCY

WEEKLY RENTAL AMOUNT

REASON FOR LEAVING

EMPLOYMENT HISTORY

OCCUPATION

EMPLOYER'S NAME & ADDRESS

PAYROLL / MANAGER

BUSINESS NO. (NOT mobile)

LENGTH OF EMPLOYMENT

NET WEEKLY INCOME

(Take home pay)

PERSONAL REFERENCES (NOT RELATED)

1. FULL NAME

RELATIONSHIP TO YOU

DAY TIME PHONE NO.

2. FULL NAME

RELATIONSHIP TO YOU

DAY TIME PHONE NO.

PETS

TYPE / BREED

AMOUNT

COUNCIL REGO NO.

TYPE / BREED

AMOUNT

COUNCIL REGO NO.

EMERGENCY CONTACT INFO / NEXT OF KIN

NAME

RELATIONSHIP TO YOU

ADDRESS

CONTACT NUMBERS

IDENTIFICATION CHECK

In order for your application to be considered and processed, you must provide 100 points (minimum) of ID, and must include photo ID & proof of income.

The following documents are acceptable:

DRIVERS LICENCE	40	<input type="checkbox"/>	PASSPORT	40	<input type="checkbox"/>
BIRTH CERTIFICATE	40	<input type="checkbox"/>	OTHER PHOTO ID	30	<input type="checkbox"/>
CURRENT PAYSIP	30	<input type="checkbox"/>	PENSION CARD	10	<input type="checkbox"/>
2 RENT RECEIPTS	20	<input type="checkbox"/>	ELECTRICITY BILL	10	<input type="checkbox"/>
MEDICARE CARD	10	<input type="checkbox"/>	TELEPHONE BILL	10	<input type="checkbox"/>
BANK STATEMENT	10	<input type="checkbox"/>	HEALTH CARD	10	<input type="checkbox"/>
TOTAL	_____		AGENT	_____	



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2 RENT RECEIPTS	20	<input type="checkbox"/>	ELECTRICITY BILL	10	<input type="checkbox"/>
MEDICARE CARD	10	<input type="checkbox"/>	TELEPHONE BILL	10	<input type="checkbox"/>
BANK STATEMENT	10	<input type="checkbox"/>	HEALTH CARD	10	<input type="checkbox"/>
TOTAL	_____		AGENT	_____	



PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the National Privacy principles. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous lessors or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section.

COLLECTION NOTICE

The personal information you provide in this Application or our Agency collects from other sources is necessary for Clark Property Group to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application and during the course of your Tenancy may be disclosed for the purpose for which it was collected to other parties including the lessor, Referees, Other agents and third party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the lessor, third party operators of Tenancy Databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our office. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one month only. If you decide not to collect your Application we will destroy your documents to comply with Privacy Legislation.

If you do not complete this form or do not sign the consent below then your Application for Tenancy may not be considered or, if considered, may be rejected, due to insufficient information to assess the application.

PRIVACY CONSENT

I/We acknowledge that I/We have read the above Privacy Disclosure Statement and Collection Notice of Clark Property Group. I/We authorise Clark Property Group to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which Clark Property Group subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au and www.ntd.com.au

I/We authorise Clark Property Group to refer my name and contact details to an arranger or service provider including trades people (to attend to work required at this Property), salespeople (primary and secondary agents), valuers, the lessor, other agents, database operators, other Property Managers, Body Corporate, Insurance companies, Financial services, if required in the future, and to authorities as required by law.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Names		
Applicant Signatures		
Date		
Time		